

How to Host a Social Event

If you're interested in hosting an Event, here are the steps.

- Have the Event approved PRIOR to moving forward, whether this is a 'Club sanctioned event, # of work hours, cost and volunteers with the Social Director or Commodore.
- Clear the date with the Secretary and advertise on the website with Don Bauder at cedarislandweb@gmail.com and on facebook (send to Kristen Watton or Sandy Wright)
- Seek out volunteers if necessary. You might need help organizing or cleaning up afterwards.

If this is an event that requires an exchange of money, you'll need to:

- A. Have the event, expenses and estimated # of work hours approved by the Social Director or the Commodore prior.
- B. Attach your receipts to a '*Remittance*' form (found on the website) and have the Director sign the form.
- C. Submit '*Remittance*' form to the Treasurer within the week

All social events need to either break even or make some money for the Club.

- Please be sure that the Club is cleaned and back in order. You can find a '*Clean up*' form on the website under the Members' section.

If you need any help at all, please email the commodoreciyc@gmail.com