

ACTIVITY PROCEDURES

If you would be willing to have a go at organising an activity or have an idea or suggestion of an activity that may be of interest to others, please contact the Activities Co-ordinator to discuss.

PROCEDURE:

1. The Proposer of an activity contacts the Activities Co-ordinator to check that the date of the proposed activity doesn't clash with another club activity.
2. If the date is suitable, provide the Activities Co-ordinator with a completed 'Activity Approval Request' form detailing the proposed activity including payment to provider of activity.
3. If the Proposer has never organised an activity before and feels they need assistance, the Activities Co-ordinator may then contact a relevant person who has experience organising activities to work with the Proposer and help them through the process.
4. The completed Activity Approval Request must be approved by the committee, for insurance purposes, prior to the Activity taking place
5. After Committee approval, the Activity Co-ordinator emails the approved Activity Approval Request Form to the Newsletter Editor, Activity Fridge Listing Editor, Web team and Treasurer to promote the activity and as a base for approval for the Treasurer to pay accounts
6. Members payment of Activities
 - a. Member payment for Activities should be before the General Meeting
 - b. Preferred payment is direct to Probus Bank account at Pinewood Bendigo Bank BSB 633000 Account 149147860
 - c. Correct money in cash or cheque in a correctly completed Activity Envelope
 - d. The Activity Organiser is to give the envelopes and money collected to the Treasurer or arrange with Treasurer an alternative mode of banking.
7. **Payment to Event Provider** details to be provided on the Activity Approval Request Form, preferred method straight to provider's bank account.
8. The Activities Co-ordinator will also promote the activity at General Meetings, as a general rule there will be no need for a Proposer to stand up and promote their activity at meetings.
9. The Activities Co-ordinator will provide you with a Clip Board with an 'Activity Booking Sheet', an Accident/Injury/Incident Report and an Activities Attendance List which contains members contacts, including emergency contacts .
10. The folder containing the Activity Approval Request and Activity Booking Sheet are placed on the Activities table at each General Meeting for interested people to add their names.

It is advisable to be available at the Activities table to answer any queries that may arise concerning your activity
11. You take this form home with you after each meeting and retain it until your activity has concluded
12. The 'Activity Booking Sheet' form is to mark off attendees on the day of your activity.
13. After the Activity, the completed 'Attendance List' is placed in the 'Completed Attendance Sheet' tray on the Activities Table at the following monthly General Meeting and the clip board returned to the Activities Co-ordinator.
14. Either the Proposer, or an Attendee, of an activity is encouraged to write a few lines about the activity they attended which will be included in the newsletter.

NOTE: The 'forms are available On the Club's website. Simply sign into the Members Login, Click on Documents, click on PCPC Forms and the forms are listed on that web page for you to open and print. The actual address is <http://pinewoodprobus.org.au/index.php/documents-main-menu/pccp-forms>