



MYRTLE TRACE

MYRTLE TRACE HOMEOWNERS ASSOCIATION

ACTIVITY COMMITTEE GUIDELINES

ISSUED AND APPROVED

BY THE MYRTLE TRACE HOMEOWNERS

BOARD OF DIRECTORS

DECEMBER 2021

MTHOA ACTIVITIES COMMITTEE
STANDARD OPERATING PROCEDURES

1. The Activities Committee shall be composed of an adequate number of volunteers (20 or more) to initiate, plan, prepare and execute activities for the enjoyment and participation of ALL Myrtle Trace residents.
2. The volunteers will be recruited from the community via “News and Views” or word of mouth and be willing to serve for at least two years. It would be well for the Committee to have persons with prior experience among its members. The term for the Committee is March 1 to February 28 each year, but members may serve for longer periods, if they wish.
3. The Committee elects its own officers (Chairperson, Co-Chair, Secretary and Treasurer) at its first meeting in February wither by selecting a nominating committee or asking for volunteers to serve. The Committee shall be self-supporting. The Committee should meet monthly on the Second Monday of each month at 7:00 p.m. There is no meeting in August. The Chairperson will prepare and submit a report to the MTHOA Board of Directors at their monthly meeting as to the plans and financial status of the Committee.
4. The Committee can conduct activities that produce an income and shall be self-supporting and self-funded. Each new Committee, in March, will be provided adequate funds (\$200-\$400) from the succeeding Committee in order for them to initiate activities for the next year.
5. The Activities Committee has authority from the MTHOA Board of Directors that scheduling Committee Activities takes priority over all other standing activities or functions held in the Clubhouse. The MTAC when scheduling events will consult with the Communications Committee’s Calendar person and may take priority over other activities and functions. Set-ups should not interfere with Board meetings and/or Standing Committee meetings.
6. The Committee should try to schedule at least two activities per month (September through May). Committee members will “Host” each activity and the Committee is responsible for all set-ups and clean-up of functions for each activity in accordance with the guidelines for “Maintenance of the Clubhouse”.

7. Every event must have a Chairperson, who is responsible for planning, organizing, preparing flyer and approving expenses for the event.
8. Any and all receipts for expenses are to be given to the Chairperson of the event, who in turn will give to the Treasurer. **DO NOT GIVE RECEIPTS DIRECTLY TO THE TREASURER.**
9. The regularly scheduled monthly events such as BINGO, POTLUCK, LADIES COFFEE or any other event whereby a 50/50 is done must submit the money to the Treasurer within 5 days of the event, so the Treasurer will be able to submit a completed summary of the previous month's activities and income.
10. The Chairperson on a non-regularly scheduled event must prepare a synopsis of the event such as how many paid, how many attended, what and how much food was served with receipts attached, any unusual circumstances, something that should have been done differently, so the next person who might chair a similar event will have guidelines to refer to in order to possibly improve on the previous event.
11. Any resident of Myrtle Trace is free to attend and/or join any Activities Committee meetings. Any resident who would like to address the Committee should contact the Chairperson at least 48 hours before the meeting in order to be put on the agenda for a specific amount of time. The Committee will not consider any anonymous suggestions.
12. The signature of the Activities Committee Treasurer or Chairperson will be all that is required for the execution of checks issued on the Myrtle Trace Activities Committee account.

Approved and effective on June 16, 2021

GUIDELINES FOR HOSTING ACTIVITY

1. Every event must have a Chairperson who is responsible for planning, organizing, preparing flyers, and approving expenses for the event.
2. The chairperson of an activity will pick volunteers to help. (They need not be on the committee, but they need to be a Myrtle Trace resident.).
3. Any and all events whereby there is a charge for attendance, whether they are volunteers in helping to serve, setup, prepare food and/or beverages, or resident entertainers are expected to pay the reservation fee, if they partake of the food/beverages and/or entertainment. Outside entertainers *plus one guest*, whether paid a fee or not, will be guests of Myrtle Trace and welcome to partake of the food.
4. Determine the cost of the activity whether you use the clubhouse, restaurant, theatre or take a trip. Income generated through reservations should cover the cost of the event.
5. Things to include in the planning process are as follows:
 - a. Decide where the event will be held.
 - b. Select the time and date of the event and advise the calendar person.
 - c. Prepare a draft of the type of flyer you will need, after a budget for the activity has been prepared. Email or deliver draft flyer to Jeannie Rhodes, 115 Hickory Drive, telephone (843) 347-4796, email cdrdusty@aol.com. She will give you a draft to review and return to her for any corrections. Upon final review and approval Jeannie will forward to the appropriate person for publishing in the News & Views the next month. The flyer must be ready for publication by the 19th of each month. It is a good idea to have a second person review the draft for things which might have been overlooked. The following information must be provided.
6. Name & Date of event
7. Where event takes place
8. Hour(s) event takes place
9. Cost for each person

10. Name & Address where checks/money/reservations to be delivered.

11. **RSVP** Deadline date by which checks/money/reservations must be turned in to you.
Myrtle Trace Residents and homeowners have priority for attendance at all events or activities sponsored by the Board of Directors or any of its Committees. Where a single homeowner may bring **one** non-resident guest to the event or activity with priority equivalent to that of a joint homeowners sharing a domicile in such a home. If space permits, other guests of residents may RSVP to such events during the five (5) days prior to the RSVP deadline. Such guests, when accompanied by the sponsoring resident, will be welcomed to the event or activity for which an RSVP has been submitted.

12. Name of contact person & Phone number on flyer, so that people may know who to call for questions regarding the event/activity.
13. Refund Policy: Refunds must be requested at least 7 days prior to event unless “extreme emergency” exists. Flyers should reflect this to remind attendees of this policy.
 - d. Check previous events of similar activities that are in the files located in the Activities Closet.
 - e. Request key for Activities Closet from the Vice-Chairperson if needed.
 - f. Place a container at the door of your home to receive checks/money reservations.
 - g. Chairperson of the event will give all the money received to the treasurer to deposit, as money is collected. Checks should be made out to MT Activities Committee. **DO NOT HOLD CHECKS.**
 - h. All receipts for expenses from personal money are to be given to the Chairperson of the event, who in turn will give to the Treasurer. **DO NOT GIVE RECEIPTS DIRECTLY TO THE TREASURER.** (Money for expected expenses of an upcoming Activity is available (encumbered), upon request from the treasurer.)
 - i. Check Activities Closet for paper goods, decorations, or other items you will need for your event.
 - j. Enough money should be charged to cover all expenses.

14. Prepare a report, indicating everything that took place.
 - k. Complete cost breakdown of the event. (Items and cost).
 - l. Any drawings of chairs, tables, or furniture arrangements.
 - m. Any recommendations or suggestions for future events of this type.
 - n. The number of people paid, and the number attended the event.
 - o. What and how much food is served w/receipts attached.

15. Travel trips should be planned at least six months in advance, if any of the following is required: bus, motel/hotel, restaurant, tickets, airline reservations. Place a date on the flyer when the deposit has to be back to you.

16. Have a 50/50 drawing at every Activity sponsored event, unless otherwise approved by the committee. Half of the monies collected will go to the committee. The second half will be divided and dispersed to the winning ticket holder(s) at the discretion of the host or hostess.

17. Unused/unopened items left over after an event such as beer, soda, wine, condiments and decorations should be placed in the Activities Closet for future use.

18. Perishable food left over after an Activity sponsored by the Activities Committee is to be delivered to Myrtle Trace Home-Bound (list is kept by responsible person in the Activities Committee) and/or delivered to the Conway Firehouse.

Revised 03/11/2019