

Special Events Policy and Procedures

Policy

- A member seeking to organise a special event for members of U3A Batemans Bay must first obtain approval in principle from the Special Events Coordinator.
- The organiser must then prepare a budget for the event and submit it to the Committee for approval before incurring any expenditure. The budget must show total estimated costs, the minimum number of participants needed to cover those costs, and the proposed cost per participant.
- If the Special Event is approved by the Committee, the Special Events Coordinator will give the organiser a copy of the checklist of procedures which are set out below, to help ensure it is conducted in compliance with health and safety, insurance and financial requirements.
- Arrangements for the Special Event must not be finalised until payment has been made by the minimum number of participants needed to cover costs.
- U3A expects that the organiser will make all reasonable attempts to cover the budgeted costs, but if a shortfall later occurs despite those efforts U3A will pay for that shortfall.
- Where participants use carpooling to travel to an event, they are expected to share travel costs. U3A BB will not be liable for any unforeseen costs arising from this travel.

Procedures

- All receipts and expenditure for the event must be documented and provided to the Treasurer.
- During the Event, the organiser should carry a copy of the *attendance sheet*, the list of emergency contact details for participants and a *U3A Accident/Incident Report*.
- The attendance sheets must be signed by all participants and are to be given to the Special Events Coordinator after the event or entered on myu3a.
- Participants should wear their membership badge during the event.

- The organiser should identify any occupational health and safety issues (OH&S) and take preventative action where necessary.
- The organiser must ensure that they have telephone contact numbers for the Special Events Coordinator, so that s/he might be contacted in the event of an emergency.

Methods of Payment

- In conjunction with the Special Events Coordinator the organiser must decide on one or more methods of payment.
- If desired, participants can make their payments for the event to Beyond Bank (BSB 805 022 account number 03531893). The Special Events Coordinator will contact the Manager of Beyond Bank, (currently Shellie Davenport), beforehand to ensure she is aware of the event and the reason for the transactions.