



A Message from the Activities Director, Marge Rhode

Thank you for volunteering to host an activity! It's only through the many volunteers in CCA every year that we have so many spectacular events for all of us to enjoy.

As the Activities Director, my job is to guide you through the process. Some events are traditional CCA Club events: Corvettes In The Park Car Show, Founder's Day, Magical Mystery Tour, Thorobred Thunder Car Show, Awards Banquet, and Christmas Party. These events can be subsidized in part by the club. All other events are funded by the host and participants.

The following is a guide for sponsoring a CCA Club activity:

1. Decide on an activity or driver that you would like to sponsor, such as destinations to a park, museum, restaurant, fair, historical spot, car show, city, theater, sport event, a pool or BBQ party at a member's home or one of the traditional CCA events.
2. Check with the Activities Director to insure that your event and date is not in conflict with other events.
3. If you are sponsoring a traditional CCA Club event, submit a proposed budget for Board approval prior to obligating funds. The Activities Director will explain and provide you with the form. Remember to keep all receipts for monies spent.
4. Upon approval of the date, prepare a flyer and submit it to the Activities Director. I will insure all needed information is present (see 5.) and approve for group e-mail distribution to club members and for posting on the Club website. Also, bring the flyer to general meetings for guests and inform the membership about your event.
5. Your flyer should include: destination address (except MMT), times, starting point (if a driver), cost to participants, names of sponsors and RSVP information and any other info that is pertinent to the event. If your event is one that will be subsidized in part by CCA, then all checks from members should be made payable to CCA but given to the hosts so that you can keep track of participants. You will then give the checks to the Treasurer to be deposited in the club account and you will be reimbursed for your costs (if any) from the Treasurer. If it is not a subsidized event, then checks can be made payable to you so that you can be reimbursed directly for your costs.
6. If the event is a Driver, prepare a map of route to be given to drivers at the time of departure and please read the Suggested Guidelines for Drivers.
7. The traditional CCA Club events usually involve a road quiz of some type or a Poker Run activity which, as a sponsor, you should plan. Such contests are not a requirement for other events. If you are sponsoring a traditional CCA Club subsidized event, you can procure prizes for the quiz by factoring the cost into your proposed Budget plan and/or also obtaining donated prizes from Thorobred Chevrolet.
8. When your subsidized event is over, submit the Budget Worksheet to the Board again with the 'Actual' column completed for expenses, income and any notes you wish to include. All receipts should be submitted at this time also.