

CORVETTE CLUB OF ARIZONA

HOSTING AN EVENT

These are various functions that the Club members attend, and of course, each function has to have someone or group of people to organize it and make it happen. Other Clubs or organizations sponsor some of the functions, but our own Club members host the majority of the functions.

For the most part, CCA has tried to have each function at least pay for itself, if not make money for the Club. There are however, a couple of functions that are designated to be subsidized in part by the Club, the year-end Banquet being one of them. Hosts for these functions are volunteers. New members are encouraged to host a function as soon as they feel comfortable in doing so.

Once a member has decided to host a function, he/she obtains and fills out a “Proposed Budget Worksheet” from the Activities Chair. The work sheet is presented to the Board at least one month prior to the function in order for the Board to help the host with any questions that might arise. It also allows the Board to insure that the function is financially feasible, and that it does not conflict with previously scheduled functions.

After the function has occurred, the host presents the “Proposed Budget Worksheet” to the Board again indicating the actual costs incurred and any receipts and/or income from the function.

These Proposed Budget Worksheets are retained on file to allow members to use them as guidelines in planning future functions. Contact the club Treasurer or Activities Chair to obtain a Proposed Budget Worksheet.

Not all functions require a Proposed Budget Worksheet. Only those functions that generate some sort of expense to the Club require Proposed Worksheets be prepared.

See attached “Proposed Budget Worksheet”.