



CHAIRING AN ACTIVITY

Any person who takes the responsibility for an activity is asked to follow these guidelines

Before making final plans:

1. Call the activity chairman or e-mail information regarding the activity you propose. Include as many details as possible including date, time, type of activity, club support requested, chairperson(s), telephone number(s), etc.
2. The activity chairperson will discuss the activity with you and ask for any additional information needed. The activity may then be put on the calendar immediately or presented to the board. If you are requesting financial support, board approval is required. Once the activity is approved, it will be put on the calendar.
3. If the club is being asked to provide funds for the activity, an Event Cost Worksheet should be completed and given to the NSCC board prior to publishing the activity. A specific budget will be approved by the board. (financial form available from treasurer or activity chair)

Once the activity is approved:

1. Prepare a flyer to distribute at the membership meetings. It is recommended that you publish your event a minimum of two months in advance. If reservations are required with a deadline, more notice may be needed.
2. E-mail a flyer to publications chairperson (publications@northshorecorvetteclub.org) for printing in the monthly newsletter. The flyer should be formatted in a landscape document, 1/2 page maximum (5" W by 8" H) Be sure the flyer includes a telephone number and, preferably, a second number or e-mail address.
3. If the activity involves driving or the use of Corvettes, state what the plans are in the event of rain. You will be notified if insurance is required for the activity. If insurance is required, you will be asked to complete an insurance application in advance by the treasurer.
4. If there are any changes to a published activity, or if an event is cancelled, please notify the activity chairperson as soon as possible.
5. At the event, have a sign in sheet for participants including whether they drove their Corvette. If a member comes to support a club event, such as the muscle car show, the club car show, or a racing event, but does not participate directly, they sign in on a supporter sheet. (sign in sheets are available from the activity chairperson)

After the activity is held:

1. Send the participants sign in sheet, or a participant list you prepare, to the points chairperson. Indicate if the member drove their Corvette. Send supporter sign in sheet if it applies to your event.
2. After the event, write an article for the newsletter and e-mail it, with pictures if possible, to the publication chairperson (publications@northshorecorvetteclub.org) to be included in the monthly newsletter. Also send the article to the webmaster at webmaster@northshorecorvetteclub.org for posting to the website.
3. Turn in receipts to the treasurer and a financial report if the activity was approved for financial support.

**We encourage you to get involved and propose activities! Please call the activity chairperson or other board member...we'd like to get your event on the calendar!
Contact Frank Punzio at 708-456-1094 or plumnone@aol.com**