

Parents Without Partners

Chapter 715

Guidelines for hosting an event

On the behalf of the Board of Directors, we sincerely appreciate your generosity and effort in the hosting of an event. The following information is being provided to you regarding adopted policies and procedures to ensure that we are in compliance with the bylaws of our Chapter and International requirements.

Most PWP events are categorized as Programming & Education (P&E), Family and Youth (F&Y) and Parent Social (PS). Each of these primary categories are led by a Vice President (VP) and they will assist you with any questions or concerns you may have regarding reimbursements, allowed expenses, Chapter policies as well as placing your event on the Chapter's monthly calendar of activities.

The following is only a partial list of activities and which primary category they are assigned:

P&E	F&Y	PS
Moderated Discussion	Let's Eat Out (LEO)	Wine & Cheese
Book Club	Roller/Ice Skating	Happy Hours
Museum Tours	Amusement Parks	House Parties
Dance Classes	Children's Activities	Dances

After deciding the type of event you desire to host, please contact the appropriate VP or any board member. Please provide two suggested dates for the event. Two contact phone numbers are given to the membership for RSVP's. Should you not desire to be an RSVP, please notify the VP so another contact may be designated. All final details must be coordinated with the appropriate VP or their assigned representative.

Finances and Reimbursements- For the vast majority of P&E and PS events at member's homes, the host is only responsible for providing paper or plastic products which are fully reimbursable by the Chapter (a limit of \$15.00 - please provide receipt you will be reimbursed only with receipt-do not take out of fees collected). The members attending the event are required to bring food and/or drinks in addition to an attendance fee which is set in advance. The host shall also ensure that all attendees place their name on the attached member sign-in sheet and pay the respective attendance fee. Remittance of the collected fees, the sign in sheet and any receipts may be given to an attending PWP Board of Director member or sent via U.S. mail to the Chapter Treasurer at PO Box 358, Merrifield, VA 22116 address within five days of the event. Please send a personal check and not cash through the mail. Unless prior arrangements are made, receipts for monies paid will be reimbursed by PWP check. The host is not charged the attendance fee.

For F&Y events at your home, you would be responsible for the same duties as mentioned above, however in most cases there is no entry fee for the children. For F&Y events outside your home at restaurants, parks or other recreational facilities, the Chapter may offer child subsidies for children of members (member has to be present at the event) under 18 years of age but not the parents. The child subsidy paid will be set by event. The child subsidy may be provided by you which is fully reimbursable or if you wish, a cash advance may be granted if requested ten days prior to the event. Records detailing how much money in child subsidies and to whom given are required. (Please complete attached forms, make sure you get members to sign when receiving subsidies or you will not be reimbursed. Receipt for child's expenses must be attached (i.e. restaurant, amusement park, movie). Please circle child's cost for event.)

Happy Hours- Because the event is conducted at a local bar or restaurant, no entry fee is requested however attendees are asked to voluntarily donate one dollar to the Coins for Kids Campaign in which those funds are used to offset children's activities. The monies should be mailed to the Treasurer (in the form of a check), which funds will be reserved for F&Y subsidies.

General Information- If the event is being held at your home, you have the right to refuse entry to any PWP member for whatever reason and your decision is fully supported by the Board without question. It is also at your discretion whether to allow the consumption of alcoholic beverages at your home during P&E and PS events however it should be noted that nearly all of these types of events allow alcohol consumption. No alcohol is permitted at F&Y events.

This outline was prepared to answer the majority of your questions however it does not encompass the many exceptions. Please feel free to contact any Board member for further guidance.

PWP Board of Directors