

**GREENFIELD VILLAGE
RV RESORT ASSOCIATION
MESA, ARIZONA**

CLUBS AND ACTIVITIES

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CLUBS AND ACTIVITIES

Membership and Participation

Membership and participation in Greenfield Village clubs and activities are open to all residents. Any group of residents with sufficient interest and support and a readiness to abide by the rules and guidelines set forth may organize and request recognition as an active entity of the resort. When so recognized, the Activity Director shall help with the organization and facilitate communications.

Officers and members are invited to attend any chairpersons' meetings chaired by the Activity Director. Each club may present items of interest as desired. The officers of any club or activity should make themselves aware of the basic documents of the resort Association and be assured that the club operates within these rules.

Club officers should give considerable thought to taking the necessary steps to keep accidents, injuries, and claims against the leadership and governing boards at a minimum. The use of disclaimer statements, "At Your Own Risk" signs, and use of appropriate safeguards may aid in this effort.

All land, buildings, and structures used by any club or activity belong to the Association, and no change or alteration shall be made to them without written approval of the Association Board. Equipment, machinery, tools, furniture, and supplies in club shop areas or activity center purchased with funds from the Association, whether in whole or in part, become assets of the Resort Association. Shop equipment, machinery, and tools assigned to a recognized activity will be used only by, or for the use of, that club's members.

Any accidents which occur must be reported immediately to a club officer and to the Administration Office.

Association rules require that badges shall be worn visibly at all times while using common elements and/or recreational facilities.

Clubs, activities and workshops shall keep the Activity Director informed of changes in officers and other leaders.

Club Responsibilities

Clubs and activities shall provide current copies of Bylaws and current rosters of officers to the Activity Office.

Emergency contact name and telephone number shall be posted in Security office.

Each club or activity group shall designate one resident authorized to provide news for The Villager, said name to be on file with the Activity Director.

Clubs with power tools and equipment must establish usage rules that prohibit use of shop equipment when only one person is present.

Officers in each club or activity must maintain an accurate and up-to-date accounting of all furnishings and equipment assigned. All additions or other changes should be noted as they

occur on the club inventory and reported to the Administrative Office. End-of-year inventories and/or changes are requested by the General Manager.

Clubs and activities shall coordinate hours of use, rules, and guidelines relating to shop and recreational facilities, keeping in mind that in some cases facilities must be shared with others and that final authority lies with the Activity Director and/or General Manager.

Club and activity officers must ensure that hours are posted, keys and monitors are assigned, and other steps taken to assure that valuable equipment and shop facilities are secure from theft or misuse.

Special Events/Fund Raising

Clubs and activities may participate in such events to help cover the cost of supplies, equipment, furnishings, modifications, etc. However, all such events must be approved and scheduled with the Activity Director. The net proceeds from each event shall be credited to the club's account by the Activity Director.

Special events or private parties may be scheduled, and in some instances a deposit may be made for the room. However, in some cases there will be no charge for use of rooms or areas if only residents and invited guests attend and if there is no profit to an individual or group.

Activity Director's Role

Tournaments involving non-residents may be permitted. However, the Activity Director must approve the scheduling of such events when other than club facilities will be used.

All rooms and facilities are scheduled by the Activity Director.

Certain equipment may be checked out through the Activity Office; this excludes equipment stored in the kitchen. All items must be returned in clean and undamaged condition. A charge may be made for major items damaged.

Any club or activity planning to contract with an instructor or program presenter should inform the Activity Director. In some cases, a percentage of instructor fees is collected by the Activity Office.

Fiscal Responsibilities

The Activity Director receives and manages all funds generated by organized social, recreational, educational, and hobby craft activities, together with all commissions and other amounts paid by instructors or vendors of merchandise using facilities of Greenfield Village.

Clubs and Activities which have requests for funds above those generated by their individual activities are directed to follow the Policy for Funding Requests established by the Board of Directors on March 18, 2021.

All clubs and activities may establish a petty cash fund for the purpose of purchasing supplies, tools, etc. Petty cash money may be withdrawn as needed during each season with a check request and returned (cash or receipts) at the end of the season.

At least annually, each club and activity with a petty cash fund or account in the Administrative Office shall conduct an internal audit of its account to reconcile with the Administrative Office accounting. This report should be updated as necessary during the season and delivered to the Activity Director. (See Club Report form attached.)

Fund Procedures

All club funds will be deposited into their respective club account. A club deposit form must accompany every deposit given to the Activity Director, with the club keeping a copy for its records. Each club has an individual ledger account with Greenfield Village, and all funds are separated using these accounts. A copy of the deposit will be placed in the club's account. (See Club Deposit form attached.)

All expense reimbursements and payments for club equipment and supplies will be processed through the Activity Office and charged to the club's account. The club must have adequate funds in the account to cover such expenses. A check request obtained in the Activity Office must be signed by two club officers and be accompanied by receipts and/or purchase order. Checks will be processed for clubs within one week of request. (See Club Check Request form attached.)

A club financial status report shall be provided to the club officers by the Administrative Office on a monthly basis.

All transactions and reports will be conducted with the responsible club officer only.

The following letter from the Resort attorney emphasizes the protocol:

“It is certainly appropriate for each group to receive and expend funds for each designated activity. However, in the interest of facilitating the accounting for such activities, we do recommend that, to the extent possible, each group bring their receipts to the office for deposit in the Association account, and request expenditures from the Association account. This does not preclude each group from retaining a small amount of cash needed to take care of their daily needs in a “petty cash” fund. As long as the petty cash funds are accounted for and reported periodically to the Association Office for inclusion in the financial reports, this should not create a problem.”

