

## Florida Whips Protocols-Adopted August 7, 2011

In answer to questions that arise from time to time about Florida Whips procedures.

**Organizing Events:** Anyone who wants to organize and produce a Whips event must bring it before their region and get approval. Normally this is done at the summer regional planning meeting, but it can be done after that, provided the regional members have a say (meeting, phone poll).

**Getting Events on the Calendar;** Following the approval of events by the region, the regional **director** shall submit the necessary information to the Vice President. The V.P. is the calendar coordinator. He or she will see that the item gets on the calendar. If the event requires an Event Form (see next paragraph), it will be calendared as *tentative* until the Event Form and Budget are approved by the Board.

**Event Finances:** If fees will be charged (other than park fees or other pass-through fees); if there will be a commitment to pay expenses; if there is potential for profit or loss; if the event is to be co-sponsored with another organization; then an Event Form must be filed two or more months before the event date, including a proposed budget.

**Money Collected:** Except for pass-through fees, all checks must be made out to the Florida Whips, cash must be accounted for, and all submitted to the Treasurer. Requests for reimbursement for expenses must be made through the Regional Director or the event organizer, who will submit the invoices, sales slips, etc. to the treasurer in ONE PACKAGE, not piecemeal. The Regional Director shall also indicate how the checks will be made out and where they should be sent. The Request for Regional Funds Form should be used or the treasurer may use the event form as authorization of payment. Arrangements may be made with the Treasurer to make needed payments before the final reimbursement package is submitted. Any reimbursements requested should appear in some manner in the proposed budget.

All income and expense from a regional event shall be entered to that regions sub-account such that it reflects the overall gain or loss.

**Calendar Changes:** Changes should be submitted to the appropriate Regional Director, who in turn will submit it to the Vice President, who will see that it gets changed on the web site and in the newsletter.

**Newsletter:** Those members needing a paper copy of the newsletter mailed to them should contact the newsletter editor or the membership chair to request one. Newsletters will not be mailed unless requested. Any questions regarding your membership should be addressed to the membership chair. The Membership Chair and Editor will coordinate their member lists.