

Florida Whips Protocols

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: after events are approved by the region, the Regional Vice President shall submit the necessary information to the Vice President (presently Dona Love). She is the calendar coordinator. Dona 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); there will be a commitment to pay expenses; there is potential for profit or loss; the event is to be co-sponsored with another organization; then an [event form](#) must be filed several 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, 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.

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.

Any profit will go to the region's sub-account.

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: Do not contact the newsletter editor if you are having a problem getting your newsletter. Contact the Membership Chair: Linda Bennett, stargait@verizon.net. The Membership Chair maintains the address list for the newsletter, and can tell you if your address is on the list in correct form and/or if your membership is current. Address changes should also go to the Membership Chair.