

Reimbursement of expenses associated with hosting PTOA events

In an effort to encourage members to **HOST** PTOA events the board would like to trial a program where the club will offset some of the expenses associated with hosting the event. This is currently done by other car clubs in our area, and we would like to trial the idea. **Please note:** this program is **NOT** intended to offset the cost of those participating in the event (parking, ferry tickets, gas, etc).

Below are details regarding the program:

- The club will reimburse up to \$100 associated with hosting a club event.
- It should be a PTOA event that is open to all membership, and advertised to all members at least one month ahead of time, ideally through the club web calendar, TRAX, and our Google Groups account, with details being provided to the club events coordinator.
- If the event has to be cancelled in advance the board reserves the right to deny coverage of any associated expenses.
- Receipts should be provided to the club treasurer detailing any expenses within one month post event. Examples of acceptable expenses might include:
 - Modest food: coffee and donuts, hamburgers and soft drinks. **NO ALCOHOL!**
 - Reservation of picnic site at State Park.
 - Gas expenses associated with planning a tour route. Our tour guidelines encourage hosts to provide detailed tour directions, and to drive the route in advance.

If you have any questions about eligible expenses, please contact the events coordinator prior to incurring them.