



**CICB**

Club International Costa Brava

April 2024

## **GENERAL GUIDELINES FOR CLUB SPONSORED ACTIVITIES AND EVENTS**

**As a member representing the club, we ask you to remember to be welcoming  
to all members at all times.**

- When hosting a club activity or event in any location, including one's home, the member is acting on the club's behalf and agrees to follow the guidelines set up for that event or activity group and club bylaws.
- When a budget is involved in an event or activity, the estimated budget is to be pre approved by the board and/or the treasurer prior to spending any money.
- Expenditures will not be reimbursed without prior board or treasurer approval. Members will be reimbursed expenses directly that are incurred for the event or activity.
- All reimbursed items are to be accompanied by receipts.
- Activity group coordinators may request approval and be reimbursed for planned group activities if approved by the board or treasurer.
- Club sponsored activities and events are not private parties; all members will be offered equal opportunities to attend.
- When the event or activity is limited to a small number, invite the members who missed the last event first. Follow up with a second invitation to all members of the group on a first come first served basis.
- WhatsApp activity group coordinators - keep the content relevant to the group activities, drop members who don't participate after a reasonable time (time-frame to be established by each group coordinator).