

	POLICY & PROCEDURE	Index No. 2005	Approval Level EB
	Subject Ladies Luncheon	Effective Jan 08, 2014	Supersedes Red Hat Function of Sept 28, 2007
		Distribution Executive Board & Cadre	

Policy

Annually the Association will plan a Ladies Luncheon for the women members attending the rally.

Procedure

The annual Luncheon is to be planned in a manner that registration fees for the event will cover all expenses, such as food, entertainment, door prizes, and decorations.

Annually, the chairperson will be selected by the Association Secretary. The chairperson is responsible to plan the event. All incoming registration fees and outgoing expenses are to be accounted for. All excess funds are to be submitted to the Association’s Treasurer along with an itemized accounting of collections and disbursements. In the event that something unforeseen would cause collections to be insufficient to cover expenses, the deficit will be covered by the Association. The accounting should be completed and all documents (receipts, etc.) submitted to the Treasurer prior to the end of the rally.