

Camp Florida POA

Activities Committee

Implementation of Changes to Procedures concerning Activity Representation/ Funding/ Room Requests

Activity Representation

1. All CFR activities will be required to appoint a representative** to attend the Activities Committee meetings on the second and fourth Thursday's of the month from 11:00 to 12:00 (excluding holidays).
2. If the chosen activity representative cannot attend for any reason, it is highly suggested an alternate attend.
3. Bi-Weekly, during the activities meeting, each activity representative will update the committee on the status of their activity. (i.e., special events/contests/funding needs/volunteers needed)

Activity Funding

4. All requests for **Activities Funds** will be in writing, including an estimate of costs, to the Activities Chair. Request form may be picked up at the POA Office.
5. Activities Chair will present **Activities Fund Requests** to the Activities Committee for vote and approval/disapproval. If additional information is needed, Activities Chair will contact individual listed on request form.
6. Any **Activities Funds** request may require CFR POA board approval/disapproval depending on potential legacy costs.
7. Receipts of purchases must be turned into the Activities Chair within 24 hours of purchase or day after of any delivered items.

Activity Room Request

8. All requests for facility space/rooms will be reviewed by the Activity Committee Chair and Activity Event and Scheduling Chair for approval.
9. Request Forms are located in the POA Office.
10. Room reservation will not be valid without the written documentation request form.

*** There are multiple activities of card playing, line dancing, exercises, etc. One person may be chosen by that activity to represent all card playing, all line dancing etc. Please note this person will represent your activities, (1) person for all card playing, (1) person for line dancing, (1) person for exercise, etc.*

Questions referencing these changes may be directed to the Activities Chair, Tom Stansifer.