

## Camp Florida POA Activities Committee Information

### Activity Representation

1. All Camp Florida activities will be required to appoint a representative\*\* to attend the Activities Committee meetings on the second and fourth Thursdays of the month from 11:00 – 12:00 in the Card Room (excluding holidays)
2. If the chosen activity representative cannot attend for any reason, it is highly suggested an alternate be selected to attend.
3. Each activity representative will update the committee on the status of their activity (i.e., special events/contests/funding needs/volunteers needs) at the bi-weekly activity meetings.

### Activity Funding

1. All requests for activity funds will be in writing, including an estimate of costs, to the Activities Director. Request forms may be picked up at the Camp Florida OA Office.
2. Activity Chairs must present activity fund request to the Activities Committee for vote and approval/disapproval. If additional information is needed, the Activities Director will contact the individual listed on the request form.
3. Activity funds over \$500.00 require Camp Florida POA board approval/disapproval.
4. Receipts of purchases must be turned in to the Activities Director within 24 hours of purchase or the day after any delivered items.

### Activity Room Requests

1. All requests for facility space/rooms will be reviewed by the Activity Director and Scheduling Chair for approval.
2. Request Forms are located on the bulleting board outside of the POA office.
3. Room reservations 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 Director, Debbie Owen (217-821-8777)