

DCHA Social Director Procedures

- 1. Manage the booking of the Recreation Center for all events including Hall Rental Agreements**
 - The Recreation Centre is owned and maintained by Desert Cove Management; however, Management has empowered the DCHA to make decisions and manage the use of the centre for all events.

Desert Cove Shuttle

 - The Desert Cove shuttle is owned and maintained by Desert Cove Management and is for the use of Residents. Management charges a fee for the use of the shuttle. The booking of the shuttle is managed by the DCHA Social Director.

- 2. Create and maintain a calendar for all DCHA activities; social, regular daily activities and other DCHA events as required.**
 - **Dates requiring gaming licenses (50/50 draws or prize draws) are reported to the Treasurer.**

50/50 or 'share the pot' tickets

 - We encourage selling 50/50 tickets at all events. This is our primary source of raising money for the DCHA. The Treasurer will obtain gaming licences during the year for 50/50 draws so it is important to notify the Treasurer in advance if you wish to sell them at any event.
 - A 50/50 Draw Worksheet must be completed for 50/50 draws, signed by prize winners, and witnessed by a board member and volunteer, and submitted to the Treasurer along with the DCHA proceeds.
 - 50% of the proceeds must be distributed to the participant(s) and 50% to the DCHA. If the total amount to be distributed to participants is \$100 (one hundred dollars) or more, the prize amount will be divided into 3 prizes. 50% for first prize, 25% for second and 25% for third prize.
 - The selling of 50/50 tickets require a Board member and one volunteer to oversee the collection of monies and distribution of the prizes. Board members and volunteers who are involved in overseeing the 50/50 cannot purchase tickets for the draw.
 - Prize raffles require a separate licence. Offering prize raffles will not be the DCHA's standard practice.
 - Share the pot draws do not require a gaming licence if all proceeds are returned to the participants.

 - **Notify the Board and specifically the Treasurer (gaming licenses) and Data Management Director of calendar changes.**

- 3. Liaise with DC Administration on outside event requests, coordinate Event Calendars and conduct a walk-through inspection prior to and following an outside event to assess condition of the facilities.**
 - All hall rentals must be approved by Desert Cove Administration.
 - Ensure hall closures are communicated to Desert Cove Residents and signage is posted.

4. **Meet with existing and possible Event Co-ordinators and the Board, to set the Event Calendar for the year, and work with volunteers to plan for the upcoming events.**
- **Recruit coordinators for planned events and ensure that they are familiar with their responsibilities.**
 - Input from members of the community is critical when planning the Events Calendar. Feedback should be solicited and/or a community meeting held after the AGM, managed by the Social Director (with President and/or another Director present), to gather input from members on types/dates/event organizers for planning events for the next year.
 - As a result of the planning meeting, a calendar of weekly events as well as yearly events are created and maintained.
 - **Maintain a current list of coordinators for all activities and events.**
This is list is useful to draw on for future events and/or new Board members.

5. **Assist Event Coordinators or engage a volunteer to create posters, sign-up sheets and tickets, as required for events.**

Event coordinators may require assistance to create advertising, posters, sign-up sheets and tickets, or other items as required for events. There are many creative people in the cove who would be willing to help out.

Ticket Sales

- Members of the DCHA can join any DCHA sponsored activities and events. Events where an entry fee is required, members will be given first priority to attend.
- A list of current members will be provided to ticket sellers by the Data Management Director.
- If there is capacity, tickets will be available for non-members. Non-members will be required to pay a higher fee than members. If a member wishes to purchase tickets for a non-member, they will need to wait if/when these are available.
- Non-residents cannot purchase tickets for an event. If guests allowed at an event, resident must purchase the ticket.
- One family unit can purchase tickets for one other family unit (maximum 4 tickets).

Pre-booked seating

- If it is anticipated that an event will be at maximum capacity, participants are given the opportunity to book their seats at the time they purchase their tickets.

6. **Provide event packages to co-ordinators and create and/or request a report and a financial account to be provided.**

- An electronic copy of the financials is to be provided to the Treasurer and event information to the Data Management Director for filing on the master google drive. A copy of the information package and forms are available on line.
- Paper copies can be filed in the binders in the storage room.

Event organizers package

An information package has been created to help 'new' event organizers with step by step instructions on how to organize an event. The social director should go over this package with the organizer 6-8 weeks prior to their scheduled event.

Event summary form

To assist future event organizers, after each social event, an event summary form is to be completed by the organizer and/or Social Director. All relevant information should be included in the summary. Soft copies (or paper copies) of checklists, posters etc. should be provided for filing on the master google drive. The Social Director will provide a summary of the event in the monthly Board Meeting.

Financial summary form

All events should strive to make a profit and/or the very least, break even. Any event organized in Desert Cove by or for residents, which involves money exchanged (i.e.; entry fee, sales, fund raising) requires a financial accounting and report to the Treasurer, within two weeks after the event.

7. Oversee all social events and ensure all monies and receipts are collected and accounted for at, or immediately after an event.

- If the social director is unable to be present to oversee all money transactions, then another board member should be asked to perform this role.
- The financial summary must be completed for all events and must accompany total expenses and money collected for an event, prior to submitting to the Treasurer.
 - All monies collected from an event will be detailed and listed on the financial summary. (i.e., member, non-member ticket sales, prize draws etc.)
 - All expenses must be listed on the financial summary and expense vouchers completed for reimbursement. Receipts for expenses must accompany the expense voucher.
 - Separate expense vouchers are required if the expenses are for different events.
 - No money should be paid out of event profits prior to being submitted to the Treasurer. As a registered society, the DCHA is required to follow proper accounting practices.
 - The financial summary and ticket sales tracking are required to balance with money and expenses submitted.
 - For events that occur over a period of time (i.e., the sale of the Pup Strut Calendar) an Event Financial Summary can be completed after the initial “sales push” and any further monies can be submitted to the Treasurer as received.

Treasurer

- The Treasurer will collect the completed financial package from the Social Director (Event Financial Summary, money, expense vouchers and receipts).
- The financial summary will be reviewed with the Social Director/designate present.
- All cash will be counted and verified in front of the Social Director/designate. If cash balances, each party will initial/sign identifying that balance listed is correct.

- If cash does not balance, the Social Director/designate is responsible to reconcile/recount the amounts and reissue the financial summary with corrections.
- The Treasurer will make out cheques as required for expenses. These cheques will be placed in a sealed envelope and returned to the Social Director to give to respective parties involved in a timely fashion.
- The Treasurer will include the financial summary in the Treasurers Report to ensure full financial visibility to members. A copy of the financial summary form is available on line.

8. Hall decorating

There are usually a number of ‘Christmas themed’ events that take place from late November to end of December. A team of volunteers should be organized early November to do the decorating before the DC Craft and Bake sale. During the year there may be other events (i.e., Halloween) where volunteers may wish to decorate as well.

Special Notes/Exceptions:

Bingo

- Bingo is currently coordinated by Diana and Clay Fortier and financial reporting is direct to the Treasurer.
- The entrance fee for bingo is used entirely and solely for prize payouts. No gaming licence is required as no profits are made.
- 50/50 draws are held at bingo and profits are provided to the Treasurer on a monthly basis.
- A ledger is maintained for all prize payouts including the 50/50 and the ledger is submitted to the Treasurer at the end of the year.

Garage Sale

- Garage sale is currently coordinated by Shirley Peterkin with support from Mary Matus. Shirley manages the assignment of coordinators for specific roles. The Social Director provides a support role only and financial reporting is direct to the Treasurer.

Craft Sale/Holiday Market

- Craft sale/holiday market is currently coordinated by Shirley Peterkin. Shirley manages the assignment of coordinators for specific roles. The Social Director provides a support role only and financial reporting is direct to the Treasurer.

Bocce

- Bocce is currently coordinated by Linda and Ugo Cesario and financial reporting is direct to the Treasurer.