

## Florida Whips Guide for Co-sponsoring Events

A fully completed [event form](#) must be submitted to the Board at least two months in advance of the date. The event must be calendared in the newsletter in order to meet insurance requirements. The event may be calendared as “tentative” before Board approval is given, but must be calendared at least once as a date certain.

| Type of Agreement                | Fla. Whips' Mandated Responsibilities |              |           |                       | Negotiable Responsibilities |            |            |                              |       |
|----------------------------------|---------------------------------------|--------------|-----------|-----------------------|-----------------------------|------------|------------|------------------------------|-------|
|                                  | Bookkeeping                           | Registration | Insurance | Profit/Loss Agreement | Volunteers                  | Organizing | Scheduling | Get out the members Campaign | Meals |
| Whips Use/rent Facility          | ✓                                     | ✓            | ✓         |                       | ✓                           | ✓          | ✓          | ✓                            | ✓     |
| Whips Co-Sponsor                 | ✓*                                    | ✓*           | ✓         | ✓                     | ✓                           | ✓          | ✓          | ✓                            | ✓     |
| Whips as Participants/Volunteers |                                       |              |           |                       | ✓                           | ✓          | ✓          | ✓                            | ✓     |
| Whips invited as Guests          |                                       |              |           |                       |                             |            |            |                              |       |
| Other?                           |                                       |              |           |                       |                             |            |            |                              |       |

\* Florida Whips must at a minimum have oversight of these activities.