

# Florida Whips, Inc.

## GUIDE LINES FOR REGIONAL DIRECTORS

1. **Insurance:** an event must be calendared in the newsletter to be covered by our insurance. Contact Vice-President Linda Evans to put events on the calendar.

Property owners are not covered. If they want to be covered by our insurance there is an additional charge, and the process must start two months before the event.

If the property owner wants a certificate to indicate how the Whips are covered, request one from Susan Diemer at least one month before the event.

Non-members are welcome to participate. However, there is a \$15 charge in addition to any other charges for riders and drivers. This charge can be applied to their membership fee.

There may be an additional insurance fee for events added to the calendar after the August planning meetings each year.

2. **Release Forms:** A release form should be signed by all participants at each event. This is a protection for the host as well as the Whips..

3. **Accessing Regional Funds:** Regions may use funds in their sub accounts providing the following criteria are met:

The expenditure is within the guidelines of the club.

The decision to spend the funds has been made by a vote at a noticed regional meeting, or by a phone poll of the regional members.

The Regional Director sends a Request for **Regional Funds Form** to the treasurer along with the invoices or other evidence of items or services purchased.

4. **Planning Events:** Events must be approved by the regional membership at a noticed regional meeting, or by a phone poll of the members. Ideally, events are planned at the regional planning meeting in the summer.

If fees will be collected (other than park fees), the event is to be co-sponsored with another group, or there is a possibility for a profit or loss, an **Event Form** accompanied by a proposed budget must be submitted to the board at least two months before the event. Events may be calendared prior to approval by the board, but they must be calendared as "tentative".

**Money collected at Whips events** shall be sent by check made out to the Florida Whips to the Treasurer. Then requests for reimbursement can be made by sending invoices and along with the request for regional funds form to the Treasurer. The treasurer needs to have the minutes of the meeting where this event was planned, so she knows what was approved. This keeps the bookkeeping clean and everyone can see where money has been spent.

**Regions may request funds from the state treasury** after the regional membership has voted to do so, by the regional director submitting a **Request for State Funds Form** to the board.

All forms may be printed out at [www.flawhips.org/forms.html](http://www.flawhips.org/forms.html)

Margaret McMurray , Treasurer      Helen Tolmach, Secretary  
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