

FRCA Policy on Participation and Payment by Activities Director and Social Committee and Travel and Trips Committee Members and their Families and Guests

Approved by FRCA Board of Directors on 12 November 2008

1. POLICY FOR THE ACTIVITIES DIRECTOR:

The Activities Director is an employee of Falls Run Community Association, Inc. whose duties include planning, executing, and critiquing all FRCA social events, travel, and trips. Therefore, when the Activities Director is present at an event or on a trip, the Activities Director will be present in a working capacity and will not pay for items included in the fee charged to residents or guests participating in that event or trip. However, the Activities Director will personally pay for items which are not included in the participant's price of the event or trip. The participant's fee for the Activities Director for an event or trip will be covered first by use of complimentary items, if any, provided by businesses providing services for that event or trip. If adequate complimentary items are not available to cover the entire participant's fee for the Activities Director, the portion of the participant's fee not covered will be charged against a FRCA expense account designated or established to record these charges.

The Activities Director is permitted to bring family and guests to any trip or event. However, the Activities Director's family or guests may reserve space for a trip or event only after the closing date has passed for accepting reservations from Falls Run residents. Then, if space is available, the Activities Director may reserve space for the Activities Director's family or guests. The Activities Director's family and guests will each pay the full participant's fee for the event or trip. If the Activities Director brings family or guests to an event or on a trip by buying spaces previously reserved and paid for by a resident who later chooses not to go on the trip, this information will be noted in the event or trip account and will include the name of the resident from whom the spaces were obtained.

If complimentary items associated with an event are used to decrease the participant's fee for an event, the Activities Director's participating family and guests will also receive the benefit of the price decrease. However, if complimentary items associated with an event are used as door prizes to be awarded to participants in the event, the Activities Director and the Activities Director's family and guests may not be awarded these complimentary items unless every other participant receives them.

2. POLICY FOR THE SOCIAL COMMITTEE:

The Social Committee plans and executes activities held at or near Falls Run. The

policy for Social Committee activities shall be:

a. Non Catered Social Committee Events: Members of the Social Committee who attend a non catered Social Committee event solely or partially to facilitate the success of the event may attend without payment because their committee responsibilities will interfere with their full enjoyment of the event.

b. Catered Social Committee Events: All members of the Social Committee will pay the full participant's price when attending a catered Social Committee event because the caterer will have the primary responsibility during the event.

c. Social Committee Events with Significant External Expenses: Whether or not a Social Committee event is catered or non catered, if the primary feature of the event involves significant external expenses, such as for music or entertainment, all members of the Social Committee will pay the full participant's price.

d. Attendance by Family and Guests of Social Committee Members: Family and guests of Social Committee members may participate in any Social Committee event which is open to family and guests of residents. Family and guests of Social Committee members will pay the full participant's price when attending a Social Committee event.

3. POLICY FOR THE TRAVEL AND TRIPS COMMITTEE:

The Travel and Trips Committee plans and executes activities which involve travel away from Falls Run and its nearby area. Travel and Trips Committee events could be day trips or overnight trips. Unless a guide to accompany the trip is provided by the touring company, Travel and Trips Committee events will always include one or more Falls Run trip coordinators who could be the Activities Director or one or more members of the Travel and Trips Committee. The required number of trip coordinators for a trip will be determined by the Activities Director based on the type and complexity of the trip and the recommendation of the Travel and Trips Committee. The policy for Travel and Trips Committee activities shall be:

a. Day Trips: Because their responsibilities will interfere with their full enjoyment of the trip, members of the Travel and Trips Committee serving as trip coordinators for day trips will not pay for the bus transportation departing from and returning to Falls Run, but will pay in full all other costs associated with the trip such as admission tickets, food, fees, and tours. The trip coordinators will initially pay the full participant's fee for their day trips and the price of the bus transportation departing from and returning to Falls Run will be refunded to them and clearly shown as an expense in the financial account of the trip. Other members of the Travel and Trips Committee will pay the full participant's fee for any day trip in which they participate but do not serve as a trip coordinator.

b. Overnight Trips: Because their responsibilities will interfere with their full enjoyment of the trip, members of the Travel and Trips Committee serving as trip coordinators for overnight trips will not pay for the bus transportation departing from and returning to Falls Run, but will pay in full all other costs associated with the trip such as lodging, air and ship fares, bus fare not starting from or returning to Falls Run, admission tickets, food, fees, and tours. The trip coordinators will initially pay the full participant's fee for their overnight trips and the price of the bus transportation departing from and returning to Falls Run will be refunded to them and clearly shown as an expense in the financial account of the trip. Other members of the Travel and Trips Committee will pay the full participant's fee for any overnight trip in which they participate but do not serve as a trip coordinator.

c. Complimentary Items (comps): If the Activities Director is present on a trip, complimentary items obtained from transportation companies, tour promoters, entertainment venues, etc. as a result of that trip will first be used to cover the Activities Director's participant's fee for that trip. Complimentary items not needed or not useable to cover the Activities Director's participant's fee for that trip will be used in a manner determined by the Activities Director to reduce the trip expenses for all paying to participate in the trip, or as door prizes to be awarded to residents, their families or guests participating in the trip.

Complimentary items obtained not as a result of a specific event but because of continuing or expected business will be awarded as door prizes at some widely attended FRCA event.

If complimentary items associated with an event are used to decrease the general price of an event, the Activities Director's family and guests participating will also receive the benefit of the price decrease. However, if complimentary items associated with an event are used as door prizes to be awarded to participants in the event, the Activities Director, and the Activities Director's family and guests may not be awarded these complimentary items unless every other participant receives them.

d. Attendance by Family and Guests of Travel and Trips Committee Members: Family and guests of Travel and Trips Committee members may participate in any Travel and Trips Committee event which is open to family and guests of residents. All family and guests of Travel and Trips Committee members, including trip coordinators, will each pay the full participant's fee when attending a Travel and Trips Committee event.