The Paws4Fun Agility Club values its members. We would like to take full advantage of all your interests, skills, and abilities. We encourage members to take an active role in the Club. This can be difficult for some due to personal schedules. One way is to plan events. These can be one shot deals or something the Club continues on with. We have developed a procedure for such which follows.

- ✓ Have an idea.
- ✓ Present it to the Board by written submission sent to <u>president@paws4funagility.ca</u> or in person by contacting president as above.

Information needed:

- Rationale
- Date and venue
- Budget
- Volunteer needs
- Equipment needs

Once approved and if applicable:

- Appropriate board member designated as liaison.
- Prior notice to and discount for members.
- Communication by e-mail, FB group and website.
- Fees to represent 20% profit margin based on member rates.
- Non-member rates to be 20% higher than members.

Note: While it is preferable to have the event be revenue producing it is not always necessary.