PALM HARBOR NEWCOMERS CLUB

NEW ACTIVITY PROPOSAL & APPROVAL SHEET

This form must be completed by the Activity Coordinator and submitted to the Board of Directors for review and approval prior to the launch or public scheduling of any new club activity, interest group, or event. As a Women's social club, all proposed activities must focus on our female membership and remain consistent with our By-laws.

SECTION 1: ACTIVITY COORDINATOR INFORMATION

Name(s): _____

Phone Number: _____ **Email Address**_____

_____

Submission Date: _____/ _____/ 20____

SECTION 2: ACTIVITY DETAILS

Proposed Activity Name: _____

Activity Description / Purpose:

_____

_____

_____

_____

Target Audience / Restrictions *(e.g., maximum capacity, skill level):*

_____

_____

Frequency: [ ] Weekly [ ] Bi-Weekly [ ] Monthly [ ] Other: _____

Proposed Day(s) & Time: _____

Proposed Location / Venue: _____

Note: If a commercial venue is used, attach details regarding reservation policies or required deposits.

SECTION 3: FINANCIAL & RESOURCE REQUIREMENTS

PHNC Activities are SELF-FUNDING.

SECTION 4: LIABILITY, POLICIES & ACKNOWLEDGEMENTS

Liability & Carpooling Policy: Palm Harbor Newcomers Club does not promote, arrange, or condone carpooling for events

or activities. Any travel arrangements made between members are strictly private, voluntary, and at the members' own risk. This policy is established to shield the club, activity coordinators, sponsors, and the Board of Directors from liability.

Membership Focus: Palm Harbor Newcomers Club is a Women's social club. All proposed and promoted activities must focus on our female membership and remain consistent with the club's established By-laws.

Activity Coordinator Acknowledgement:

The activity Coordinator is responsible for distribution of all pertinent activity information to the Activity Chair and Newsletter Editor monthly.

I acknowledge that as a coordinator for the proposed activity, I will promote the interests of the Palm Harbor Newcomers Club, ensure the activity is welcoming to all members, and strictly follow the club bylaws and conditions set for the promotion of this activity.

_____ _____

Activity Coordinator Signature **Date**

BOARD OF DIRECTORS REVIEW & APPROVAL STATUS

Date Reviewed by Board: _____/ _____/ 20___ **Board Decision:** [ ] Approved [ ] Approved with Conditions [ ] Deferred [ ] Denied

Conditions / Board Comments:

_____

_____

_____

_____

_____ _____

Authorized Board Signature (President / Vice President) **Date**