

COMMITTEE EXPENSE FORM

EVENT: _____

COMMITTEE CHAIRPERSON: _____

Phone Number: _____

OF RESERVATIONS: _____ # ATTENDING: _____

PER PERSON CHARGED \$ _____

TOTAL AMOUNT COLLECTED \$ _____

EXPENSES – Please keep track of all of your expenses and receipts. Do not pay out any expenses from the money collected. At the end of the event please turn over all information to the Treasurer and checks will be dispersed appropriately.

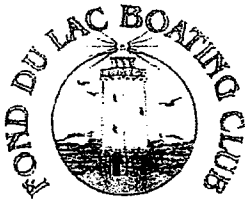
| | |
|----------|-----------|
| \$ _____ | FOR _____ |
| \$ _____ | FOR _____ |
| \$ _____ | FOR _____ |
| \$ _____ | FOR _____ |
| \$ _____ | FOR _____ |
| \$ _____ | FOR _____ |

Total Expenses \$ _____

Members to be billed for unpaid reservations: (only for catered functions)

| | |
|-------|---------------|
| _____ | Amt. \$ _____ |
| _____ | Amt. \$ _____ |
| _____ | Amt. \$ _____ |
| _____ | Amt. \$ _____ |
| _____ | Amt. \$ _____ |

Please return this form to the treasurer with any additional monies collected.



Fond du Lac Boating Club Committee Duties

Some Suggestions are as follows:

1. Choose a chairperson and have a planning meeting.
2. Decide upon a potluck, catered meal, entertainment, etc.
3. If a catered meal is planned, call a caterer and obtain menu suggestions and prices. (It is best to do this at least a month in advance.)
4. Calculate expenses for the smallest number attending and charge enough. (It is much easier to use a bit of extra cash for the treasury or prizes than to have to pay for unexpected expenses.)
5. The roster/calling list is available from the Secretary (either call or pick one up at the meeting before your function). Divide the calling list among yourselves and call all members. Tell them the meeting date, time, menu, price and any entertainment planned. When calling members, note a definite yes or no and the number attending. If they cannot commit themselves, ask them to call you back at a set date so a final count can be obtained. All members who reserve and do not cancel are expected to pay for reservations for a catered meal. The Treasurer will bill them for you.
(EMAIL OPTION IS AVAILABLE - TALK TO SECRETARY)
6. Get bartenders lined up for the meeting as only Yacht Club members may tend bar.

On the day of the meeting at the Yacht Club:

1. Set up tables and cover them, have napkins, table services, etc. on hand unless the caterer provides them. Decorate tables, etc. if desired. Note: You must have a Yacht /club member present when you are in the Club, and to open the door.
2. Pick up food from caterer, if necessary.

The evening of the meeting:

1. One or two members of the committee collect money, if necessary. (Have change available.)
2. Keep all receipts and fill out a Committee Expense Report. (Obtain this from the Treasurer.)
3. Notify Treasurer of the no shows.
4. Clean up kitchen and dining areas completely. Put table and chairs away in the storage closet and sweep the kitchen and dining room floors.

For any questions, please contact any Club Officer.