

## SCW Zymurgy Club - Events Procedures

- Dedicated Host/Hostess needed for all Events
- Plan Event with Social Chair.
- Events Coordinators for Beer Events and Wine Events shall get approval of date, time & plan to include charge to member or free social get-together with the Social Chair!
- Social Chair shall get approval by the board. Approval can be by email.
- If budget (monies from club bank account) is requested, provide board with dollar amount needed and what it will cover. All food drinks, & decorations should be covered by the amount charged to members. Club will not subsidize food or alcohol.
- All Events that charge members must be approved by the board and monies must go thru the bank account. Cash collected shall not be spent to buy items for events. Any un-opened alcohol not used shall be brought back to the club for use at a future events or General Meetings.
- All Social Events using the Clubs Name, where members bring wine, beer, food, etc., and monies are not collected shall be approved by the board thru the Social chair. Sign-up Sheet still needs to be mailed or emailed to Treasurer.
- Sign-up sheet is to be filled out by Host/Hostess, showing member/guest name, amount paid, and how paid (check# or cash). This form must accompanied monies being turned into treasurer along with Expense/Income Request form. Reimbursements must be approved by President prior to check being written. Host/Hostess to use online form or a piece of paper showing event name & date, name of member, guest, amount paid, check number or cash, event name and date. Whoever is checking mail will call Host/Hostess with names & amount paid.
- Sign-up sheet and Income/Expense Request form are to be turned into Treasurer after event. Reimbursements to Host/Hostess must include receipts along with Income/Expense Request form. Checks needed for Vendor prior to event must include invoice/statement from vendor with Income/Expense Request form filled out prior to the event. Mail or bring forms to meeting.
- Advertizing: ALL POSTERS and EMAILS must include; 'For Members only' or 'For Members and their invited Guest', Date of Event, Deadline to sign up, location & time of event and, contact person with email address or phone number, Amount to be Charged with checks payable to SCW Zymurgy Club (in US dollars) No-refunds. Exception at this time is MusZart.
- Three events a year, March, April & December, will have a budget set up for decorating, entertainment, etc., to be paid by the Club, excluding food and drink.
- All Income and Expense Request must have a form filled out and mailed to: PO Box 5566, SCW, 85276 or, emailed (treasurer@scwzymurgyclub.com) or, can be brought to a meeting.
- Copy of forms listed below.

SCW Zymurgy Club      Income & Expense Request

Event Name \_\_\_\_\_

Event Host & Date \_\_\_\_\_

Event Location \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Income Summary	Club Members	Guests	Total/ Collected	Comments
Number at event				
\$ per person				
50/50				
Raffle				
Other				

Expense Summary	Dollar Amount	Explanation of expense
Advertising /Logo items		
Alcoholic beverages		
Capital Expense - Build Out		
Club/Office Supplies		
Event food & Beverages/Water		
Event/Raffle Expense		
Facility charge/Permits		
Fermentation/ supplies		
Major Equipment > \$300.00		
Minor Equipment < \$300.00		
Speaker/presenter/band fee		
<b>Total Expenses:</b>		

When Income/ Expense Request are submitted to the SCW Zymurgy Club Treasurer this form must be used with attached receipts. Can use the back of this page or separate page to list Names, amount paid, check # or paid by cash.

All expenses must first be approved by the club President before to the treasurer can issue the check. Submit this form with income and/or expense receipts to the club treasurer.

SCW Zymurgy Club Treasurer  
 PO BOX 5566  
 Sun City West, AZ 85375

Email: [treasurer@scwzymurgyclub.com](mailto:treasurer@scwzymurgyclub.com)

Approved by: \_\_\_\_\_

Check#/ Date: \_\_\_\_\_

