

Information for Activity Coordinators

The Activities Support Team is here to help you make your activity a success!

- a. No activity is to take place during the Monthly Meeting (usually the second Wednesday of the month, 10:00-12:00) or the Committee Meeting (usually the third Wednesday of the month, either 10:00-12:00 or 19:00-21:00). December exception: first and second Wednesdays.
- b. The Activities team publicizes individual activities in the weekly email, and posts them on the website and mobile app calendar. Recurring events will be posted between 30 and 60 days in advance. Special Events and Social Group Events will be posted within 3 days after all of the required information is submitted to the team. Special Events and Social Group Events with limited participation will be first opened to registration on Sunday after the weekly reminder is published.
- c. If you are coordinating a recurring activity, let the Activities team know about any changes including if there is a change in coordinators.
- d. Please address all communications to the Activities team: activities@miwc.club. As a team, each of us receives all emails and responds according to our responsibilities and availability.
- e. If there is a cost associated with the activity, transparency is essential in the collection and payments. Total costs are divided evenly amongst participants.

It is the coordinator's responsibility to either collect the payments herself or ask the participants to pay the venue. The exception is the Oktoberfest Kaefer lunch and the Christmas lunch; member payments for those two events will be paid by bank transfer to the club.

- f. Members are expected to treat one another with courtesy and fairness when participating in Club events, and to reasonably comply with deadlines for signing up for activities, prompt payment of any shared expenses for activities, and punctuality. Activities are open to all members, with the caveat that activities coordinators are entitled to exclude from their activity any member who refuses to abide by these guidelines.
- g. During some activities where a group is gathering such as outside a venue or at a train station in the interest of all involved, **please have your mobile phone turned on and available**, in the event of a last minute cancellation or simply to coordinate. **We ask that you be responsive with your phone, email and text messages especially as the day of the event closes in.** A list of members participating in an activity can be found using the wild apricot app for members. If you need a list of members participating in your activity, please reach out to activities@miwc.club prior to the day of the activity.

- h. If there is any change in the event such as location or time or if the event needs to be cancelled, let the Activities Team know as soon as possible and an email will be sent to all registrants via the WA system.

Please note:

Members should let you know if they can't attend at least 48 hours in advance.

If your event requires payment, generally, the activities team will work with you to find the best and most convenient way to handle the payment.

Registration is a commitment to pay for attending an event whether the club or the activity leader is handling the payment. Absolutely no refunds to registrants from the club.