## **AMC Boston Sport Program**

## **Program Coordinator Guidelines**

## **AMC Boston HQ**

To reserve the HQ space for evening lectures, send an email to <a href="mailto:Amcbostonfacilities@outdoors.org">Amcbostonfacilities@outdoors.org</a> and include a filled out copy of the AMC 10 City Square - Event Space Reservation Form.pdf. Be sure to mention that you are making the request for the AMC Boston HQ on behalf of the AMC Boston Sport Program / AMC Boston Chapter Mountaineering Committee, and verify that the space is open that evening.

## Reimbursements

If you purchase goods or services used by the program, you can <u>apply for a reimbursement</u> with BCMC - be sure to specify the Sport Program.