



Diablo Rod and Gun Club

4700 Evora Rd. Concord, CA 94520

P.O. Box 393 Concord, CA 94522

DiabloRodandGun.com

April 21th, 2014

Budget / Activity policies (Protecting our non-profit status)

The following rules and policies are for the all activities and events operated by the Diablo Rod and Gun Club.

Attendance, via the provided liability waiver, must be taken at every event and activity for both participants and their guests. Individual names need to be collected, not just a "head count", as our insurance is based on Active members. These shall be turned in at the end of the event, along with expense requests and any fees collected, to the Club Treasurer.

Expensing of meals and food for events shall be limited to 2 times a Season (e.g. opening event and end of season Celebration/Awards ceremony, not every event). Food should be budgeted to no more than \$15/person of anticipated participation.

Awards:

An Award is an item or other mark of recognition given in honor of an achievement.

Awards should be Logo Merchandise, Trophies, plaques, or other such items that identify the club and or the activity, achievement and individual. Reasonable awards should be in the values range of \$5-25 for a single event (e.g., trophy, pin, ribbon), and up to \$150 for a seasonal top tier award (e.g., Large Plaque, embroidered jacket, premium belt buckle). Purchasing of awards is an approved budget expense even when fees do not cover all activity costs.

Prizes:

A Prize is something offered for participation in an activity or event. Prizes can be money, ammunition, accessories, or other items of real monetary value not unique to the individual, event or club. These can be of any value as they are to be based on a portion of the fees collected for events and activities. They are not to be offered out of subsidized budget appropriations.

Operational costs such as paper targets, sticks, paint, and other consumables are intended to be included in your initial fiscal budget. This would often be the bulk of a budget as well as being offset by fees collected for the event.

Capital expenses such target stands, lockers, steel targets, or other long lived assets shall be purchased with money requested via a motion at a monthly member meeting, not included in the initial fiscal budgets.

The cost of training safety officers and match officials is an acceptable expense, as well as their annual renewals, in accordance with their responsibilities in Club events and activities.

Vehicle rentals or Charter service costs should be wholly covered by the event fees and not subsidized by the activity budget unless explicitly approved by the Board for each instance.

Activity budgets shall not be used to pay entrance fees, range fees or other costs of external non-club operated events unless explicitly approved by the Board for each instance.

Travel expenses (e.g., fuel, lodging, tickets, fares etc.) are not reimbursable as an expense item.

Diablo Rod and Gun Club Board