

Attachment 2**Lambton Outdoor Club****GUIDELINES FOR ACTIVITY COMMITTEE DISCRETIONARY FUNDS**

Discretionary Funds are assigned annually by Council to and are under the control of each Activity Committee. Currently each committee is allocated \$200 each, except the Social Committee which has \$800.00.

These guidelines ensure funds are spent as intended by council and with reasonable consistency from activity to activity.

The general funds of the club will not be used to supplement any Activity Committee's Discretionary funds except in very unusual circumstances and as approved by Council.

Suggested Appropriate Use of Funds include:

Fees for membership in related organizations and associations (provincial or other)

-such organizations provide useful information and networking. Also LOC should support these bodies which act to promote and lobby for these activities.

Replacement or additions to first aid kits held by each committee

-medications etc. need to be kept up to date.

Safety equipment unique to the activity (eg. throw bags, fanny packs to carry first aid kit, etc.)

-needs to be determined by the specific committee.

Guidebooks or maps/charts for selected outing destinations

-required for safe, responsible outing co-ordination

-to be held by the Committee Chair.

Fees for speakers or instructors for activity specific presentations (excluding socials)

-increase knowledge & skills of participants.

Training courses for outing co-ordinators - partial reimbursement of one half of course fee

-increase knowledge & skills of co-ordinators.

Postage for special mailings deemed necessary by the committee

-notification of members of additional activities of interest.

Hall or Pool Rental for special education sessions for members (excluding socials)

-increase knowledge & skills of participants.

Funds will NOT be used for the following:

Gas reimbursement

Food or beverages

Equipment purchases other than safety/first aid as noted above

Park entry, launch or trail fees (*these to be borne by the participants*).

Reporting and Monitoring by Council:

Activity Chairs are responsible for keeping track of their expenditures for the year. All receipts are to be provided to the Treasurer in a timely fashion.

These will be briefly reviewed as part of treasurer's report in council meetings.

Revision Log

Rev. 1 Approved by LOC Council: Nov. 5/99

Rev. 2 Jan 2006

Rev. 3 15th October 2012. Revised allocated amount to Social Committee. T.Arnold.