

	<p><b>policies and procedures</b> ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED	NUMBER 4-7
		DATE May 5, 2005	ISSUE 6
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<b>MINI-PROGRAMS</b>			

### PURPOSE

To define, establish policy and provide the procedure for implementing Mini-Programs.

### DEFINITION

Mini-Programs - An EBMA sponsored event (plant tour, vacation trip, shopping trip, cruise show performance, etc.) for members and their guests. Events are normally intended for limited participation by the members of EBMA.

### POLICY

- A. Mini-Programs are sponsored:
  - 1) To provide family oriented programs
  - 2) To provide EBMA adult oriented programs
- B. Mini-Programs will not provide direct competition with another planned EBMA program or an EBAC program.
- C. Documentation of income and expenses for a given event shall be presented to the Treasurer when a disbursement is requested. An income and expense report accompanied by original receipts submitted to the Treasurer before reimbursement is concluded. All persons must pay for the mini-programs with checks payable to the EBMA with the event noted on the check. No cash payment will be accepted.
- D. The President shall approve, in advance, each proposed Mini-Program and the disbursement of all funds required to set up Mini-Programs, such as but not limited to, purchase of theater tickets, deposits and prepayments. The President shall report to the Board of Directors after each trip, the amount of subsidy from the Mini Program Special Fund.
- E. When a commercial agent is used to arrange a Mini-program, competitive bids should be solicited.

POLICY (CON'T)

- F. The value of any free tickets, accommodations, etc. provided by a commercial agent shall be divided by the number of members participating with each member's cost being reduced by that amount.  
 An escort shall be provided by the commercial agent or if none is provided, an EBMA member recommended by the Mini-Program Chairperson may act as escort, and their expenses (partially or in full) paid for by EBMA providing the escort is approved by the President or the Vice-President in the President's absence.

PROCEDURE

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|--|---|--|
| 1.0 <b>Community Activity Director</b> | <b>Appoint a Mini-Program Chairperson.</b>  |  |
| 1.1 <b>Chairperson</b>                 | Appoint Mini-Program <b>Committee, as applicable.</b>   |  |
| 1.2 Chairperson                        | Establish program in sufficient detail for presentation to the President for approval.  |  |
| 1.3 President                          | Approve, approve with stipulation/modification, or reject proposed Mini-Programs.   |  |
| 1.4 President                          | Present proposed Mini-Program to the Board of Directors at Board Meeting prior to event.  |  |
| 1.5 Chairperson                        | Establish all Mini-Program arrangements, obtain posters, tickets, etc., provide input to Boosters at EBMA Booster Meeting, <b>notify Communications Director to update EBMA website</b> and otherwise take actions to assure success of the Mini-Program. |  |
|  | Prepare a report for the President, with a copy to the Board of Directors for information <b>at the next Board Meeting</b> following completion of the Mini-Program. Report is to include:  |  |
| a.                                     | General description of the Mini-Program   |  |
| b.                                     | Number of members and their guests participating.   |  |
| c.                                     | Gross income, costs and expenses, and net income (less) (as provided by the Treasurer). Include agents' competitive bids that were solicited.   |  |
| d.                                     | General acceptance of program by participants.  |  |
| e.                                     | Recommendations, if any.  |  |