



The Outdoor Sportsman's Club Inc.

Event Director Procedures Outline

Dear Member,

Thank you for donating your time to provide an activity that benefits the Club, its members and guests. This paper is compiled to inform you of the procedures and methods that the Club will strive to follow.

Please remember that your actions, attitude and conduct reflect the Club.

Lack of following procedures affect the adoption of activities submitted in the future.

Please return any unused papers to the club.

The OSC Event Packet includes:

- Event Director Procedure Outline
- Accounting Form
- Non-member Release
- Participant Roster
- Voucher Roster
- Preaddressed envelopes

Accounting Form: This form is needed to track the income, expense and attendance of an activity. All financial transactions must be accompanied by this form. If your activity is to run for a number of weeks, please send in your initial received monies immediately, so participants can attend to their financial statements. Upon completion of your activity, please send in any remaining money received promptly.

Non-member Release: All non-members participating in your activity MUST legibly print and sign their name for liability purposes.

In accordance with OSC group access policy: "The group leader will create a roster and maintain attendance records of all activity participants, obtain liability releases of all participants who are not regular OSC members and all minors with appropriate parent/guardian signatures.

At conclusion of the activity, the group leader shall promptly submit the roster, liability release forms, attendance records, and collected fees as directed by the OSC Executive Committee."

Please place all paperwork into the folder and place into the file cabinet.



ACTIVITY

The Outdoor Sportsman's Club Inc.

Participant Roster

In accordance with OSC group access policy: The group leader will create a roster and maintain attendance records of all activity participants, obtain liability releases of all participants who are not regular OSC members and all minors with appropriate parent/guardian signatures.

At conclusion of the activity, the group leader shall promptly submit the roster, liability release forms, attendance records, and collected fees as directed by the OSC Executive Committee to: OSC PO Box 83, State College, PA 16804

	NAME	E-MAIL	PAID	RELEASE SIGNED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				



ACTIVITY

The Outdoor Sportsman's Club Inc.

Voucher Service Roster

You earned a Voucher for running a Club activity and your name was entered into the Club activity voucher roster. If you had another member helping at this activity and is eligible to receive a voucher, please enter their name below. Their name will be registered to receive a voucher and no further action by you is needed.

	MEMBER NAME	CLUB #	VOUCHER JOB DISCRIPTION	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				