

## **Activities**

(Activities include Thursday Evening Workshop)

### **NAME Policy:**

- I. Only registered attendees may participate in Activities**
- II. Activities shall be approved by the Convention/Houseparty Advisory Committee (hereinafter referred to as “the C/HP Committee”).**
- III. The activity may be used to offset other Convention/Houseparty expenses. The income from these Activities is counted toward Convention/Houseparty income.**
- IV. Activities which are fundraisers for NAME and not used to offset Convention/Houseparty expenses shall be submitted to the Convention/Houseparty Liaison for approval by the Board of Trustees. The income from these Activities goes directly to NAME and is not counted toward Convention/Houseparty income.**
- V. All Conventions/Houseparties shall have a special activity to benefit NAME. The activity shall be presented to the Board of Trustees for approval by the Convention/Houseparty Liaison.**
- VI. The total price of the activity shall not exceed \$60 including the \$10.00 Activity Fee without the approval of the Board.**
- VII. The maximum number of registrants should be determined by the Committee, but the minimum number should be no less than 50% of the total number of Houseparty registrants.**
- VIII. Even though the Activity is sponsored by the Committee, the Committee is not required to do 100% of the work themselves. The Committee can commission cutting, casting, etc. as expenses of the activity.**
- IX. If the Committee is not interested or is not able to put on an activity themselves, the Committee can solicit an artisan to create the activity, but only if the purpose is to create something to enhance the theme of the convention/houseparty or to hold the Souvenirs. The artisan shall provide all materials and supplies for the activity at cost. The Committee will provide room set-up requirements to include any refreshments and will include these expenses as part of the money collected for the activity. A contract is required for the artisan spelling out all expectations.**
- X. If the activity is a workshop project not designed to hold the Souvenirs or to enhance the theme of the convention/houseparty, it is just a large Registered Workshop, and falls under the Registered Workshop instructions.**
- XI. If the activity is a workshop project, it shall be special for that Convention/Houseparty and may not be sold or reproduced at any time, in any form. Any unsold kits shall only be sold at the NAME table.**

**(Please note:** The Garage Sale at a Convention is a fundraiser for NAME and proceeds go directly to NAME. Proceeds from a Garage Sale at a Houseparty may go directly to NAME or may be used to offset Houseparty expenses. The Hosting Chairman appoints the Garage Sale Chairman. )

## General Information:

There are time slots in your schedule where you can add additional activities to your Convention/Houseparty. The committee chairman for the activity will be responsible to plan and execute the activity.

The activity must be self-supporting through a fee paid by attendees, donations or a combination of fees and donations when expenses are involved.

At a houseparty, Thursday evening is a time slot normally available for an activity. Many of the registrants are already on site for pre-convention workshops, while others have arrived early in preparation for activities that start the next day.

- It is important to remember that all C/HP Committees shall hold at least one fundraising activity where profit goes to NAME general funds.
- An activity can be a Fundraiser for NAME or to offset Houseparty expenses. A \$10 Activity Fee will be added per attendee to any committee sponsored activity registered through the NAME office including 'just for fun' activities.
- Committee will designate in advance if profit from a Committee-sponsored activity goes to NAME general funds or to defray C/HP costs, or is "just for fun", in which case it must be self-supporting. Any remaining funds in C/HP account at closing revert to NAME general funds (Committee cannot designate a recipient other than NAME).
- A proposal for the activity shall be submitted to the C/HP Liaison through your Advisor to present to the C/HP Advisory Committee for approval. The proposal shall include the source for the activity to be provided, detailed cost of materials for the activity including any food to be served and the fee to be charged for the activity.
- The activity shall not be a profit making activity for any individual or group other than NAME. Materials are to be provided at cost or via donation.
- The total fee for the Activity shall not exceed **\$60.00** including the \$10.00 Activity Fee, all activity expenses, the cost of food, if being served, unless donations are received to cover these costs.

I. When planning an Activity it should:

- Appeal to the majority of registrants
- Be theme related
- Be able to be completed in the time allotted

II. The maximum number of registrants for the activities should be determined by the Committee, but the minimum number should be no less than 50% of the total number of Houseparty registrants.

III. Even though the Activity is sponsored by the Committee, the Committee is not required to do 100% of the work themselves. The Committee can commission cutting, casting, etc. from another member as expenses of the Activity provided the work is at cost and not for profit.

- IV. No selling of additional items to complete or accompany the activity is permitted.

### **When the Activity is a Workshop:**

The fundraiser workshop such as a Thursday (or any) Evening Workshop has been a very popular Activity at many Houseparties. This activity is usually scheduled for three to four hours and frequently includes dessert or other refreshments served to the attendees.

- I. The Committee may solicit an artisan to provide at cost (see above) a workshop which enhances the theme of the houseparty or is designed to hold the souvenirs.
- II. The Committee shall not solicit an artisan who will be paid for a fundraiser workshop (except as noted above) as this then becomes a Registered Workshop. The workshop will then be subject to the policies of a registered workshop requiring acceptance of applications for consideration as the instructor (includes all activities where profit goes to an individual instead of to NAME).
- III. The fundraiser workshop shall be special for that Convention/Houseparty and may not be sold or reproduced at any time, in any form. Any unsold kits shall only be sold at the NAME table.

### **Activity - Seminars:**

Seminars, such as Home Improvement Seminars, have become a popular free activity which normally does not require registration through the NAME office. These activities offer members an opportunity to learn something new.

- I. It is important to make certain that you have a room available to hold the seminars available to you at no additional costs before considering holding seminars.
- II. It is important to identify a prospective topic, contact a presenter who is knowledgeable about the topic, and make arrangements for the meeting space with the Hosting Chair.
- III. The committee member in charge of scheduling the seminars shall be present to introduce the speaker and to make sure the presentation remains within the allotted time.
- IV. It is always a bonus if there is a special prize drawing for those present, although not required.
- V. As this is not a paid activity, no evaluation form is required.
- VI. The person(s) presenting the seminar must be registered to attend the Convention/Houseparty. (Jan 2015)
- VII. Nothing shall be for sale in the seminar. These are for demonstration purposes only. Exception: The Estate Acquisition Seminar held by the Board of Trustees may have estate items for sale. (Jan 2015)

### **Other:**

For any activity for which transportation, food or an activity located off site, contracts are required. All contracts shall be submitted to the Convention/Houseparty Liaison to forward to the NAME Office for signature. The contract should contain all prices, what is being committed to for the activity, cancellation date, cancellation penalties or fees, date and times.

If the Committee is not interested or is not able to put on an activity requiring much planning, the Committee may opt to provide games such as Bingo, a Social Activity such as an Ice Cream Sundae Bar or games with prizes as an alternative with very little fundraising efforts. If these

activities will require advanced registration, it must be handled through the NAME Office. The Committee will provide room set-up requirements to include any refreshments and will include these expenses as part of the fee collected for this activity.