

MG Car Club of SA Event guidelines.

August 2016



The MG Car Club of SA (MGCCSA) encourages its members to organise events for and on behalf of other club members. This voluntary role is the backbone of our club and ensures that member participation in events is high.

These guidelines are to ensure that the club member/s organising the event are not financially dis-advantaged and the MGCCSA is also not financially encumbered.

It is expected that all events be cost neutral (or a very small profit made put towards other club expenses), and all costs of organising/running of the event be borne by the event participants. Any event that runs at a deficit will need approval from the MGCCSA executive committee.

Any event being proposed by a member needs to have a budget plan prepared and presented to the MGCCSA executive committee for ratification.

The costs of organising/running of an event should be incorporated into a registration fee for the members wanting to participate in that event.

Typical costs may be;

- Printing consumables, paper and ink
- Petrol costs (not vehicle running costs or repairs). NOTE: traffic infringements by members are at members own expense.
- Accommodation costs
- Meal costs
- Postage, Packing
- Calls to Mobile Phones.

These costs should be shown in a budget and claimed against that budget item. When a claim for expenses is made they are accompanied by receipts. The claim is prepared and presented to the Treasurer for payment.

Authorised by the President and Executive committee of the MG Car Club of SA.