

**ACADEMY FOR LIFELONG LEARNING OF CAPE COD, INC.**

**POLICIES, RESPONSIBILITIES AND PROCEDURES**

<b>Section: Committees</b>	<b>Date Approved: 05/11/05</b>	<b>Initials: DWB</b>
	<b>1/23/09</b>	
<b>Subsection: Hospitality</b>	<b>5/22/18</b>	
	<b>Revised 2/10/24</b>	<b>Initials: DT</b>

**POLICY**

**Bylaw Reference: Article V, Section 1; Section 3.**

**The Hospitality Committee Chairperson shall be appointed by the President of the Corporation for a term of one year.**

**The Hospitality Committee shall plan and carry out a program of social activities for the members of the Corporation.**

**The Chairperson of the Hospitality Committee shall be appointed from the Board of Directors of the Corporation for the term of one year by the President of the Corporation. The Chairperson is responsible for appointing a committee from the Corporation's members who volunteer for a term of one year.**

**RESPONSIBILITIES**

- 1. Select a Committee of interested members to help carry out hospitality events throughout the year. Discuss planned and suggested events with the Committee.**
- 2. Present an overview of planned events to the Board of Directors for approval.**
- 3. Schedule all Hospitality events and reserve space as early as possible for both on- campus and off-campus activities.**
- 4. Arrange for the "Holiday Party" or other mid-winter event, preferably before the end of the vacation break.**
- 5. Arrange for the annual "Spring Social," typically held off-campus.**
- 6. Arrange for the "Fall Social," sponsored by Board of Directors, to be held in the fall of each year.**
- 7. Provide for additional events as requested by the Board of Directors**

**PROCEDURES---HOSPITALITY COMMITTEE**

- 1. Obtain a contract for all events scheduled off campus for which the Committee is responsible.**

2. **Schedule all on-campus events through the ALL Office Administrator as soon as possible due to the demand for College space.**
3. **Obtain ALL'S Massachusetts State Sales Tax Exempt Form from the Treasurer in advance for all purchases and for presentation to all contractors as needed.**
4. **Arrange, in advance, any special requests regarding food or beverage service on campus (e.g. wine permit).**
5. **When requesting a check from the Treasurer for expenses to be paid in advance, the request should be stated on the ALL Disbursement Form, indicating the date by when it is needed, the purpose of the use of funds, to whom the check is to be issued, the amount needed and signed by the requester.**
6. **In the case of a member receiving a check to be cashed for advanced purchasing of goods and services, a receipt for the goods or services purchased along with any funds not used is to be given to the Treasurer at the ALL office within one month. A receipt for funds not used will be issued.**
7. **When submitting expenses for reimbursement on an ALL Disbursement Form, the Form should indicate the purpose of the use of funds, the amount of money spent, and to whom the check is to be issued. Written receipts must be presented for expenses.**
8. **Chairperson requests for items or services greater than \$50 must be approved by the Board unless the expenses are a line item on the budget and already approved. Disbursements of funds over \$500 require the signature of two officers (the President, Vice-President or the Treasurer).**
9. **After finalizing all specifications for approved contracts, notify the Treasurer of the required monies needed and on what date. Obtain the check (see the Treasurer for details) if the check is to be personally delivered and not mailed.**
10. **Plan all events requiring money from participants so that all monies will be received and in the hands of the event leader no later than ten days before the event.**
11. **A refund for hospitality functions will be granted only under the following scenarios:**
  - a. **If the request is received at least ten days before the event and before the checks are deposited.**
  - b. **In extenuating circumstances, the event leader must obtain the approval of the President of the Corporation if any consideration is to be given to a late request.**

12. All hospitality events will be published in the monthly newsletter and on the ALL website. Events notices may be given out in the classrooms several weeks before events. The notices include days, dates, times, the name of the event and any specific instructions required for signing up and any monies that may be required.

**P&P Committee Review Dates and Initials: 5/11/05 A.L., 5/22/18 J.R.M,  
12/13/24 DT**