

## Sunshine Activities/Meetings Request Process

### 1. **Priority of requesting Activities –**

- a. Board & Resident meetings.
- b. Good Neighbor Golf Tournament.
- c. Women's Club activities.
- d. Other Golf events –
  - i. Women's Golf League
  - ii. Men's Golf League
- e. Other events/meetings (in no particular order).
  - i. Women's Club Meetings.
  - ii. Neighborhood Watch (NW) Meetings.
  - iii. All others (i.e. Quilters, Line Dancing etc)

### 2. **When Activities are Approved –**

- a. Yearly March Board Meeting:
  - i. Board & Resident meetings.
  - ii. Good Neighbor Golf Tournament.
  - iii. Women's Club activities.
- b. At Yearly March Board Meeting or when dates become available to approve.
  - i. Other Golf events –
    - 1) Women's Golf League
    - 2) Men's Golf League
    - 3) Women's Club Meetings.
    - 4) Neighborhood Watch (NW) Meetings.
- c. When dates become available to approve.
  - i. All other events/meetings (in no particular order).

### 3. **Process for getting an activity approved.**

- a. Obtain Activity/Meeting Request Form from Office or Document Slot in Library.
- b. Submit Request Form to SEPO Office Mgr.
- c. SEPO Office Mgr obtains approval/rejection from Board President.
- d. SEPO Office Mgr then –
  - i. Notifies the Requestor of Acceptance or Rejection (and reason why) of the request. *(The requestor should keep a copy of the returned Request Form for their records.)*
  - ii. Files the Request Form in the SEPO Office.
  - iii. Records the activity/meeting –
    - 1) In the SEPO Office calendar
    - 2) In the 2-page activity sheet (that gets posted in the Library)
    - 3) Sends the information to the Sunshine Web site Manager to post on the web.
- e. **If anything changes concerning the approved activity/meeting after the original request was approved, the original form needs to be amended, resubmitted and reviewed by the Board again.**