

Paralyzed Veterans of America Central Florida Chapter

CHAPTER RECREATION/ACTIVITIES PROGRAM

Policy: It shall be the policy of the PVACF to establish and maintain a Recreation/Activities Program for the benefit of all PVACF members, their families, caregivers and friends when applicable. The Recreation/Activities Director will coordinate the Recreation/Activities Program. The Recreation/Activities Director will be accountable to the Executive Director.

Budget: The Recreation/Activities Director will submit a proposed budget to the PVACF Executive Director no later than July 1st.

Contracts: The Recreation/Activities Director will submit all contracts to the Executive Director and/or President for any necessary signatures.

Events: The Recreation/Activities Director will work closely with the Chapter Executive Director and the Chapter President to plan and schedule events throughout the year to include but not be limited to;

SPRING EVENT:

To be held during the month of April in recognition of PVA Awareness Month

SUMMER EVENT:

To be held sometime between June and August

FALL EVENT:

To be held sometime in late September or October in conjunction with the Chapter Annual Membership Meeting.

HOLIDAY PARTY:

To be held during the month of December

Expenses: All costs related to conducting this program must be preapproved by the Executive Director and/or President and must be budgeted. The Executive Director and/or President if under \$500 must approve all expenses, outside of the program budget. The Chapter Board of Directors must approve any expenses, outside the program budget over \$500.