

FY 2017-2018 Open House Reimbursement Guidelines

To: District Executive Council, Clubs Officers
From: Club Growth Director, Finance Manager
Date: August 2017

District 36 Toastmasters (the District) allocates resources to fulfill its mission: *We build new clubs and support all clubs in achieving excellence.* Toastmasters International encourages districts to prioritize resources towards club membership growth and retention. The purpose of the District 36's Open House incentive is to help motivate clubs to grow their clubs and achieve Charter Strength (i.e. 20+ members). Open Houses are encouraged for all clubs to maintain Charter Strength. However, we also want to ensure that clubs that may not have the resources to support a successful Open House are supported in doing so. Hence, club base membership and resources are also considered in determining whether a club is eligible for the Open House.

To provide assistance to clubs with a low membership base, which are critical in achieving our mission, the District will provide the following open house guidelines in fiscal year 2018:

Allowable expenses: Expense types that are typically incurred for the organization of open houses include:

- food & drinks,
- printing & photocopying,
- supplies & stationery,
- gifts & thank you to guest speakers

Although the list above is not exhaustive, any other item that does not fall under these categories will need to be discussed with the Club Grow Director and Finance Manager prior to their purchase. Refer to the Guide on Allowable Expenses for additional information.

Reimbursements: The district will reimburse clubs **up to \$100** of funds spent for each fall and spring open houses held. The following actions must be completed in order to be reimbursed for any speech contest losses:

- Submit an Open House budget in advance of the Open House to Tanya Pritchett, Club Growth Director, and Carmen Koffi, Finance Manager, at these emails: Clubgrowthd36@gmail.com and finance@district36.org. The Budget should include items to be purchased for the Open House; it does not have to be extremely detailed; i.e. food-\$50, guest packets- \$20, etc.
- Include your club contribution to the Open House
- Provide a flyer and/or Meetup posting, Eventbrite, or other method of advertising utilized to show that the event has been sufficiently publicized.
- Club Treasurer must establish an account in the Concur Electronic Reimbursement System and be trained by our Finance Manager in order to submit receipts for reimbursement
- Complete an expense report via *Concur*, the electronic reimbursement system. Attach the following documents:
 - Itemized receipts for each actual item purchased
 - Emails showing submission of budget to Club Growth Director and Finance Manager.

The District encourages promoting such special occasion to increase attendance, as well as seeking food donations from members to reduce hosting costs. This has been an effective best practice among clubs. In addition, thank you gifts should range from \$5-\$15 per person.

All reimbursements must be submitted timely and are subject to the appropriate documentation noted above and approvals per TI policy. Visit the [Document Library](#) for more information and to obtain copies of the Guide on Allowable Expenses. Contact finance@district36.org with any questions.