

ABATE OF OHIO, INC.

POLICY AND PROCEDURE

PART II: EVENTS

Established by: Bylaws Article IV: Events.

Forms: Cash Transfer / Receipt (F011),
Charity Donation Record (F033),
Earmarked Fund (F020),
Event Budget (F017),
Event Checklist (F019),
Sample Event Flyer (F031),
Event Insurance Application (F009),
Event Insurance Waiver,
Event Log (F018),
Event Vendor Report,
Minor Release Form,
Performance Contract (F035),
Rental Agreement,
Tattooist Agreement,
Tax Disclaimer,
Vendor Agreement,
IRS W-9 Form.

SECTION A: GENERAL

1. Event Committee may be established if necessary.
2. All events are for the purpose of promoting and funding the goals of ABATE and for the enjoyment of the attendees.
3. ABATE reserves the right to refuse event admittance to anyone.
4. When a bank from an ABATE treasury is needed, it requires prior approval from the appropriate board, proper reporting and must be returned to that treasury.
5. Any membership applications and monies taken at an event are subject to policies established by the ABATE Manual.
6. Any event specific product created and sold is subject to policies established by the ABATE Manual.
7. Any sponsorship of an event that includes a listing on an event-specific product must have a portion of the sponsorship set aside for purchase of the product.
8. Any expense (including prizes) requires completion of an IRS W-9 Form unless paid to and received by a corporation.
9. ABATE does not pay “under the table”, all expenses are reported.

10. Any event-related earmarked fund must be approved by State Treasurer.

SECTION B: APPROVAL & SANCTIONING

1. All events must be approved by the BOD or RBO, including a review of prior year(s) event.
2. All events must be sanctioned.
3. All flyers, event budget/report forms and earmark requests must be presented at sanctioning.

SECTION C: INSURANCE

1. All events must have verifiable insurance, either through ABATE or through the location of the event.
2. Event Insurance application and payment from the region must be received by the COB eight weeks prior to event.
3. COB will forward application and payment to policy carrier.
4. COB will forward pre-event insurance packet to Region Director.
5. When insuring an event through ABATE, all requirements of the policy carrier must be met.
6. If an event has non-ABATE insurance, a copy of the Declaration Page must be forwarded to the COB.

SECTION D: ORGANIZING

1. Careful planning, including a budget and review of the event checklist, is the key to a successful, enjoyable and profitable event.
2. To encourage attendance, try to avoid scheduling conflicts when selecting a date.
3. Planning needs to start in advance of the selected date to allow for flyer distribution, advertising and other event requirements.
4. Determine the benefactor(s) of the event.
5. All contracts need enough time for proper approval and execution.

6. Ensure that a proper amount of equipment, supplies and staffing is available on the day of the event.
7. A list of contacts and notes for each event should be kept to be passed on the next organizer.

SECTION E: SITE & FACILITIES

1. Rental contract or paid receipt is required.
2. Use the Event Checklist to avoid last-minute needs.

SECTION F: FLYERS

1. An event flyer is an artistic ABATE form that must be properly designed and approved and is considered to be property of ABATE.
2. Flyers must be submitted for approval by the State Events Director a minimum of eight weeks prior to event to allow for proper distribution.
3. Unapproved fliers must not be distributed.
4. Any charity receiving event proceeds must be properly listed on the flyer.
5. Flyers must include the appropriate tax disclaimers.
6. Use of any non-ABATE logos must be approved by the owner.
7. Add details to the flyer as they become finalized.

SECTION G: VENDORS

1. All vendors and tattooists must complete required agreement.
2. All tattoo / piercing vendors must comply with local health department standards and licensing.
3. All food vendors must comply with local health department standards and licensing.

SECTION H: ENTERTAINMENT

1. Any entertainment needs booked using the Performance Agreement allowing enough time to advertise.
2. An IRS W-9 Form must be completed before any entertainer can be paid.

SECTION I: PUBLICITY

1. Any advertising must be pre-approved and budgeted for.
2. Be creative but tasteful to attract people to the event.

3. Get the media involved, as a news or special interest story.
4. Include social media in pre-event publicity.
5. If an annual event, use any post-event publicity to build interest in the following year's event.

SECTION J: STAFFING & VOLUNTEERS

1. Each volunteer has strengths and weaknesses. Utilize their strengths and forgive their weaknesses.
2. Determine manpower needed and volunteers available prior to event.
3. Any volunteer who cannot follow through on their commitment for an event should notify proper officer as soon as possible so a replacement may be recruited.
4. Remember, they are volunteers and you want them to have a good time and volunteer again.

SECTION K: REGISTRATION & WAIVERS

1. Post any required signage at registration.
2. Entrance rules must be enforced uniformly without regard to pre-existing personal relationships.
3. All attendees including staff and volunteers must sign an insurance waiver/release with real name.
4. Anyone refusing to sign a required waiver will not be admitted to the event and is not covered by any event insurance.
5. Each category of attendee must sign a separate waiver clearly marked with the category.
6. If an attendee is under the age of eighteen, a Minor Release Form must be used.
7. ABATE may require proper identification to determine age or identity.
8. Establish and inventory any wrist bands to prevent theft and resulting unpaid admission.
9. Reconcile wrist band count and admission receipts at each shift change with number of entrants on sign-in sheets or waivers. Any discrepancy should be noted and reported.
10. Damaged wrist bands should be turned in and held at gate to insure accurate inventory.

SECTION L: HANDLING MONEY & GOODS

1. All monies should be verified by two persons and recorded on Cash Handoff Report.
2. All monies must be deposited within four days.

3. When not able to pay an event expense by check, a proper receipt must be kept for proper reporting.
4. When handling non-monetary items (toys, coats, etc.), a proper inventory is needed to prevent theft.

SECTION M: ALCOHOL

1. Alcohol consumption is an individual decision.
2. ABATE does not promote alcohol consumption due to motorcycle safety concerns.
3. Any person bringing alcohol to an ABATE event is responsible for its legal distribution and consumption and is liable under any federal, state or local laws.

SECTION N: FINANCE & REPORTING

1. Each event requires an Event Budget/Report.
2. Only event related expenses and income may be listed on an Event Budget/Report.
3. All supporting documents must be attached to either an Event Budget/Report or a Monthly Region Report.
4. All event reports must be reviewed and approved by the appropriate level treasurer.
5. All income and expenses must be tracked on an Event Ledger, including any pre-event.
6. The profit from each event is subject to the 70/30 split.
7. Both Event Budget/Report and Event Split Calculation must be completed within fourteen days.
8. All event expenses must be paid and reported and any loans repaid before any donation checks are written.
9. After the Event Budget/Report form is completed, any late requests for reimbursement may be denied.

SECTION O: DONATIONS

1. Charity events are held to improve the image of motorcyclists and to help our communities.

2. For legal and accounting purposes, all monetary donations from ABATE to a charity must be by check written directly to the charity and only after event reporting is completed.
3. Only monies raised specifically for a charity may be donated.
4. All non-monetary donations to a charity are considered property of ABATE until transferred to the charity.
5. The charity donation form must be completed, for both checks and purchases of goods. When a purchase of goods, total of purchase receipts must equal amount of donation.
6. No charity event may be conducted without the permission of the charity and verification of its Section 501(c)(3) tax status. Getting these statements in writing is preferred.
7. Monies or items donated at a charity event are considered to be donated to ABATE and might not be tax deductible.
8. Any check not payable to ABATE must be accepted by a representative of the charity.
9. Any monies raised and not donated in the same calendar month may require earmarking.
10. Donations must be made in the same calendar year as the monies were raised.

SECTION P: LESSONS LEARNED

1. If preparing and serving food, ensure it is done within local health department standards and licensing.
2. Most of the cash money is received at the gate of an event. Plan for Cash Handoffs accordingly.
3. Any unplanned cash expenditure from event proceeds is discouraged and requires proper documentation.
4. Multiple events are going on every weekend in all areas during the riding season. Publicizing an event as early as possible helps draw attendees by making your event the first on the calendar.