

Garden Club Reimbursement Policy

General Requirements

"Reasonable expenses" shall be defined as fitting within the budget for a particular program or area of responsibility. If an expense exceeds the budget allocation by a small amount (e.g. \$5), the President may approve said overage. If an expense is considerably higher than budgeted, the overage must be approved by the board, preferably in advance of purchase or expenditure.

Receipts must be submitted with all requests for reimbursement.

Board Members' Routine Expenses

Board members and project chairmen shall be reimbursed for expenses incurred in the course of fulfilling their responsibilities.

Examples:

- Printing and postage for dues notices
- Fertilizer and mulch for Station Park
- Purchases for plant sale
- Materials for Ways and Means workshops

President's Discretionary Fund

The President may use these funds for purposes relevant to Club activities and to cover expenses to district and state meetings, again within budget limitations.

Unusual or one-time expenses

Exhibitions

Expenses for exhibitions, such as Art in Bloom and the New England Flower Show, will be reimbursed to the extent of budget allocations. If a member undertaking a project wishes to incur expenses over and above the budgeted amounts, he or she may do so at his/her personal expense. If there are unusual or extenuating circumstances, the matter should be brought before the Board for a vote on the appropriate reimbursement.

Special Tours

A member hosting or assisting in a tour, such as at holiday time, may request reimbursement for his/her reasonable expenses or may choose to assume the costs. However, the Board may vote to give each site host/hostess a stipend irrespective of submitted requests.