



Event Deposit Policy and Request Form

3/15/2015

To encourage regional chapters of Women Outdoors to organize larger events that can attract members from other regions, Women Outdoors National can front the money for deposits on venues and programs. Please submit requests as early as possible to allow time for the WO board to consider the proposal and the web team to set up the event web page and online registration, if requested.

Here is the process:

- Fill out the event deposit request form (next page). Be sure and include the all information requested on the form for the deadlines for a full and partial refund of the deposit.
- Email the completed form to president@womenoutdoors.org and treasurer@womenoutdoors.org.
- Within two weeks, the WO board will discuss, by email or phone, the proposal and vote to approve or deny the deposit request.
- Once approved, the WO treasurer will send a check for the deposit directly to the vendor.
- The WO region must reimburse WO National for the deposit.
- A WO board member will be assigned to serve as a liaison between the WO board and the WO region to ensure that all deadlines for deposits and registrations are met.
- The event must be open and advertised to WO members of all regions through a blast email to all WO members.
- Non-members of Women Outdoors may attend an event where WO National fronts the deposit, but they will not receive a WO member discount.
- If helpful, registration and payment for the event can be set up through the Events function on www.womenoutdoors.org.
- If the region opts for online registration through www.womenoutdoors.org, WO National will recoup its deposit when members register and pay through PayPal.
- If the event falls through and the deposit is lost, the WO region organizing the event and WO National will split the loss of the forfeited deposit 50-50.



Women  Outdoors
nurture your nature

Event Deposit Request Form

3/15/2015

Region _____

Event organizer _____

Email _____

Daytime phone _____ Evening phone _____

Name/nature of event _____

Date(s) _____

Amount requested _____

Is the deposit partially or fully refundable? _____

What is the last date to cancel to receive full deposit back? _____

What is the last date to receive a partial deposit and how much? _____

Name of vendor _____

Vendor's street address _____

Vendor's city, state, zip _____

Vendor's email _____

Vendor's telephone _____

WO deposit check should be made payable to _____