The primary standards regarding RMOTHG budgeted funds (approved by the RMOTHG Board March 2017) are as follows:

1. RMOTHG SUBSIDY STANDARDS

The definition of “Subsidized Funds” shall be those funds requested by a RMOTHG Group Coordinator or a Social Committee Chairperson(s), and approved by the RMOTHG Board for distribution from the Annual Approved Budget in order to offset certain costs associated with specific RMOTHG Section sponsored activities or events.

The Subsidized Funds Rule:

RMOTHG Section will not provide Subsidized Funds for any RMOTHG Section sponsored activities or events, except for those that meet the following criteria:

1) If the activity or event is offered to and open for participation to the entire Membership; and

2) If the venue, as well as number of allowed participants, for the event or activity will be expanded to accommodate full participation of all interested Members.

[As an example and not a limitation, currently the some qualifying activities or events for possible Subsidized Funds are: the Annual Meeting & Dinner; the Summer Picnic; and the Holiday Party. All other prior activities/events, such as the camping trip, would no longer comply with the subsidizing rule because while initially offered to the full Membership there is a limitation on the actual number of participants that can attend and the venue could not accommodate full participation of all interested Members.]
*The intent behind this qualification for Subsidized Funds is in keeping with the idea of “fairness” to the whole Membership and not a “benefit” to the few.

Requests for Subsidized Funds:

Requests for Subsidized Funds are to be submitted to the Treasurer by only Group Coordinators or the Social Committee Chairperson(s) during the RMOTHG annual budget request and approval process. The request for these funds will be submitted as a part of their group’s/committee’s annual budget request by including the requested subsidized amount as a specific line item on the “RMOTHG Activity/Event Coordinator Budget Request” form (see attached form.) On said form, they will include the amount requested and a description of the reason for the request, as well as a statement confirming that the event qualifies under the Subsidized Funds Rule.

It is recognized that activities or events may subsequently arise that may qualify for Subsidized Funds after the RMOTHG annual budget has been approved by the Board. In those rare instances, the Coordinator or Social Committee Chairperson(s) may submit through the Treasurer an additional request for consideration by the Board, subject to qualifications under the Subsidized Funds Rule and the availability of funds in the then approved RMOTHG Budget.

GENERAL NOTES:

As used herein, “Subsidized Funds” are separate and distinct from any funds allocated from the RMOTHG Budget in support of events/activities where the Coordinator, Trip Leader or Social Committee member is required to pay a prior reservation deposit to a vendor (“Deposit Funds”) that will be subsequently collected from the participating members as reimbursement.
2. **DEPOSIT FUNDS RULES**

**The definition of “Deposit Funds” is:** 1) Funds advanced from the RMOTHG Budget in support of approved events/activities wherein a Coordinator, Trip Leader or Social Committee Member was required to pay a prior reservation deposit to a vendor; and 2) said funds are to be subsequently collected from the event’s/activity’s participating Members in reimbursement to the RMOTHG Budget.

It is recognized that in most cases the Coordinator, Team Leader or Social Committee member organizing an event or activity that requires a prior deposit for reservations, etc., will most likely advance those funds from their own monies in order to expedite the reservation. Therefore, in fairness to that Member organizing the approved event/activity, RMOTHG Section should timely process reimbursement for those personal funds, and should expect the participating Members in the event/activity to pay their share of the event/activity cost at the time they sign-up for the event/activity.

**The Process for Requesting Deposit Funds from the RMOTHG Budget are:**

1. All requests for Deposit Funds must be related to activities or events previously approved by the appropriate Activity/Event Coordinator or Social Committee;
2. All requests will be approved and submitted to the Treasurer from the appropriate Activity/Event Coordinator or Social Committee Chairperson(s) that oversees the event or activity;
3. The Treasurer will confirm and approve the request based on available funds in the RMOTHG Annual Budget and submit the request to CMC for timely payment directly to the party who advanced the reservation deposit from their own monies;

**Additionally:**

1. The intent and reasoning for RMOTHG to advance Deposit Funds are as described above, however, in the rare instance that an activity or event is not “sold out” (i.e. Rockies non-refundable tickets have been purchased prior to Member online sign-up) and the total reimbursement to the RMOTHG Budget of initial Deposit Funds is not covered by those Members attending, how should this loss be handled?
a. In keeping with the fact we do not want our Coordinators, Trip Leaders or Social Committee Members to bear the personal cost of running an activity or event, RMOTHG would not require such a loss be reimbursed to the RMOTHG Budget by the organizing Member personally;

b. By having the Coordinators and Social Committee Chair(s) approve each request for “Deposit Funds” (rather than requests being submitted directly from a trip leader or social committee member), they understand our expectation is that every effort to correctly “price” the event or activity was done so that this possible loss to RMOTHG Budget is minimized.

2. We recommend that other ancillary events/activities report to and roll-up their requests through the appropriate Activity/Event Coordinator (i.e. Hut Trips roll-up to Snow Shoeing/Cross Country skiing or Hiking depending on season), so that the Activity/Event Coordinator or Social Committee Chairperson can monitor costs against their original budget.

3. RMOTHG BUDGET REQUEST FORM.
The approved “Budget Request Form” allows free typing under the description area and will automatically add up all proposed amounts. The form is to be electronically submitted to the Treasurer after completion. This form is required for each Coordinator’s or Social Committee Chair’s annual budget requests. The idea is for the Coordinators or Social Committee Chair to provide an explanation for each amount that makes up the budget request so that the Board and Treasurer are able to clearly understand the intended use of the funds being requested. The Board looks to the Coordinators to monitor the use of their group’s funds by asking their Trip Leaders/Social Committee members to submit the expenditures first through the Coordinator who will then forward it to the Treasurer for processing.