



**USSVI**  
**WESTERN REGION ROUNDUP**

**POLICY**  
**&**  
**PROCEDURE**  
**MANUAL**

WRR: PPM Rev.: 2022.10.06  
Approved at the September 15, 2022 WRR SC Meeting

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## 1. INTRODUCTION:

- A. The Submarine Veterans of World War II (SVWWII):
  - i. Divided the country into regions.
  - ii. They would have annual 'Caucuses' at a location chosen by the host state.
  - iii. Since before 2000, the Southwest Regional Caucus was held in Laughlin, NV.
  - iv. Beginning in 2007, it became a joint event with the United States Submarine Veterans (USSVI).
  
- B. In 2012:
  - i. The SVWWII was officially disbanded during ceremonies held at the USSVI National Convention in Norfolk, VA.
  - ii. At the business meeting in 2014, the Western Region (WR) of USSVI assumed responsibility for hosting the "Roundup".
  - iii. Las Vegas, NV was chosen as the location for 2017 and 2018.
  - iv. In 2019, the Roundup returned to Laughlin, NV with the host hotel/casino being Don Laughlin's Riverside Resort and Casino.
  
- C. The global pandemic of 2020 carried over into 2021.
  - i. It stymied Western Region Roundup (WRR) planning and execution due to national and state isolation protocols and changing landscape of host convention site accommodation requirements.

- ii. Vaccinating the population would improve herd immunity and increase opportunities to return to a “normal” lifestyle.
  - iii. During this hold, there was a strong discussion within the WR leadership to bring the Roundup to a central site with greater accessibility.
  - iv. Furthermore, the ability to duplicate the planning and execution anywhere within the WR was hindered by the lack of a guide and a committee, as its planning and execution had been a single-handed operation.
  - v. Therefore, this PPM was born to capture the details necessary to perpetuate this time-honored event for future attendees.
- D. The WRR is not a convention, nor intended to supplement or replace the annual USSVI National Convention.
- i. Prior to the development of this PPM, there was no ‘host base or committee’.
  - ii. The event has been planned, organized, and executed solely by Rocky Mountain Base Shipmate Gene Kellar.
  - iii. This PPM has been developed to perpetuate the long-standing tradition of being able to retain the essence of the original WRR and offer a limited financial incentive for a Host Base to assist in the execution of the overall event.
- E. All submariners, both veterans and active duty alike, are invited.
- i. The purpose of the WRR is:
    - a. Not only to provide a means for Regional and District Commanders to discuss USSVI business.

- b. But to provide a way for all Submariners to gather for mutual benefit and enjoyment.
- ii. Our common heritage as Submariners shall be strengthened by camaraderie.
- iii. We support a strong U.S. Submarine Force.

## **2. PURPOSE:**

- A. The primary purpose of this Committee shall be:
  - i. The organization, administration, and execution of the Western Region Roundup (WRR).
  - ii. It is an annual conference that exists to serve members within the United States Submarine Veterans, Inc. (USSVI or SubVets) and its membership.
- B. It seeks to address:
  - i. Education for Shipmates holding or interested in Base leadership roles.
  - ii. Recruiting and marketing new members.
  - iii. Base Operations.
  - iv. Provide an opportunity for Shipmates to enjoy Shipmates.
  - v. Fulfill the purpose and creed of the United States Submarine Veterans, Inc.:

***The purpose/creed of USSVI is to perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties while serving their country that their dedication, deeds, and supreme sacrifice may be a constant source of motivation toward greater accomplishments, and to pledge loyalty and patriotism to the United States of America and its Constitution.***

***In addition to perpetuating the memory of departed shipmates, USSVI provides a way for all submariners to gather for their mutual benefit and enjoyment. Our common heritage as Submariners shall be strengthened by camaraderie. The USSVI supports a strong U.S. Submarine Force.***

***The organization will engage in various projects and deeds that will bring about the perpetual remembrance of those shipmates who have given the supreme sacrifice. The organization will also endeavor to educate all third parties it comes in contact with about the services our submarine brothers performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.***

- C. In addition to perpetuating the memory of departed shipmates, we shall provide:
- i. A way for all submariners to gather for mutual benefit and enjoyment.
  - ii. Our common heritage as Submariners shall be strengthened by camaraderie.
  - iii. We support a strong U.S. Submarine Force.



- D. The organization will engage in various projects and deed that will:
  - i. Bring about the perpetual remembrances of those shipmates who have given the supreme sacrifice.
  - ii. The organization will also endeavor to educate all third parties it comes in contact with about the services our submarine brothers and sisters performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

### **3. WRR COMMITTEE ORGANIZATION:**

- A. The Western Region Roundup Committee (WRRC) operates as a non-permanent, annual committee as defined by the USSVI Constitution and Bylaws, (USSVI C&B) Article XVIII.
- B. WRRC Reporting:
  - i. The WRRC reports directly to the WRD through the Committee Chair.
  - ii. The WRRC has the responsibility to do site visits, vet the hotel and other spaces being considered.
  - iii. The Contract Negotiator, authorized by the WRD and WRRC shall finalize, and approve the Western Region Roundup Contract with the Host Hotel.
- C. WRRC Policy:
  - i. The operations of the WRRC shall not conflict with the USSVI C&B.

- ii. If this should inadvertently occur, the USSVI C&B take precedence over any directives contained in this PPM.

D. WRRRC Fiscal Year:

- i. The fiscal year of the WRRRC shall commence on the first day of January and end on the thirty-first day of December each year.
- ii. This is consistent with the United States Submarine Veterans, Inc.

E. WRR Committee:

- i. The WRRRC has two integral components:
  - a. Standing Committee
    - 1. Western Region Director.
    - 2. Elected members.
    - 3. Appointed Members.
  - b. Host Base (Rotating) Committee.
  - c. Both consist of either Regular or Associate members in good standing affiliated with a Base of the United States Submarine Veterans, Inc. (USSVI) within the Western Region.

#### **4. STANDING COMMITTEE (SC) ORGANIZATION:**

A. Members of the Standing Committee shall include the:

- i. Western Region Director.
- ii. Elected Members:

- a. Western Region Director. (see: 4.C.i)
    - b. Committee Chair. (see: 4.C.ii)
    - c. Committee Vice-Chair. (see: 4.C.iii)
    - d. Secretary. (see: 4.C.iv)
    - e. Treasurer. (see: 4.C.v)
  - iii. Appointed Members:
    - a. Auctions and Raffles. (see: 4.C.vi)
    - b. Contract Negotiator. (see: 4.C.vii)
    - c. Public Affairs Officer. (see: 4.C.viii)
    - d. Registration. (see: 4.C.ix)
    - e. Sponsorship Coordinator. (see: 4.C.x).
    - f. Webmaster. (see: 4.C.xi)
- B. During the Business Meeting of the WRR event, Elected members of the Standing Committee and Appointed Members will be determined.
- C. Duties and Responsibilities of Standing Committee:
  - i. **Western Region Director**
    - a. As a voting member of the USSVI Board Of Directors (BOD), has overall responsibility for the administration and execution of the WRR.
    - b. Delegates authority to the WRR Standing Committee for the administration, planning, preparation, execution, and treasury management of the WRR.
    - c. Is a permanent Member of the WRRC until relieved.
    - d. Is an authorized signer on all accounts held by the WRR Standing Committee at the financial institution approved by the Committee.
    - e. Approves the PPM and sends it to the National Secretary to be uploaded to the National website.
  - ii. **Standing Committee Chair**– the duties of the Standing Committee Chair shall include, but are not limited to:
    - a. Serving as an elected member of the WRRC

- b. Supervising the operation of, and be the single point of accountability for, and oversees the performance of all Standing and Host Base committee members of the WRRC.
  - c. Presiding overall planning and special meetings.
  - d. Enforcing the National USSVI C&B, the USSVI PPM, and the WRRC PPM.
  - e. Being an authorized signer on all accounts held by the WRR Standing Committee at the financial institution approved by the Committee.
  - f. Ensuring the End of Event / End of Year (EOE/EOY) report is accurate and submitted to the National Treasurer.
  - g. Being responsible for the timely distribution of all communications and pertinent information regarding the WRR.
  - h. Acting as the WRRC Point of Contact (POC) or designate an alternate POC.
  - i. General Liability Insurance:
    - 1. Submit an application a minimum of four (4) weeks prior to an event.
    - 2. Ensure the approved application is on file prior to executing each WRR event.
- iii. **SC Vice-Chair** – the duties of the Standing Committee Vice Chair shall include, but are not limited to:
- a. Serving as an elected member of the WRRC
  - b. Performing all duties of the Committee Chair should they become incapacitated.
  - c. Assisting the Committee Chair in the performance of their duties
  - d. Presiding at all meetings in the absence of the Committee Chair.
  - e. Serving as the Sponsorship Coordinator.
    - 1. Responsible for all sponsor, donor, and vendor liaison functions including soliciting them for donations in return for promotional consideration.
    - 2. Reference Sec. 7.E.i.a: Definitions of Sponsors, Donors and Vendors.

3. Representing the WRR and distributing Sponsorship information in any forum as required.
  4. Coordinate with Web Master to provide all sponsor/donor/vendor information and logos for publications on the website.
  5. Coordinate with the Contract Negotiator for the security of Vendor locations and merchandise.
  6. Coordinate with the Public Affairs Officer for developing appropriate sponsor/donors/vendor advertising.
  7. Working with the Auction/Raffle Coordinator to ensure adequate space and tables are reserved.
- iv. **SC Secretary** – the duties of the Standing Committee Secretary shall include, but are not limited to:
- a. Serving as an elected member of the WRRC
  - b. Recording the minutes for all WRRC meetings called by the SC Chair noting the time, date, attendees, and guests present, reports of Committee Members, and outcome of committee votes , and date/time of the next meeting.
  - c. Maintaining electronic files of Minutes of the Meeting, and other important documents/correspondence, Committee elections, and appointments, or other materials generated by the WRRC for each year's WRR.
  - d. Maintaining and update the WRR PPM as needed.
  - e. Utilizing email [wrr.ussvi@gmail.com](mailto:wrr.ussvi@gmail.com) for committee communications.
  - f. Shall be the sole source of communications to the WRR Committee, as authorized by the WRRC Standing Committee Chair, or the WRD.
  - g. Preparing official correspondence for the WRR Committee as directed by the Standing Committee Chair, or the Western Region Director on WRRC letterhead

- v. **SC Treasurer** – the duties of the Standing Committee Treasurer shall include, but are not limited to:
- a. Serving as an elected member of the WRRC
  - b. Being responsible for all funds collected and deposited into the financial depository institution chosen by the WRCC in the name of “USSVI-Western Region Roundup Committee” or “USSVI-WRR Committee”.
  - c. Being an authorized signer on all accounts held by the WRR Standing Committee at the financial institution approved by the Committee.
  - d. Changing, when necessary, financial institutions which requires the approval of the WRD and the WRR Standing Committee.
  - e. Presenting monthly financial reports to the WRR Committee, and places copies on file with the WRR SC Secretary.
  - f. Disbursing monies as may be approved by the WRR SC and pay all authorized bills in the preparation and execution of the WRR.
  - g. All monies received through the WRR registration processes shall pass through the SC Treasurer for appropriate financial accounting.
  - h. Payments, received by check, must be payable to USSVI-WRRC
  - i. The Treasurer may authorize payments up to \$1,000 at his discretion.
  - j. Checks written for greater than \$1,000.00 must have the approval, by email, from the SC Chair. Both the Western States Director and the SC Vice-Chair must be copied
  - k. In the absence of the SC Chair the Western Region Director may authorize the check. Both the SC Chair and the SC Vice-Chair must be copied.
  - l. Shall be responsible for coordinating the Event’s Registration with the Webmaster and the Host Base Committee.
  - m. Preparing and submitting the End of Event / End of Year (EOE/EOY) report to the WRR SC Chair, WRD, and

National Treasurer via email no later than March 1<sup>st</sup> of each year.

- n. Preparing and submitting a month end Treasurer's Report to the SC.
- o. Serving as the Registration Coordinator.
  - 1. Serving as a member of the WRRC by appointment of the WRR SC Chair.
  - 2. Working with the SC to develop a registration form to suit the event.
  - 3. Ensuring that the registration form is published on the WRR website and is working properly.
  - 4. Validating and processing the completed guest registration forms.
  - 5. Setting up and staffing a Registration Desk.
  - 6. Working with the Treasurer to account for all funds received

vi. **Auctions / Raffles Coordinator** – the duties of the Standing Committee Auctions / Raffles Coordinator shall include, but are not limited to:

- a. Serving as a member of the WRRC by appointment of the WRR SC Chair.
- b. Working with the Sponsorship Coordinator to ensure a seamless transition at the event.
- c. Reference Sec. 7.E.i.a.1&2: Definitions of Sponsors, Donors and Vendors.
- d. Acting as the “inside” promoter working during the event.
- e. Scheduling several different experiences, subject to local laws, over the course of the event; such as, but not limited to:
  - 1. Auctions
  - 2. Raffles
  - 3. 50/50
- f. Auction / Raffle:
  - 1. Receive and inventory all items by completing an “Auction Bid Sheet” for each item.
  - 2. Take charge of, safely secure and store all items.

3. Make arrangements to have sufficient tables reserved to display the items.
  4. Display a wide mix of items for auction while reserving higher value items for a raffle.
  5. Items that are clearly personal in nature will not be accepted. Disposition of such items will be the purview of the Auctions/Raffles Coordinator.
- g. 50/50 Raffle
1. Responsible for selling 50/50 raffle and tickets.
  2. Schedule several different drawings with different color tickets:
- h. Working with the Treasurer to account for all funds received.

vii. **Contract Negotiator** (CN) – the duties of the Standing Committee Contract Negotiator shall include, but are not limited to:

- a. Serving as a member of the WRRRC by appointment of the WRR SC Chair.
- b. Reporting exclusively to the WRR SC Chair.
- c. Acting as the primary contact liaison between the WRR Committee and any authorized venue or vendor.
- d. The CN does not take direction from the Host Base.
- e. To preclude a conflict of interest, the CN shall not be a member of the Host Base. An exception may be made with the unanimous approval of the elected SC Members.
- f. Coordinating with and providing direction to the Host Base Representatives in the identification and selection of viable venues that can satisfy all WRR needs, utilizing local convention and Visitors Bureaus when available.
- g. Performing a comprehensive review of all proposals submitted by potential venues. Close coordination with WRR Committee Members is required in the selection process.
- h. Having a clear understanding of all WRR event requirements, including but not limited to meeting room needs, A/V requirements (screen, projectors, microphone, and speakers), security expectations, etc.



- i. Upon venue selection, being responsible for negotiating, overseeing, and managing contract terms that are most favorable to the efficient and cost- effective execution of the WRR event while mitigating risk as much as possible.
  - j. Ensuring that all contract terms and conditions comply with USSVI Constitution, Bylaws and PPM's.
  - k. Overseeing the effective execution of the contract prior to, during, and following the WRR event. Ensure any contract changes or modifications are properly understood, disseminated, and executed. Periodically audit the contract execution during the WRR event to ensure compliance.
  - l. Negotiating any sub-contracts / agreements that may be required in the execution of the primary contract (catering, transportation, concessions). The same oversight consideration shall be applied to these sub-contracts as to the primary contract.
  - m. Working closely with the WRR Treasurer to ensure all committed and approved debts are paid in a timely manner.
  - n. Ensuring proper close-out of the contract once all commitments for both the WR and the contracted venue have been met.
  - o. At the conclusion of each WRR, coordinating with the WRR Planning Committee Chair and the WR Treasurer in preparing a final report including lessons learned to assist in future WRR planning.
- viii. **Public Affairs Officer** (PAO) – the duties of the Standing Committee Public Affairs Officer shall include, but are not limited to:
- b. Serving as a member of the WRRC by appointment of the WRR SC Chair.
  - c. Being responsible for Marketing & Advertising
  - d. Being responsible for Social Media.
  - e. Being responsible for all paid and earned media to included, but not limited to, free press or magazines.

- f. Releasing WRR marketing and advertising/communications through various channels, including, but not limited to:
    - 1. USSVI National Bulletins
    - 2. USSVI National Convention magazine.
    - 3. Working with the Western Region Director to ensure all Western Region bases are contacted.
    - 5. Social Media Platform accounts held by Bases and/or Districts.
  - g. Coordinating release of marketing materials with Host Base.
  - h. Distributing marketing and WRR advertising materials to all National Officers, Regional Directors, and Base Commanders within the Western Region for inclusion in their Newsletters, and communications to their crews.
  - i. Working with the Web Master to ensure all advertising and information broadcast, over any social media network, is current and correct.
- vi. **Registration Coordinator** – the duties of the Standing Committee Registration Coordinator shall include, but are not limited to:
- a. See: Treasurer; 4.C.v.o
- x. **Sponsorship Coordinator** - the duties of the Standing Committee Treasurer shall include, but are not limited to:
- a. See: SC Vice-Chair; 4.C.iii.e
- vii. **Webmaster** – the duties of the Standing Committee Webmaster shall include, but are not limited to:
- a. Serving as a member of the WRRC by appointment of the WRR SC Chair.
  - b. Being responsible for the upkeep and regular maintenance of the website <http://www.wrroundup.com> for the purposes of:
    - 1. Committee approved communications.
    - 2. Committee approved Plan of the Week / Agenda
    - 3. Event registration and payment information as

provided by the Treasurer.

4. Hotel registration and payment information as provided by the CN.
- c. Monitoring other social media platforms:
  1. Monitor the integrity of the WRR.
  2. That one, constant and uniform message is presented.

D. Term of Office and Elections:

- i. Each Standing Committee Member shall serve:
  - a. A minimum of two years to include two WRR meetings.
  - b. This would allow continuity in cases where the WRR needs to be canceled and rescheduled as in 2021.
- ii. In January of even-numbered years the WRD shall send out to all WR District Commanders and Bases requests for nominations for the elected positions of WRRC.
- iii. In February of even-numbered years the WRD shall send out to all WR District Commanders & Bases a notice of the time, date, and method of election.
- iv. Elected members will assume their positions upon completion of the wrap-up meeting to be conducted within 30 days of the conclusion of the event.
- v. The Western Region Director (WRD):
  - a. Is independent of the Standing Committee election cycle.
  - b. The WRD's term is determined by the USSVI Constitution and Bylaws, Article XIII.

E. Conduct and vacancies:

- i. Committee Members shall not incur debts or financial obligations to the committee prior to authorization by unanimous vote of the

WRR Committee.

- ii. Any Standing Committee member may be removed, either with or without cause, by the unanimous vote of the WRR SC, or the WRD.
  - iii. Any Standing Committee member, elected or appointed, may resign at any time:
    - a. by giving written notice to the SC Chair, the WRD, and SC Secretary.
    - b. Any such resignation shall take effect upon receipt of such notice.
    - c. The resigned party shall turn over all notes and materials in conjunction with their former position to the SC Chair.
  - iv. Any vacancy:
    - a. caused by the death, resignation, or removal of a WRR SC elected or appointed member shall be filled by the WRR Standing Committee.
    - b. In the event of a vacancy in any office other than that of SC Chair, such vacancy may be filled temporarily by appointment by the SC Chair, or the WRD as needed.
- F. WRRC Meetings:
- i. Meetings shall be held as electronic, or in-person, at the discretion of the SC Chair.
  - ii. The frequency of meetings:
    - a. Held a minimum of one (1) time per month.
    - b. May be held more frequently as directed by the SC Chair to conduct planning sessions and communicate status from other committee members.
  - iii. WRRC meetings will receive a five (5) day email notice of the meeting.

- iv. These meetings shall be recorded by the SC Secretary in Meeting Minutes.
- v. All meetings must follow Robert's Rules of Order.
- vi. It is incumbent upon all members of the Standing and Host Base committees to attend all meetings.
- vii. WRRC Quorum:
  - a. The presence of the five committee members shall constitute a quorum.
- viii. WRRC Voting:
  - a. Each member of the Standing Committee and the Host Base Committee have a single vote.
  - b. No absentee voting, or voting by proxy

## **5. HOST BASE COMMITTEE ORGANIZATION:**

- A. Hosting:
  - i. Any Base in the Western Region can host a WRR.
- B. The Host Base members:
  - i. Will appoint the Host Base Chair (HBC), and the Host Base Vice- Chair (HB-VC).
  - ii. The Host Chair and Vice-Chair will attend all planning meetings called by the WRR Committee Standing Chair.
- C. Host Base Committee - the duties and responsibilities of the Host Base Committee shall include, but are not limited to:
  - i. Will attend all planning meetings called by the WRR Standing Committee Chair.
  - ii. Will work with, and at the direction of the WRR CN.

- iii. Utilize the Site Selection Criteria to identify suitable sites.
- iv. Support the Contract Negotiator to fulfill both compliances with contractual commitments and the needs of the WRR event.
- v. Collectively, they will maintain regular and recurring communications, identify issues to mitigate losses and find solutions to maximize the enjoyment of the WRR for all hands.
- vi. Utilize the WRR Event Task List:
  - a. For pre-arrival and day-of-event needs to be accomplished.
  - b. This is a tickler (checklist) of material needs prior to, during, and post-event wrap up.
  - c. It is not exclusive or inclusive of all possibilities and is meant to be updated as the WRR event and attendees' needs, and technology evolves.
  - d. It is a working document to be used by the Host Base Committee, and the WRRC Standing Committee.
  - e. Provides a critique to the WRRC Standing Committee to improve future events.

## **6. SITE SELECTION CRITERIA AND BID PROCESS:**

- A. Submitting a bid:
  - i. The Base must contact the WRR Committee Standing Chair to discuss the feasibility of holding an event in their area.
  - ii. If approved by the WRR SC, the process for submitting a bid can move forward.
- B. The following criteria must be provided:
  - i. The bid must be in written form and submitted to the WRR SC no later than 6 months prior to the next event.
  - ii. Name, Phone, and email address of the Host Base Committee

contact(s).

- iii. Hotel Name and Location (minimum two sites, with the following information):
  - a. Room Rate(s), and the current tax rate
  - b. The number of ADA accessible rooms
  - c. Availability of rooms for WRR functions and banquet services
  - d. Availability of A/V services
  - e. Secure storage
  - f. Hotel parking fees
  - g. Distance from transportation hubs; shuttle services to/from hotel
  - h. Availability and location of RV parking
- iv. Local attractions and points of interest
- v. Contact information for the local Convention & Visitors Bureau.
- vi. Location parameters should facilitate attendance from a larger audience without necessarily being in a resort-city location where costs can be prohibitive.

## **7. FINANCIAL POLICY**

- A. Revenue
  - i. All monies and revenue streams (to include but not limited to fees paid by attendees for registration, special events, and banquets), sponsorships, donations, 50/50 or other raffles, auctions, and sales of goods and services offered by the WRR Committee shall pass through the SC Treasurer for appropriate financial accounting.
  - ii. Monies and funds collected by a third-party vendor are exempt from this policy.
- B. Expenses

- i. Duly authorized members of the WRR Standing Committee, and elected WRR Host Base Committee, shall be authorized to make purchases up to \$500 for event-related expenses pursuant to their duties and responsibilities, with the approval (via email) of the WRR SC Chair and/or the SC Treasurer.
  
- C. Disbursements
  - i. Reimbursement for such expenses shall be communicated to the WRR SC Treasurer with a copy of the receipt and reimbursement request chit via email.
  
  - ii. Payment for all approved expenses shall be paid when due, and no later than 30 days after the completion of the event.
  
- D. Excess Revenue
  - i. A prudent reserve fund in the amount of \$7,500 will be established and maintained to be used as startup funds for the next event, and for any emergency expenses approved by the committee.
  
  - ii. All other excess funds will be allotted to the treasury of the host base.
  
- E. Event Pricing:
  - i. Vendor Table Pricing:
    - a. Definitions of Sponsors, Donors and Vendors.
      - 1. A “Sponsor” and or a “Donor” is any person, group or entity that, in exchange for a monetary donation, will have their name and/or logo prominently displayed
      - 2. A “Vendor” is any person, group or entity that, for a fee paid to WRR, is allowed to sell their products.
    - b. Pricing will be established by the Sponsorship Coordinator in communication with the WRR Standing Committee.
      - 1. USSVI entities:
        - a. USSVI National Office.
        - b. USSVI Charitable Foundation.
        - c. These entities are deemed to be of benefit to the USSVI.



- d. They will not be assessed a fee for a table.
  - 2. Vendors who are of benefit to the USSVI:
    - e. These are vendors who will make donations in excess of the set table fee.
    - f. The Auction / Raffle Coordinator will track the merchandise via the "Auction Bid Sheet" for future reference.
    - g. In consideration of donations the table fee will be waived.
  - 2. Other vendors:
    - a. Who do not meet the above 8.E.i.2 & 3 criteria.
    - b. Selling, promoting or giving away anything of value.
    - c. They are subject to the set table fee.
- ii. Registration fee
  - a. The registration fee will cover the cost of all aspect of the physical plant:
- iii. Meal pricing:
  - a. These are optional and may be paid for separately through the registration form.
    - 1. Luncheon.
    - 2. Banquet.
    - 3. Ladies' day trip and/or lunch.
  - b. WRR goal will be to break even, or profit, from the ticket sales

\* . \* . \* . \* . \* . \* . \* . \* The End \* . \* . \* . \* . \* . \* . \* . \*