

Event and Program Fee Guidelines

Membership Functions

Any function with the primary purpose of attracting new WoTRS members where the target audience is Prospective or New members will be free of charge. For any function or activity out of the building which involves meals or admission charges, participants will be expected to pay their own way.

For events designed to encourage annual dues payment, such as the Fall Membership Event, where the event is a benefit of membership, paid-up WoTRS members will be charged a reduced fee which is less than the actual cost of the meal. Women who are not currently paid-up members will be charged a higher fee that is at least the full cost of the meal.

For events designed to acknowledge members' volunteer efforts, such as the Donor Luncheon, where the meal is the expression of appreciation, the cost of attendance for those with points less than the amount needed for donor status should cover a reasonable portion of the cost of the meal.

Fund Raising Events

The amount charged for fund raisers will be greater than the actual cost of the meal and/or activity/entertainment and any other related expenses. The total income will exceed all budgeted expenses for the function. WoTRS members and non-members will be charged the same amount.

Programs

If a meal is provided by an outside caterer or vendor, the fee for WoTRS members and Spouses/Guests should at least cover the cost of the meal. Non-members and their Spouses/Guests will pay an additional amount intended to cover the cost of the event.

If the meal is donated by WoTRS members and/or participants, there will be no fee for the meal.

If a light meal is purchased in part by the committee and also donated in part, such as Lox and Lecture, a nominal fee will be charged at the same rate to all attendees and everyone in attendance will be charged. For those WoTRS members providing food, the fee shall be waived or reduced.

If no meal is served, the decision to charge a fee shall be at the discretion of the event chair(s).

For programs involving instructors, presentations and demonstrations, whether at the venue, at TRS, or in someone's home, participant fees should cover at least half the expense per person.

Note:

“Cost of the meal” refers only to the cost of the actual food, not the total cost of the event. When determining the fee to be charged to members for events which include meals, whether falling under Membership or Programming, it should be understood that the fee charged might not cover additional related expenses, such as gifts, honorariums, speaker fees, table decorations, and servers, and that these items should be budgeted for and monitored accordingly. For events without a complete meal, refreshments and the other incidentals listed above should be budgeted for and monitored accordingly as well.

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