



PORSCHE CLUB OF AMERICA – FIRST SETTLERS REGION

Standard Operating Procedures - Region Event Funding Request and Approval Policy

Policy: Any member(s) planning an event or activity for First Settlers Region (FSR) where the expenditure of region funds or PCA subsidies will be requested shall perform reasonable due diligence to estimate the total cost of the event.

The Funding Request Form shall be completed and submitted to the FSR Board at least sixty (60) days prior to the proposed event date. No expenses should be incurred for any event without the Board's approval.

This policy does not apply to the following:

- The approved spending authorization of the President of FSR
- Expenditures that were approved in the annual budget

Review and Approval

The Board shall review funding requests at each board meeting or at special meetings called to review a request. Such meetings may take place face to face or telephonically. Votes for approval may also take place via email. A quorum of the Board is required for a vote and a simple majority is necessary for approval.

Post Event Review

Following the event, the event organizer(s) shall review the incurred cost and compare to the approved event funding. The results shall be reported to the Board at the next meeting.