



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—ACTIVITIES COMMITTEE

NA YEARLY FLOATING EVENT REIMBURSEMENT

RCONA encourages authorized neighborhood associations to hold events that provide a benefit for their residents. In support of that effort, RCONA will budget to provide limited funds to active NAs towards ONE Floating Event per year—the specific purpose of the event will be the NA’s decision, so long as it falls within approved criteria stated herein. If the NA decides to participate with the City-Wide National Night Out (NNO) and seek reimbursement for that event, it would count as its one reimbursement for the year. This procedure will address the requirements for approval and reimbursement.

Each NA in ‘Active’ status with RCONA will be eligible for reimbursement of up to \$100 for one individual Floating Event per calendar year (January to December). The event must meet the following criteria:

- Compliance with RCONA by-laws.
- Compliance with RCONA insurance requirements (mainly no designated ‘sports’ activity).
- Request must be completed in full and signed by the NA President.
- NA must complete any application form necessary—Special Event Application for City of Roseville facility, school facility authorization, or other as required.
- NA must meet applicable timelines for event as required for park/ facility usage (minimum 60 days for a City of Roseville application), but allow at least 30 days for RCONA processing.
- Eligible for reimbursement for only one ‘Floating Event’ per calendar year.
- Funds cannot be used in conjunction with any other event or source reimbursed by RCONA.

Procedures:

Responsible Party	Step	Action
RCONA Treasurer	1.	Requests in the Annual Budget the equivalency of \$100 for each ‘Active’ NA for reimbursement of NA Floating Event for authorized neighborhoods.
City of Roseville National Night Out (NNO) Participation		
City of Roseville RCONA Liaison	2.	Distribute NNO application and information to RCONA Board members as early as possible; coordinate with RCONA Activities Chairperson or President and with requesting NA as needed.
RCONA Activities Chairperson	3.	Distribute NNO application to ‘active’ NA Representatives via email asking that a copy be submitted to RCONA Activities Chairperson. Coordinate with City liaison to confirm registrations.

President/official of NA	4.	<p>Prior to deadline date for applications:</p> <ul style="list-style-type: none"> • Submit completed application to City. • Send copy of confirmation to RCONA Activities Chairperson. • If your NA has not been officially recognized as ‘Active’ status yet, you must submit a letter to the RCONA Neighborhood Organization Committee Chairperson for approval first—the NOC chair will notify the RCONA Activities Chairperson whether the applying NA is close enough to ‘Active status to qualify for consideration for funding.
City of Roseville RCONA Liaison	5.	<p>Prior to the NNO Event: send a list to the RCONA Activities Chairperson of all NNO approved park/NNO requests. (This does not guarantee RCONA funding.)</p>
RCONA Activities Chairperson	6.	<p>Verify NNO registrations:</p> <ul style="list-style-type: none"> • Coordinate with RCONA Exec. Secretary to verify ‘active’ status or with NOC Chairperson to verify approval if not yet ‘active’. • Coordinate with RCONA Treasurer to advise of NA registrations (NAs eligible for Reimbursement if they submit). • Advise NA if you see any discrepancy. • At the next RCONA Board Meeting, announce the names of the NAs who will be hosting NNO events at their neighborhood park/location. Encourage attendance and participation.
NAs	7.	<p>Following the NNO Event, if you are submitting for your Floating Event Reimbursement: Prepare Check Request form for Reimbursement. Attach copy of receipts (up to \$100) with Request; submit to the RCONA Treasurer.</p>
RCONA Treasurer	8.	<p>Verified receipts submitted and reimburses NA as previously authorized.</p>
For all other Floating Events (not NNO)		
President/official of NA	9.	<p>Submit to the RCONA Activities Chairperson the appropriate completed and signed application:</p> <ul style="list-style-type: none"> • If your event requires the use of a City of Roseville park or facility—RCONA Special Event Application at least 61 days before the event. • If your event uses a school site—appropriate District application required per time required but at least 30 days before the event. • If your event does not require a special city or school site—RCONA Floating Event Request form at least 30 days before your event. • If your NA has not been officially recognized as ‘Active’ status yet, you must submit a letter to the RCONA Neighborhood Organization Committee (NOC) Chairperson for approval first—the NOC Chair will notify the RCONA Activities Committee Chair whether the applying NA is close enough to ‘Active’ status to qualify for consideration for funding.

<p>RCONA Activities Chairperson or President</p>	<p>10.</p>	<p>Upon receipt of the event application, or at least 31 days before event:</p> <ul style="list-style-type: none"> • Review the application/ Request – <ul style="list-style-type: none"> a) Must be complete in full and signed by the NA president. b) Event activity or purpose meets RCONA requirements; c) NA must be in Active status or have NOC Chair’s approval (check with NOC Chair if needed); d) Must be submitted within time limits required. • If there is any concern about the event, proceed to Step #11. If the application appears to meet all RCONA requirements, proceed to Step #12. • Correspond as needed with any NA for any questions that arise during processing.
<p>RCONA Activities Committee</p>	<p>11.</p>	<p>If there is any concern about the event after the initial review:</p> <ul style="list-style-type: none"> • The chair shall arrange for the committee’s review of all applications by: <ul style="list-style-type: none"> a) Hold in-person committee meeting, or b) Scan and distribute copies to all committee members for email comment exchange. • Contact the NA immediately to resolve any problems. • If application is denied, notify the NA immediately.
<p>RCONA Activities Chairperson</p>	<p>12.</p>	<ul style="list-style-type: none"> • If the event and application appears to meet all RCONA criteria, sign to authorize the event; • Forward application to the appropriate agency/ entity as required; request that approval be returned at earliest convenience to RCONA Activities Chairperson. • Notify NA (via email or phone) if its application has been approved (or denied). <p>Correspond as needed with NA for any questions that arise during processing.</p>
<p>City of Roseville, school or other site entity</p>	<p>13.</p>	<p>Contact Activities Chair or submitting NA contact for further information if needed. Returns final authorization (or denial) to RCONA Activities Chair.</p>

RCONA Activities Chairperson	14.	Notify NA—forward final approval (or denial) to NA; <u>send copy to RCONA Treasurer.</u>
Authorized NA representative	15.	Follow through with event. Within 30 days after event, Submit a completed Request for Reimbursement to RCONA Treasurer along with receipts. Reimbursement will be based on the amount shown on the receipts (not to exceed \$100 maximum).
RCONA Treasurer	16.	Verifies receipts submitted and reimburses NA as previously authorized. Contact the Activities Chairperson for any questions.

Amended to replace and combine prior Floating Event and NNO Reimbursement Procedures: September 21, 2017