Event Registration and Reimbursement Procedures (rev: Sept. 18th, 2024)

We have a set annual budget to cover games and events we approve.
IF you are asking the Society to cover fees, this procedure MUST be followed:

NOTE: Recruitment is a part of the Games. Member Recruitment is a **huge reason** for attending the games. This is our growth opportunity. You make that happen. Be sure to talk to your visitors and local members who visit the games. *Volunteers as well as new members are encouraged to be recruited at our games for all types of positions within the Society*.

I. **For reimbursement**:

1. Fill out the event's application manually (paper form)
   - **OPTION 1**: mail it to our Treasurer at:
     Clan MacDougall Society of North America
     P. O. Box 282
     Garwood, NJ 07027

   (You may send the completed application via email to treasurer@macdougall.org.)
   - **OPTION 2:** Fill out the event's application electronically
     Print to pdf (or print and scan to pdf).
     Then send (by mail or email) to Treasurer.
     (see mailing address and email listed above.)
2. (if you used Option 1): The treasurer will contact you to resolve any problems that might arise and then send the application and payment to the event coordinator.
   (if you used Option 2): You will be contacted by the event coordinator and can then communicate any issues with the coordinator and/or your RC, Tanist, Treasurer.
3. The event coordinator will send you their materials directly.
4. You will need to advise our webmaster to post your event on our Games Calendar. You should check to confirm that your event was posted (and the details are correct).

II. **IF you are NOT seeking reimbursement OR the Event is FREE, please follow this procedure:**

1. Complete the application and send directly to the event coordinator yourself.
2. Notify our Webmaster at webmaster@macdougall.org to post your event online.
3. Check to make sure your event was posted and that everything is correct.

III. **An Important Event Task!**

1. After your event has taken place, please write a short paragraph or summary of your experiences. This is an opportunity to promote your local efforts and build your future audience. This is also **required in our By Laws and Standing rules.** Please be creative:
   - Was there a funny or unusual occurrence?
   - Highlight any helpers or special visitors who were with you.
   - Report on your success in recruiting new members.

Send this article (with a nice photo to accent the article and your experience) to the Raven Editor, Misha Lowther/Kyle Jones at newseditor@macdougall.org so we can recognize all YOUR hard work. Please send at least 2 photos. If you post on social media, you can send the same post to the Society by email! It's that easy. Be sure to include your name, games and games location. **The deadline for submission is the 8th of each month.** If you miss the deadline, we can post it in the next issue.