

Halloween Fall Festival Description and Authorization

Purpose: The Halloween Fall Festival Committee organizes a Fall Festival with activities and a parade. The Committee:

- Creates a sense of community, encourages participation in an active community life and enriches neighbors lives,
- Collaborates with the board if changes to the committee scope are needed,
- Works with the board to develop a budget and communicates emergent funding needs during the year,
- Entertains and educates community children,
- Encourages residents to join the KPWCA and,
- Collaborates with the Fairfax County Park Authority and Fairfax County Police Department for appropriate permits and support.

Scope: The committee chairperson must be a member in good standing. The committee shall:

- get approval from the KPWCA Board for their plan,
- reserve and provide deposits for entertainment and food vendors,
- assist with festival information on the message boards and social media,
- apply for park and parade permits,
- arrange police support,
- organize volunteers,
- coordinate with the KPWCA board for special liability insurance,
- work with youth group volunteers on games,
- plan trash collection and site cleanup, and
- ensure invoices are submitted to the treasurer within 60 days.

Authorization: The Halloween Fall Festival committee is authorized to pursue the activities as outlined to the board. The Halloween Fall Festival chairperson is authorized to buy the supplies, permits and services up to the approved budget in order to accomplish the festival tasks. Supplies include trash bags, additional games, and refreshments for volunteers. Extra supplies, games and decorations are stored in the KPWCA shed located at Lakeview Swim Club parking lot. Permits are needed for park site use and parade route approval. Services may be contracted for police support, various vendors providing educational and entertaining activities, food vendors or other required support. Donations the membership drive may be available, to supplement the budget. The Committee will coordinate with the KPWCA Treasurer to determine budget and donation balances.

Receipts for reimbursement should be submitted for payment to the KPWCA Treasurer within 60 days following the event. Temporary requests to change or go beyond the scope of this authorization must be coordinated with KPWCA Board.

Signed,



President, KPWCA Inc.

Date: 1/21/20