

Spring Egg Hunt Description and Authorization

Purpose: The Spring Egg Hunt Committee is established to create an Egg Hunt activity in the local park. 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 annual budgets and communicates emergent additional funding needs during the year,
- Entertains and educates community children and,
- Encourages residents to join the KPWCA.

Scope: The committee chairperson must be a member in good standing. The committee will brief and get approval from the KPWCA board for their plan, assist with publication of the event information on the message boards and social media, apply for any permits, organize adult volunteers, coordinate with the KPWCA Board for special liability insurance, work with youth group volunteers on games, and plan trash collection and site cleanup.

Authorization: The committee is authorized to pursue the activities as outlined to the Board. The Spring Egg Hunt chairperson(s) is authorized to buy the supplies and apply for permits up to the approved budget in order to accomplish their tasks. Supplies include trash bags, replacement plastic eggs, additional prizes, and refreshments for volunteers. Extra supplies, decorations and games will be stored at the KPWCA sheds located at Lakeview Swim Club parking lot. Permits maybe needed for park site use. Additional funds from donations arising from the membership drive may be available, over and beyond the budget amount. 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: 2/18/20