

Lake Wallkill Community
Ladies of the Lake

By-Laws

Purpose: To contribute to the social and recreational welfare of Lake Wallkill Community through fundraising events.

Officers:

President
Vice-President
Second Vice-President (optional)
Treasurer
Recording Secretary
Corresponding Secretary

All terms of office shall be for one (1) year beginning August 31st and ending the following August 30th. All Officers shall be permitted to remain in the same office for no more than two (2) additional terms. Any Officer may be permitted to run for a different office.

Only female Members of the Lake Wallkill community ("Community") as defined in Section II of the Community Rules and Regulations (the "Rules and Regulations") who are in good standing shall be permitted to serve as Officers of Ladies of the Lake. Renters may not serve as Ladies of the Lake Officers but are encouraged to attend and support Ladies of the Lake activities.

Each Officer and Chairperson will receive a copy of her job description at the beginning of the Summer term. She will initial (or otherwise confirm) that she has received her job description.

President Duties:

The duties of the President shall be as follows:

1. Obtain Chairwomen for all standing committees using the calendar of events as a guide.
2. Set up the forthcoming summer's calendar of events.
3. Prepare annual letter, and mail along with the calendar of events no later than May 15th. Prepare a form of welcoming letter to be sent to new Members of the Lake Community by the Welcoming Committee.
4. Preside over meetings as scheduled in the Ladies' calendar.

5. Establish, when necessary, an executive board of Officers and hold executive board meetings.
6. Establish a Nominating Committee in July and monitor its progress to assure timely election of following year's Officers. The vote for the new Officers will take place in August.
7. Make and/or obtain recommendations for the annual Ladies of the Lake gift to the Community, which will be brought to membership (Ladies of the Lake) for approval at the last official meeting of the season.
8. Attend all official Lake Wallkill Community meetings or send a liaison, and be prepared to give a brief report as to Ladies of the Lake events.
9. Obtain and be custodian of a set of keys for Ladies of Lake activities.
10. The President, with the consent of her executive committee, is allowed to make emergency expenditures as needed.

First Vice-President Duties:

The duties of the First Vice-President shall be as follows:

1. In the event the President is not able to continue or is not available to preside over a meeting, the Vice-President will assume the duties of the President.
2. The Vice-President is chairperson of Regatta food service, Basket of Cheer/Beer, and Ladies Basket Raffles (Saturday only) and 50/50 Raffle, and Lake Wallkill Apparel (Saturday and Sunday).
3. The First Vice President is responsible for the Regatta (Saturday and Sunday) volunteer chart and obtaining and coordinating the volunteers needed to fill all Ladies of the Lake spots, including but not limited to purchasing food, drinks, and paper products, and assisting in the serving of food and drinks, staffing the food ticket sales table and baskets and raffles tables, 50/50 Raffles and Lake Wallkill Apparel sales and assisting with set-up and clean-up, etc.
4. She will coordinate with the Lake Manager for the rental of portable toilet facilities for Regatta, 2 to be located at the rear of the Office and 1 to be located at the rear of the Clubhouse. The cost of such facilities shall be paid or reimbursed by the Ladies of the Lake based on bills and/or receipts. She will also coordinate with the Lake Manager for periodic garbage removal on Saturday and Sunday from 12:00p to 6:00p, ensuring empty garbage cans throughout the day and at 6:00pm for evening activities.

5. She will advise the membership of the purchase price of food and soda to be sold on Regatta Saturday. A record will be kept in the Regatta Book of all expenditures as a reference for the following year.
6. She will be responsible for providing Mystery Prizes at Ladies of the Lake meetings as follows:
 - (i) Purchase gifts (value approx. \$20) for each Ladies meeting, excluding the final luncheon. Everyone in attendance at the meeting will put her name in a container to be raffled at the end of the meeting.
 - (ii) Wrap gift and bring to meeting.
 - (iii) Turn in the voucher to Ladies of the Lake Treasurer for reimbursement.

Second Vice-President Duties:

The Second Vice-President (if any) will assist the Vice-President with Regatta Day duties.

Treasurer Duties:

The duties of the Treasurer shall be as follows:

1. She may establish and advance petty cash funds for Ladies of the Lake events at her discretion.
2. All expenses to be paid or reimbursed by the Ladies of the Lake (including but not limited to Regatta Day expenses) must be authorized by the Treasurer of the Ladies of the Lake before being submitted for payment or reimbursement by the Treasurer of the Community. No one except the Treasurer of Ladies of the Lake can authorize or approve payment of expenses to be charged against the Ladies of the Lake funds maintained by the Community.
3. She will prepare a budget for each season, setting forth the estimated expenses projected to be incurred by the Ladies of the Lake during such season, including but not limited to Regatta expenses. The budget may include a contingency fund line item to cover increased, unforeseen or emergency expenses approved by the President. The budget will be approved at a July meeting.
4. She will keep a complete record of all the income and expenses incurred by the Ladies of the Lake and at the end of the season shall prepare a report reconciling with the approved budget.

5. She will collect Regatta monies on a frequent basis during the day and deposit same with the bookkeeper in the Office.
6. She will set up a beginning cash box for the card parties and the various Ladies of the Lake tables for Regatta Day.
7. Committee Chairs should submit all deposits from Ladies of the Lake events and all invoices, paid receipts and requests for payment or reimbursement to the Ladies of the Lake Treasurer by the next business day after the event.

Corresponding Secretary Duties:

The duties of the Corresponding Secretary shall be as follows:

1. She will obtain current mailing addresses from the Office for the persons to whom cards are to be sent per #2 below.
2. She will send out all-occasion cards to Members in good standing only (get well, sympathy, etc.) and assist the President and Welcoming Committee in welcoming new Members.
3. She will be responsible, along with the Recording Secretary, for the set-up and periodic re-stocking of the Ladies of the Lake closet (i.e., paper goods), and the purchase, setup and cleanup of the refreshment table for the Ladies of the Lake meetings.

Recording Secretary Duties:

The duties of the Recording Secretary shall be as follows:

1. She will take the minutes of the Ladies of the Lake meetings and record them in the record book, along with the attendance of the meeting. Minutes from the previous meeting are to be distributed and approved at the next meeting. The most recently approved minutes shall be posted on the Lake Wallkill website under Ladies of the Lake meeting minutes and all approved minutes shall be kept in files maintained in the Office.
2. The Recording Secretary prepares an attendance sheet, which is signed by all members present at each meeting. She will then attach the attendance sheet to the minutes.
3. The Recording Secretary, along with the Corresponding Secretary, will be responsible for the set-up and periodic restocking of the Ladies of the Lake closet and the purchase, setup and cleanup of the refreshment table for the Ladies of the Lake meetings.

4. The Recording Secretary, along with Social Media Specialist, will maintain Ladies of Lake portion of Lake Wallkill Website and electronic calendar.

Election of Officers:

The President will ask for Member volunteers to serve on the Nominating Committee at the first meeting in July. The Nominating Committee will consist of an odd number, selected by the President. The immediate Past President, if available, should be asked to serve on this Committee for one year after her departure. The Nominating Committee will present the slate of proposed Officers in July. Voting will take place in August.

A representative of the Nominating Committee will call for nominations from the floor at the time of the election.

Members can submit their name to the Nominating Committee by the last meeting in July, if interested in running for an office.

In the event of a runoff, the Nominating Committee will be responsible to prepare voting ballots with candidates' names for the August meeting when voting will take place. Officers shall be elected by majority vote of those Members of Ladies of the Lake in attendance. The Nominating Committee will count the ballots and announce the winner at that meeting.

Meetings:

Meetings are scheduled by the President and listed on the summer calendar. The President has the option to call a special meeting at any time. Officers must attend 3 out of the 5 meetings scheduled. Meetings of the Ladies of the Lake shall be conducted in accordance with Robert's Rules of Order (currently, <https://robertsrules.org>), including but not limited to the rules governing debate and decorum. In the event of any conflict between Robert's Rules of Order and these By-Laws, these By-Laws shall take precedence.

Miscellaneous:

1. To amend these By-Laws, a quorum of a minimum of 20 Members must be present to vote, either in person (which may be via social media) or by proxy. Every 5 years, a committee should be selected by the President to review the By-Laws.
2. The vote to accept revised Bylaws will take place at a Ladies Meeting with prior notice given as well as the revised Bylaws being posted on the Lake Wallkill

website.

3. Rules for amending the responsibilities of Committee Chairpersons in Attachment #1 and/or the Committee Procedures in Attachment #2 are majority acceptance of eligible voting Members present at Ladies of the Lake meeting.
4. Only female Members of the Community (as defined in the Rules and Regulations) who are in good standing shall have the right to vote at Ladies of the Lake meetings. Renters may not vote.
5. Badges are to be worn at all Ladies of the Lake functions
6. Tables, chairs or any other property belonging to the Ladies of the Lake may not be loaned out to anyone for personal use.
7. At the beginning of each season, a set of keys for the Clubhouse facilities may be lent to all Officers and the following Committee Chairpersons (and such other Committee Chairpersons as the Officers deem appropriate), to be returned at the end of the season:
 - Zingo
 - Card Parties
 - Sunday Movie Night
 - Teen Canteen
 - Sports Club
 - Children's Arts & Crafts (in case of rain)

Ladies of the Lake-Standing Committees:

The following Committees for Ladies of the Lake-sponsored events and activities are all approved, but not all Committees may be active in any season. During any season when a Committee is active, the duties of its Chairperson are described in Attachment #1 and the Committee Procedures governing the Ladies of the Lake-sponsored event or activity are described in Attachment #2.

Note: All Children's Activities (Aquacade, Broadway Babies, Arts and Crafts, Jazzbells, Juggling Jokers, Story Hour, Teen Canteen, Zingo) should start on or prior to July 1 of Season

Adult Arts & Crafts	L.W. Times
Annual Community Event	Ladies Baskets and Raffles for Regatta
Annual Yard Sale	Ladies Luncheon
Basket of Cheer/Beer	Ladies' Night Out
Aquacades	Lake Wallkill Apparel
Aquamedians	Social Media Specialist
Broadway Babies	Story Hour
Card Party	Sunday Movie Night
Children's Arts & Crafts	Teen Canteen
Clubhouse Dance	Teen Canteen Bus Trip
Dinner Dance	Thank You Dinner
Easter Egg Committee	Welcoming Committee
Formal Dinner Dance	Zingo
Halloween Parties-Children and Adults	4 th of July Celebration
Jazzbells	7-12 Trip
Juggling Jokers	

ATTACHMENT #1

CHAIRPERSON RESPONSIBILITIES

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For each event, the Chairperson and her Committee (or, in the case of the Teen Canteen, its Advisor) shall:

1. Follow the procedures applicable to the event set forth in Attachment #2, to the best of their ability. Any significant deviations from the procedures in Attachment #2 should be discussed at a Ladies of the Lake meeting and approved in advance by a majority of eligible voting Members present.
2. If the chairperson would like the social media person to create a flyer for their event, the chairperson should schedule an initial one-on-one meeting with the Social Media Specialist and provide event details (date/time, venue, messaging). Once the flyer is completed, the chairperson is responsible for physically placing it on the three designated bulletin boards no later than 3 days prior to the event.
3. Be sure the area is left clean, and garbage is picked up
4. All tables are wiped clean — spray and paper towels are in our closet
5. Floor is swept and spills are mopped up
6. Bathrooms are checked:
 - a. No water left running
 - b. Lights are turned off
 - c. No garbage on bathroom floor
7. All windows are closed and secured, including bathroom windows
8. All fire doors are securely closed (please double check this)
9. All lights, fans and air-conditioning units are turned off
10. Outside door to clubhouse is securely locked
11. Any borrowed keys are returned to President of Ladies of the Lake by the next business day
12. All monies are to be turned in to the Ladies of the Lake Treasurer by the next business day.
13. All requests for payment/advancement along with all receipts to be given to the Ladies of the Lake Treasurer for approval prior to being submitted by the Ladies of the Lake Treasurer to the Treasurer of the Community for processing and payment.
14. Committees involving activities for children will provide the Lake Walkkill Permission Slip to all participants, to be signed by their parent or guardian. Once the Permission Slips are obtained, they will be given to the Lake Walkkill Office Manager to be kept on file in the Office.

ATTACHMENT #2

COMMITTEE PROCEDURES

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The following Committee procedures shall apply to the designated Ladies of the Lake events and activities:

ADULT ARTS AND CRAFTS

Mission: To bring together Lake Wallkill community members to teach each other various crafting skills to create personal craft products and merchandise to sell at Regatta.

Every member of Lake Wallkill in good standing is invited to join this Committee.

1. Their goal is to enhance Lake Wallkill with their table of Arts and Crafts which are for sale as a fund-raiser at Regatta or Vendor Fair
2. They will meet at their discretion.
3. They offer a selection of handmade items and gifts donated by members of the Lake Wallkill Community.
4. All proceeds are donated to the Ladies of the Lake.
5. If this Committee will be active during a season, Ladies of the Lake provides a \$300 advance at the end of the previous season to the Chairperson.

ANNUAL COMMUNITY EVENT

Mission: To promote spirit and camaraderie by bringing families together on a group trip or project at an outside venue.

This event is organized by Ladies of the Lake but will not be subsidized. The costs of the event shall be covered by the sales of tickets and, if held, 50/50 proceeds. No transportation will be provided by Ladies of the Lake.

The Chairperson and her Committee will plan and supervise an annual community event as follows:

1. Contact a venue (example – Sussex Miners Game) in June for group price (if available) and possible dates.

2. Identify date and rain date and cost (if any), and present at Ladies of the Lake meeting for approval. Once the date is approved, Advertise the date and the cost of tickets and food.
3. Sign-up sheet will be kept in the Office and sign-up will be with the Office Manager on spreadsheet for record keeping. Copies of the sign-up sheet will be given to the Ladies of the Lake after the event.
4. Contact info will be on sign-up sheet in the event a rain date is necessary.
5. Responsible person must accompany all children. No supervision is provided by the Chairperson or Committee.
6. Deadline for signup and payment is at the discretion of the Chairperson.
7. In the event of inclement weather affecting the event, the Chairperson will make a decision the day of the event and notify all trip member adults via available contact info/ email blast/social media.
8. Any necessary payments for the cost of the event should be taken at sign- up if a group price is available, in which case the Chairperson will turn in all payments to the Ladies of the Lake Treasurer in time for a check from the Ladies of the Lake funds to be issued to the venue and given to the Chairperson for use on the day of the event. Otherwise, participants shall be responsible to pay their own costs.
9. Local trips will utilize car pools and personal transportation.

ANNUAL YARD SALE

Mission: To foster Lake Walkkill spirit by coordinating the opportunity for a community-wide yard sale for Members in good standing.

1. The Chairperson will need to obtain prior approval from both Ladies of the Lake and the Lake Walkkill Management Committee to have this event, including approval for the date of this event.
2. Such approval will direct the event to be held either at the parking lot by the beach or at the participating individuals' homes, and will designate the approved date and hours of the sale.
3. Once the event is approved, the Chairperson will Advertise the event and, if the yard sales will take place at the participating individuals' homes, post maps at the entrance to the Lake near the guardhouse.

4. Each participating home will be responsible for paying a \$5.00 fee to participate in this event, to cover the cost of Advertising and producing the maps.
5. If the yard sale takes place at the parking lot at the beach or any other Lake Community property, each participant shall be responsible for its own set-up, take-down and clean-up and the removal of unsold items by the end of the date of the sale. Any unremoved items may be disposed of by the Lake Manager at such participant's cost.
6. Only Members of the Lake Community in good standing may participate.

AQUACADES

Mission: To promote camaraderie and teamwork for young women, while developing and teaching strong swimmers of different skill levels to learn a synchronised swimming routine and giving the opportunity for leadership and creativity to teenage coaches.

A swimming routine, set to music, to be performed in the lake at Regatta. The girls' swimming ability will be subject to a qualifying swim test before beginning. Participants need not be on the Wallkill swim team, but this involves advanced swimming ability and is not open to beginner swimmers. A Ladies group member chairs the Committee and teens coach the girls.

1. The choice of music must be approved by the Chairwoman or a Ladies of the Lake Officer.
2. Practices should begin on or before July 1st of the season
3. The Ladies of the Lake will provide up to \$400 or \$45 per participant if there are more than 8 participants for bathing suits. **Any additional funds needed must be raised by the group.**
4. If allotted \$400 is not fully utilized for bathing suits, remaining funds can be utilized at chairperson discretion with receipts (caps, gloves, pizza, gifts etc)
5. Receipts must be kept and turned in to the Ladies of the Lake Treasurer, along with any remaining funds.
6. Swim test will include the following:

AQUACADE PARTICIPANT REQUIREMENTS

Must be at least 11 years old by August 31st of the current year.

MUST be able to swim!!

Must be able to dive successfully.

Must be able to tread water for no less than 5 minutes.

Must be able to attend at least 75% of all practices.

Must be able to attend 75% of all practices during the week before Regatta (Hell Week)

Will be taught how to:

Done on the Back

Ballet Leg

Double Ballet leg

OysterSurface

Back Pike

Back Tuck

Pinwheel

Tubs

Porpoise

Done on Front

Front Tuck

Front Pike + Bent Knee

Dive

Split Surface dive

Splash

AQUACADE LEADER'S REQUIREMENTS

1. Should be at least 13 years old by Aug. 31st of current year
2. Must obtain each participant's name and phone number at the first meeting, along with her swimsuit size.
3. Position may only be held for 2 consecutive years, unless no one else is interested.
4. Attendance should be taken

AQUAMEDIANs

Mission: To embrace camaraderie with a group of young boys who combine high-flying stunts with laughable comedy tricks and antics from the diving towers. Their show is all about fun, making waves and keeping audiences entertained with every splash!

1. The choice of music must be approved by the Chairwoman or a Ladies of the Lake Officer.
2. The Ladies of the Lake will provide up to \$400 for costumes or props. **Any additional funds needed must be raised by the group.**
3. If allotted \$300 is not fully utilized for costumes, remaining funds can be utilized at chairperson discretion with receipts (caps, gloves, pizza, gifts etc)
4. This event is open to any boy from the age of 13 and up. Must be at least 13 years old by August 31st of the current year.
5. Receipts must be kept and turned in to the Ladies of the Lake Treasurer, along with any remaining funds.

BASKETS OF CHEER/BEER FOR REGATTA

Mission: To enhance Regatta Saturday (and Sunday, if donations allow) by coordinating and creating a donated basket of "Cheer" and "Beer" as a Raffle fund-raiser for the Ladies of the Lake.

1. This Committee will coordinate its Regatta day activities with the First Vice President and the Ladies Baskets and Raffles Committee.
2. The Chairperson shall package these baskets for display and supply coolers (if needed), signs, tickets, and ticket buckets describing the items in the baskets and the cost of raffle tickets.
3. Buckets and tickets left over from prior years are stored in the Office and/or the Clubhouse closet and can be used. Only cash, personal checks of Members of the Community in good standing and Venmo to the person in charge of the Raffle can be accepted – no credit cards or debit cards. Tickets for baskets and raffle items shall be priced at no more than 8 tickets for \$10, 3 tickets for \$5 and 1 ticket for \$3.00.
4. No advance of funds will be made by Ladies of the Lake for this event.

5. This Committee will meet at its members' discretion, beginning at the 1st meeting of Ladies of the Lake each season, at which donations may be solicited.
6. All proceeds are donated to Ladies of the Lake and shall be turned over to the Ladies of the Lake Treasurer at the end of Regatta Saturday.

BROADWAY BABIES

Mission: To promote camaraderie and teamwork for boys and girls of different skill levels while learning dance steps for a dance routine and giving the opportunity for leadership and creativity to teenage coaches.

Dance routine choreographed to music for girls and boys age 10 and up, to be performed at Regatta.

1. Practices should begin on or before July 1st of the season
2. The Ladies of the Lake provides up to \$400 or \$15 per participant if there are more than 25 participants in funds for costumes, etc. **Any additional funds needed must be raised by the dance group.**
3. If allotted \$400 is not fully utilized, remaining funds can be utilized at chairperson discretion with receipts (costumes, pizza, gifts etc).
4. The Chairperson shall keep receipts and prepare an expense sheet to be turned in to the Ladies of the Lake Treasurer, along with any remaining funds.
5. This event is open to any boy or girl from the age of 10 and up. Must be at least 10 years old by August 31st of the current year.
6. Leaders should be at least 13 years old by Aug. 31st of the current year and may only be held for 2 consecutive years, unless no one else is interested.
7. The choice of music must be approved by the Regatta Chairperson or a Ladies of the Lake Officer.
8. Participants must be able to attend 75% of all practices.
9. Participants must be able to attend 75% of all practices during the week before Regatta (Hell Week)
10. Attendance should be taken.

CARD PARTIES

Mission: To promote a fun atmosphere of friendship and fellowship for women at Lake Wallkill by hosting a weekly night of games while raffling off donated prizes and serving refreshments at the Clubhouse.

1. It is recommended that at least 3-4 women form a group to take charge of a card party.
2. Each card party group is responsible for providing prizes. These prizes may be collected throughout the year. A \$50 Cash Box will be available from the Treasurer prior to the event if requested, but will be considered "start-up money." +Donated prizes from non-Committee attendees will be gratefully accepted. The tickets for the prizes and the 50/50 will be supplied by the Ladies of the Lake.
3. Refreshments to be served are the responsibility of the card party group. Paper goods can be donated or obtained from the Ladies of the Lake closet. No food or refreshments can be left at the end of the card party and anything stored by the card party group in the Clubhouse refrigerator must be removed and the refrigerator cleaned out.
4. All net proceeds are to be turned in to the Ladies of the Lake Treasurer the following business day.
5. Each card party group should make arrangements with Teen Canteen advisor requesting Teen Canteen volunteers to set up tables by 1pm on the day card party as well as the breakdown of tables and chairs and shall arrange for sweeping and otherwise cleaning and securing the event area. (See Chairperson Responsibilities)
6. A 50/50 will be held at each card party. Ticket sale pricing for the prizes and 50/50 is at the discretion of the card party hostesses, but if not at the standard pricing, the hostess should Advertise the higher pricing structure (as previously stated for Advertising procedure).
7. Each card party group shall make an inventory of the paper goods in the Ladies of the Lake closet and report any deficiencies to the Recording Secretary and Corresponding Secretary so the closet can be re-supplied for the next card party.
8. Each card party group should return the keys to the Ladies of the Lake President or the next card party group. The last card party group of the season should return the keys to the Ladies of the Lake President.

CHILDREN'S ARTS AND CRAFTS

Mission: To promote friendship, camaraderie and creativity for Lake Wallkill children, teens, and adults by assisting children of all ages and skill levels in creating a personal craft project.

The Chairperson and her Committee shall be responsible for the following:

1. Chairperson should create a sign up genius to elicit volunteers for various weeks of summer, if needed.
2. Take inventory of supplies to be utilized for season prior to purchasing items or season beginning
3. Obtaining the necessary supplies at the beginning of the season. They can be kept in the garage next to the Office, along with the tables. The lifeguards have the keys to the garage.
4. Projects are planned by the weekly volunteers who should be listed on the calendar of events.
5. Arrange for Teen Canteen volunteers to set up tables before 1:00PM on crafts day and take them down after sessions have concluded.
6. Advertise the weekly Arts and Crafts sessions. Social Media Specialist can assist as needed.
7. Receive \$200 at the beginning of the season from Ladies of the Lake funds to cover the reimbursements for supplies purchased by volunteers. If additional funds are required, the Chairperson may submit a request for the same to the Ladies of the Lake Treasurer for approval.
8. Reimburse volunteers for any supplies purchased by them and keep a record of all payments to be submitted to the Ladies of the Lake Treasurer.

CLUBHOUSE DANCE

Mission: To promote Lake Wallkill Community spirit by bringing together members for a night of conversation and dancing at the Clubhouse. Must be 21 years of age to attend.

The Chairperson(s) will be responsible for:

1. Reserving the Clubhouse for this event which will take place annually on a Saturday night in July.
2. Hiring entertainment (a D.J., band or other entertainment) and notifying the

Ladies of the Lake Treasurer prior to the event to obtain a sufficient cash advance (currently estimated at \$500-\$600) to pay the D.J. or band at the end of the dance.

3. Submitting the required Alcohol Consumption form(s) to the Community Office Manager at least 2 weeks prior to the first Management Committee meeting of the summer season. The form(s) can be found on the Community website or requested from the Office Manager. All consumption of alcohol shall be subject to the Community Rules and Regulations.
4. Decorating tables, at the discretion of the Chairperson(s).
5. Arranging for non-alcoholic refreshments, at the discretion of the Chairperson(s).
6. Running a 50/50 raffle during the dance.
7. Advertising the dance and making announcements at the Ladies of the Lake meetings.
8. A donation jar will be placed at the event to help offset the cost of entertainment. If proceeds from 50/50 sales and donations are insufficient to cover the full entertainment cost, Ladies of the Lake will provide up to \$400 in additional funds, to be used exclusively for entertainment expenses
9. Cleaning up and securing the room. (See Chairperson Responsibility). No food or refreshments can be left at the end of the dance and anything stored in the Clubhouse refrigerator must be removed and the refrigerator cleaned out.
10. Submitting all bills and receipts and turning in profits to the Treasurer of the Ladies of the Lake by the next business day. Any cash taken out of the admission box to pay the D.J. or band or other costs will be documented and accounted for via receipts.

EASTER EGG HUNT

Mission: To bring together Lake Wallkill Community children for a fun-filled event of Easter egg hunting, games and raffles.

1. Chairperson will Advertise this event (date and time will be at the discretion of the Chairperson), including that donations (whether monetary or small wrapped candy) will be gratefully accepted.
2. The Ladies of the Lake will contribute \$200.
3. The Committee will arrange for volunteers to fill the plastic eggs with small

wrapped candy. Eggs are in the garage next to the Office.

4. Prizes will be offered at the discretion of the Chairperson in each of several age groups:
Suggested Age Groups: 1-2-3 year olds
 4-5-6 year olds
 7-8-9 year olds
 10-11-12 year olds
5. The Committee will arrange for volunteers to clean up the area, and store plastic eggs for next year in the garage.

FORMAL DINNER DANCE (Optional)

Mission: To promote Lake Wallkill Community spirit by bringing together members for a night of relaxation, dinner, and dancing at an outside venue. Must be 21 years of age to attend.

A formal dinner dance may be held if enough members are interested in attending. If held, the dance will be under the auspices of the Ladies of the Lake.

ADULT HALLOWEEN PARTY

Mission: To promote Lake Wallkill Community spirit by bringing together members for a night of costumes, dancing, and Halloween fun at the Clubhouse. Must be 21 years of age to attend.

The Chairperson(s) will be responsible for:

1. Reserving the Clubhouse for this event which will take place annually on the Saturday night of Columbus Day weekend. The Clubhouse should not be rented that weekend, including Friday.
2. Hiring a D.J. or band and notifying the Ladies of the Lake Treasurer prior to the event to obtain a sufficient cash advance (currently estimated at \$500-\$600) to pay the D.J. or band at the end of the party.
3. Submitting the required Alcohol Consumption form(s) to the Community Office Manager at least 2 weeks prior to the last Management Committee meeting of the summer season. The form(s) can be found on the Community website or requested from the Office Manager. All consumption of alcohol shall be subject to the Community Rules and Regulations.

4. Decorating tables, at the discretion of the Chairperson(s).
5. Arranging for non-alcoholic refreshments, at the discretion of the Chairperson(s).
6. Running a 50/50 raffle during the party.
7. Advertising the party and making announcements at the Ladies of the Lake meetings.
8. Collecting admissions (cash only). The admission price of the event shall be at the discretion of the Chairperson(s), but the cost of the event should be covered by the sales of tickets for the party and 50/50 tickets.
9. Cleaning up and securing the room. (See Chairperson Responsibility). No food or refreshments can be left at the end of the party and anything stored in the Clubhouse refrigerator must be removed and the refrigerator cleaned out.
10. Submitting all bills and receipts and turning in profits to the Treasurer of the Ladies of the Lake by the next business day. Any cash taken out of the admission box to pay the D.J. or band or other costs will be documented and accounted for via receipts.
11. Costume prizes will be awarded at the discretion of the Chairperson(s).

CHILDREN'S HALLOWEEN PARTY

Mission: To bring together Lake Wallkill Community members for a fun-filled afternoon of costumes, dancing, and Halloween fun for children at the Clubhouse.

This Committee will:

1. Advertise this event for the Saturday of Columbus Day weekend. The Committee should also request donations for cookies, cupcakes, juice, etc.
2. Each household in good standing will be allotted up to 10 wristbands. Additional wristbands can be purchased for \$1 per wristband.
3. Donation jar may be utilized at the discretion of the chairperson. Funds will be turned into the treasurer of the Ladies of the Lake (or Board Officer) day of the event.
4. Purchase snacks or food and other supplies needed at the discretion of the chairperson. The Ladies of the Lake will contribute \$400 towards the event. All receipts for funds disbursed shall be turned in to the Treasurer of Ladies of the Lake by the next business day.

5. Decorate Clubhouse. Any supplies are stored in the closet on the back porch.
6. Coordinate Chili Competition and provide judges for taste test. Chairperson should have small cups, spoons, napkins etc available for the community to sample chilis. Prizes can be at the discretion of the chairperson.

JAZZBELLES

Mission: To promote camaraderie and teamwork for girls of different skill levels while learning dance steps for a dance routine and giving the opportunity for leadership and creativity to teenage coaches.

Dance routine choreographed to music for girls age 7 and up, to be performed at Regatta. A Ladies group member chairs the Committee and teens coach the girls.

1. Practices should begin on or before July 1st of the season
2. The Ladies of the Lake provides up to \$400 or \$15 per participant if there are more than 25 participants in funds for costumes, etc. **Any additional funds needed must be raised by the dance group.**
3. If allotted \$400 is not fully utilized, remaining funds can be utilized at chairperson discretion with receipts (costumes, pizza, gifts etc).
4. The choice of music must be approved by the Chairwoman or a Ladies' Officer.
5. Receipts must be kept and turned in to Ladies Treasurer promptly after Regatta.
6. This event is open to any girl who is 7 years old by August 31st of the current year.
7. Teens coaching positions may only be held for 2 consecutive years, unless no one else is interested.
8. Teen coaches should be at least 13 years old by Aug. 31st of the current year.
9. Participants must be able to attend at least 75% of all practices.
10. Participants must be able to attend 75% of all practices during the week before Regatta (Hell Week)
11. Attendance should be taken.

JUGGLING JOKERS

Mission: To promote camaraderie and teamwork for boys of different skill levels while learning gyroscopic stick juggling during a synchronised routine to music and giving the opportunity for leadership and creativity to teenage coaches.

Juggling act choreographed to music for boys age 7 and up, using "Devil Sticks" batons, to be performed at Regatta. A Ladies' group member chairs the committee and teens coach the boys.

1. Practices should begin on or before July 1st of the season
2. The Ladies of the Lake provides up to \$400 or \$20 per participant if there are more than 20 participants in funds for costumes, etc. **Any additional funds needed must be raised by the dance group.**
3. If allotted \$400 is not fully utilized, remaining funds can be utilized at chairperson discretion with receipts (costumes, pizza, gifts etc).
4. Parents are responsible for providing Devil Sticks prior to first practice for each child.
5. The choice of music must be approved by the Chairwoman or a Ladies Officer.
6. Receipts must be kept and turned in to the LOL Treasurer promptly after Regatta.
7. This event is open to any boy who is 7 years old by August 31st of the current year.
8. Teens coaching positions may only be held for 2 consecutive years, unless no one else is interested.
9. Teen coaches should be at least 13 years old by Aug. 31st of the current year.
10. Participants must be able to attend 75% of all practices.
11. Participants must be able to attend 75% of all practices during the week before Regatta (Hell Week)
12. Attendance should be taken.

JULY 4TH CELEBRATION

Mission: To bring together Lake Wallkill Community members for fun-filled ~~afternoon~~ patriotic festivities for children and adults.

1. The Independence Day Celebration at Lake Wallkill takes place on the 4th of July (or the weekend celebrating 4th of July)
2. The Ladies provide \$500 for all 4th of July activities. If multiple activities are planned, chairpersons are responsible to coordinate for budgeting purposes.
3. The Independence Day Celebration should include music, activities and refreshments for the celebration.
4. One celebration should include a children's parade to patriotic music in the beach area, followed by the Pledge of Allegiance and the singing of patriotic songs.
5. Additional activities, (color run, dunk tank, emergency vehicles) can also be included in the celebration of Lake Wallkill's 4th of July.
6. The refreshments will be provided by the committee.
7. Monetary or non-perishable donations can be accepted up to the discretion of chairperson(s).
8. All receipts must be turned in to the Ladies of the Lake Treasurer.

LADIES BASKETS AND RAFFLES FOR REGATTA

Mission: To enhance Regatta Saturday with hand-made and other gift items to be raffled off as a fund-raiser for Ladies of the Lake-sponsored activities.

1. This Committee will meet at its members' discretion, beginning at the 1st meeting of Ladies of the Lake each season, at which donations of baskets and raffle items may be solicited.
2. The Chairperson shall wrap prizes for display and supply signs, tickets, and ticket buckets describing items and the cost of raffle tickets. She will coordinate the Regatta day activities with the First Vice President and the Baskets of Cheer Committee.
3. Buckets and tickets left over from prior years are stored in the Office and/or the Clubhouse closet and can be used. Only cash and personal checks of Members of the Community in good standing and Venmo can be accepted – no credit cards or debit cards. Tickets for baskets and raffle items shall be priced at no more than

8 tickets for \$10, 3 tickets for \$5 and 1 ticket for \$3.00.

4. A grand prize special gift is up to the discretion of the current Ladies of the Lake Board. No advance of funds will be made by Ladies of the Lake for this event but a special gift will be “donated” by Ladies of the Lake (example – a paddle board) for which specially priced tickets will be sold, the proceeds of which will be turned over to Ladies of the Lake to cover the cost of the gift.
5. All proceeds are donated to Ladies of the Lake and shall be turned over to the Ladies of the Lake Treasurer at the end of Regatta Saturday.

LADIES LUNCHEON

Mission: To bring together ladies of Lake Wallkill Community for a fun afternoon of conversation and food at a venue outside the lake.

The Chairperson(s) will be responsible for the following:

1. Ladies of the Lake will pay for the following expenses at the discretion of the Chairpersons:
 - a. Flowers: Centerpieces for the tables. Chairperson picks up flowers on the way to luncheon. Raffle table centerpieces on the day of luncheon.
 - b. Music (optional)
 - c. Meals for Outgoing Officers

Except as provided above, the cost of the luncheon (including tips to servers) should be covered by the payments made by participants to attend.

2. Choose a restaurant and reserve date in the Spring (listed on calendar of events).
3. A voucher may be submitted to obtain a deposit from the Ladies of the Lake Treasurer if necessary. All bills and receipts and any profits from the luncheon (i.e., 50/50 sales) shall be turned in to the Ladies of the Lake Treasurer by the next business day.
4. Run a 50/50 raffle during the luncheon.
5. Announce your plans in July at Ladies meeting.
6. Advertise the luncheon, have a sign-up sheet and begin taking payments for

reservations when participants sign up.

7. Installation ceremony of new Officers may take place (optional), including passing of gavel to new President.
8. Short business meeting may take place during the luncheon as needed.

LADIES NIGHT OUT

Mission: To bring together ladies of Lake Wallkill community for a fun evening of friendship and conversation at a venue outside the lake.

1. Chairperson selects the proposed activity and gets all information to present for approval at the 2nd Ladies of the Lake meeting in July. If approved, the event is Advertised as per the above Advertising procedure. At the meeting, the membership will decide whether there will be different prices for Ladies of the Lake Members vs. non-Members.
2. The cost of the activity, excluding the cost of the bus, should be covered by the payments made by those attending the activity.
3. Submit voucher(s) to the Ladies of the Lake Treasurer if needed for deposits for the activity and/or bus.
4. Have a sign-up sheet and collect money when signing up participants. Add additional funds to price of the activity to cover snacks and beverages on the bus and for the tip for the bus driver.
5. Arrange for bus and checks for payments for activity ~~and bus~~. All bills and receipts shall be turned in to the Ladies of the Lake Treasurer by the next business day after the activity.
6. Have a 50/50 on the bus. The proceeds from the 50/50 can be used as a tip to the bus driver. If the proceeds are not given to the bus driver, the proceeds should be given to the Ladies of the Lake treasurer by the end of the next day.

LAKE WALLKILL APPAREL

Mission: To promote Lake Wallkill community spirit by offering affordable Lake Wallkill branded apparel and household items for sale at Regatta and other Community events.

The Chairperson shall be responsible for:

1. The selection and placing of a "Wallkill" order by May. It is preferred that, unless

other arrangements are approved by the Ladies of the Lake President and Treasurer, the Chairperson will pay for the ordered merchandise in advance subject to prompt reimbursement based on "paid" receipts to be submitted to the Ladies of the Lake Treasurer for approval and processing.

2. Amounts to be ordered should be checked with previous Chairperson based on prior season sales. Pricing of merchandise should cover the cost of the items with a reasonable but not excessive mark-up to encourage their purchase at affordable prices. The profit should not drive the price.
3. Currently, no credit cards or debit cards can be accepted for the purchase of merchandise. Only cash, checks from Members of the Community in good standing made payable to "Lake Wallkill Community Inc." and Venmo may be accepted.
4. All sales proceeds (including checks) should be turned in to the Ladies of the Lake Treasurer by the next business day.
5. End of season inventory must be taken and recorded- copy sent to the President along with a copy of original order form.
6. If there is a large inventory of merchandise over 2 years old, it is possible to have a "sale".
7. Notice as to when and where merchandise will be sold shall be Advertised.
8. Only new merchandise shall be sold at Regatta. Any new color scheme may be brought to a Ladies meeting prior to Regatta and there will be a surprise "reveal" for the general membership/public on Regatta Saturday at 11 a.m.
9. No prior sales of new merchandise shall occur before the Regatta booth opens at 11 a.m. on Saturday. It is chairperson discretion if a presale will occur, and if so, merchandise will be available after 11:00AM Regatta Saturday. If Presale occurs, merchandise must be paid for in advance and separated from general apparel for sale.
10. Merchandise sale at Regatta is staffed by sign-up sheet volunteers. (See First Vice President Responsibilities)
11. Set-up and pack-up of merchandise to be supervised by Chairperson. Recommended sales are at July annual meeting, July 4th at the beach, Regatta (new only) and Halloween.
12. Orders placed for sold-out items require full payment in advance and are at the discretion of the Chairperson and subject to availability. Also, samples of higher-end items not purchased in bulk for sale could be available for display so that orders may be taken if the Chairperson wishes to do so.

LAKE WALLKILL TIMES

Mission: To promote Lake Wallkill Community spirit by creating a summer publication for members to be able to stay up to date on the comings and goings of Lake Wallkill.

1. Collect information about the Lake Community and its people. Compile into a free periodic newsletter type of publication, and Advertise the publication.
2. Make copies available at the Office and Clubhouse.

7-12 TRIP

Mission: To promote Lake Wallkill community spirit for adults and children ages 7 to 12 by participating in a group trip on a designated date to an age-appropriate venue outside of the Lake. This trip shall occur once per summer term.

The Ladies of the Lake pays for one trip, per child, per summer. To be reimbursed for the trip, children must attend on the day of the trip . (Children may attend either the 7-12 trip or the Story Hour Trip or the Teen Canteen Bus Trip, subject to age/point requirements). Additional trips for any child during that current season may be attended provided that the child pays their own way. Transportation to the destination is not provided. It is recommended that each child have a chaperone since Ladies of the Lake does not provide supervision.

The Chairperson and her Committee will plan and supervise the 7-12 Trip as follows:

1. Contact a venue (example – Mountain Creek water park) in June for group price and possible dates.
2. Identify date and rain date and cost, and present at Ladies of the Lake meeting for approval.
3. Once the date is approved, Advertise the date and the cost of additional tickets and food for chaperones and for children who are not Members (or who already attended a trip) of the Lake Community.
4. Sign-up sheet will be kept in the Office and sign-up will be with the Office Manager on spreadsheet for record keeping.
5. Contact info will be on sign-up sheet in the event a rain date is necessary.
6. Responsible persons must accompany children as chaperones, at their own cost. No supervision is provided by the Chairperson or Committee or paid for by Ladies of the Lake.

7. Deadline for signup and payment for additional tickets is at the discretion of the Chairperson.
8. In the event of inclement weather, the Chairperson will make a decision the day of the event and notify all trip member adults via available contact info/ email blast/social media.
9. Payment for the event is at the discretion of the Chairperson. Options include personal reimbursement for purchase of approved ticket amount, or set deadline to allow for a check from the Ladies of the Lake funds to be issued to the Chairperson for use on day of trip from the Lake Community Treasurer.
10. List of children receiving tickets subsidized by Ladies of the Lake is required to be submitted at next Ladies of the Lake meeting along with all bills to the Ladies of the Lake Treasurer and will be kept on file by the Ladies of the Lake Treasurer..
11. Local trips will utilize car pools and personal transportation. No transportation will be provided by Ladies of the Lake.

Social Media Specialist

Mission: The Social Media Specialist is responsible for promoting events around the lake and managing content across social media platforms.

1. The Social Media person will collaborate with the Event Chairperson
2. The Social Media specialist will refine, design and produce the final event flyer.
3. The Social Media specialist will email the final flyer to the office manager and post the final flyer to social media.
4. It is the responsibility of the Event Chairperson to post on bulletin boards around the lake. (See Chairperson responsibilities)

STORY HOUR

Mission: To bring together children of Lake Wallkill Community for a fun filled hour of stories, singing, and snacks.

The Story Hour Chairperson is responsible for the following:

1. Advertise Story Hour each week
2. Meet once a week under the tree across from the beach with the children-reading stories and playing games for approximately one (1) hour

3. Snacks are given to each child. These should be purchased previous to first Story Hour. Submit voucher to Ladies of the Lake Treasurer for payment or reimbursement.
4. Chairperson can set up a sign-up genius and make sure each week has a volunteer.
5. Chairperson should decide on the songs that will be sung on Regatta Saturday & Sunday and let all the volunteers know the songs, so they can practice with the children at each Story Hour.
6. Plan and supervise the Story Hour Trip as follows:

STORY HOUR TRIP

Mission: To promote Lake Walkill community spirit for adults and children ages 6 and under who attend Story Hour by participating in a group trip on a designated date to an age-appropriate venue outside of the Lake. This trip shall occur once per summer term. Attendance at Story Hour is not a requirement to attend this trip.

The Ladies of the Lake pays for one trip, per child, per summer. (Children may attend either the 7-12 trip or the Story Hour Trip or the Teen Canteen Bus Trip, subject to age requirements). Additional trips for any child during that current season may be attended provided that the child pays their own way. Transportation to the destination is not provided. It is recommended that each child have a chaperone since Ladies of the Lake does not provide supervision.

1. Contact a venue (example – Land of Make Believe) in June for group price and possible dates.
2. Identify date and rain date and cost, and present at Ladies of the Lake meeting for approval.
3. Once the date is approved, Advertise the date and the cost of additional tickets and food for chaperones and for children who are not Members of the Lake Community.
4. Sign-up sheet will be kept in the Office and sign-up will be with the Office Manager on spreadsheet for record keeping.
5. Contact info will be on sign-up sheet in the event a rain date is necessary.
6. Responsible persons must accompany children as chaperones at their own cost. No supervision is provided by the Chairperson or Committee or paid for by Ladies

of the Lake.

7. In the event of inclement weather, the Chairperson will make a decision the day of the event and notify all trip member adults via available contact info/ email blast/social media.
8. Payment for the event is at the discretion of the Chairperson. Options include personal reimbursement for purchase of approved ticket amount, or set deadline to allow for a check from the Ladies of the Lake funds to be issued to the Chairperson for use on the day of trip from the Lake Community Treasurer.
9. List of children receiving tickets subsidized by Ladies of the Lake is required to be submitted to the chairperson along with all bills to the Ladies of the Lake Treasurer and will be kept on file by the Ladies of the Lake Treasurer.
10. Local trips will utilize car pools and personal transportation. No transportation will be provided by Ladies of the Lake.

SUNDAY MOVIE

Mission: To promote Lake Walkill community spirit and camaraderie by offering a fun movie event for children, teens, and adults at the Clubhouse.

The Chairperson is responsible for the following:

1. Receiving Clubhouse keys from Ladies of the Lake President, making them available to Sunday Movies Chaperones on a weekly basis and returning them to the President at the end of the season.
2. Choosing movies for:
 - A. children- ages 5-12, and/or
 - B. teenagers- ages 13 and up, and/or
 - C. adults (an adult evening could be planned- no children permitted)
3. Advertising movies. Movies do not have to be run on Sunday nights – other nights are acceptable provided there is no conflict with other Lake Walkill scheduled events.
4. Arranging for the set-up of the equipment to show the movie and the training of the Chaperones to operate the equipment. Also train an alternate person for the purpose of running the movie in the absence of the first person.

5. Finding at least 2 Chaperones for each movie evening on the calendar. Movies should not be run without at least 2 Chaperones.

SUNDAY MOVIES CHAPERONES

1. Obtain key to clubhouse (or other venue ie: outdoor movie on the beach) from the Chairperson.
2. Be responsible for set up and take down of chairs, sweep floor & bathroom floor and close and secure the Clubhouse/other venue. (See Chairperson Responsibilities)
3. Movie times are at the discretion of the chair person. Chaperones will operate the equipment to show the movies.
4. There can be one intermission. No child will be permitted out of the movie for candy, etc. until intermission.
5. No child will be permitted to go home until the movie is over unless with older brother/sister or parent.
6. Return key back to Chairperson.
7. Two Chaperones are recommended for each movie night.
8. Optional teen movie may follow.

TEEN CANTEEN

Mission: To promote service by teenagers to the Lake Wallkill community, along with developing peer mentoring and leadership among teens during the summer months.

The Teen Canteen advisor, who must be an active member of the Lake Community, will be responsible for:

1. Holding a teen meeting the first week of the summer season and setting the calendar for subsequent meetings. All meetings shall be Advertised.
2. Reporting back to the Ladies of the Lake on all planned activities for the children of Lake Wallkill – including Lollipop dances, watermelon hike, scavenger hunts, picnic, kids card party, etc. – so they can be included on the Ladies of the Lake calendar.

3. Overseeing and arranging for the set-up of chairs and tables for all teen canteen meetings as well as the election of its officers at the 1st meeting. After each meeting, arranging for take-down and cleaning. (See Chairperson Responsibilities)
4. A system of objectively quantifying Teen service will be determined by the Teens and the Advisor at the 1st meeting and used going forward for qualification for the Teen Canteen Bus Trip.
5. Making sure the teen canteen obtains adult supervision for all of its functions. Teens must be 13 years old by December 31 of the current year, and not to exceed the summer after High School graduation.

RECOMMENDATION: The Teen Canteen officers should be available during the entire summer for meetings and activities.

TEEN CANTEEN BUS TRIP

Mission: To promote Lake Wallkill community spirit and camaraderie for teens and adults by participating in a group trip on a designated date to an age-appropriate venue outside of the Lake. This trip shall occur once per summer term. Ladies of the Lake will only subsidize payment for qualifying members of Teen Canteen.

The Ladies of the Lake pays for one trip, per Teen who satisfies the Teen service requirements, per summer. (Teens may attend either the 7-12 trip or the Story Hour Trip or the Teen Canteen Bus Trip). Additional trips for any Teen during that current season may be attended provided that the Teen pays their own way.

The Teen Canteen Advisor is responsible for the following:

1. Identify the venue (e.g., Seaside Heights), date and cost of the bus and admission to the venue and present it to the Ladies of the Lake for approval. Propose an alternate venue in case of inclement weather.
2. Once the trip is approved by Ladies of the Lake, the Teen Canteen Advisor will Advertise the trip, request sign-up of Teen participants and obtain volunteer adult chaperones. Contact information will be on the sign-up sheet.
3. Payment for the trip is at the discretion of the Advisor. Options include personal reimbursement for purchase of approved ticket amount and bus or set a deadline to allow for a check from the Ladies of the Lake funds to be issued to the Teen Advisor for use on the day of trip from the Lake Community Treasurer. For Bus Only.

4. Only 1 adult chaperone per 5 Teens shall be subsidized by Ladies of the Lake, on a first come-first served basis. Any additional adult chaperones shall be required to pay for the trip (including the bus), in advance, when they sign up.
5. The bus driver tip is not paid for by the Ladies of the Lake. The Teen Canteen Advisor will take care of asking the trip attendees to contribute to the tip and tipping the driver in cash on the trip date.

THANK YOU DINNER

Mission: To promote friendship and gratitude at a dinner at the end of each season for the Ladies of the Lake who have participated in its events and activities.

1. The Chairperson will propose the venue, date and estimated costs at a Ladies of the Lake meeting. The Clubhouse is the preferred venue. The costs will be subsidized by the Ladies of the Lake. The Chairperson will obtain an advance from the Ladies of the Lake Treasurer and submit receipts and bills after the dinner.
2. The dinner may be coordinated with another activity such as the last Card Party of the Season. The Chairperson will solicit volunteers to help run the dinner and, if held at the Clubhouse, arrange for set-up, take-down, and clean-up. The current board will serve the members as a thank you for all their help. (See Chairperson Responsibilities) No food can be left at the end of the dinner and anything stored for the dinner in the Clubhouse refrigerator must be removed and the refrigerator cleaned out.
3. The Chairperson will Advertise the dinner.
4. No business will be formally discussed or voted upon at the dinner.

WELCOMING COMMITTEE

Mission: To create and cultivate a welcoming spirit to new members of the Lake Wallkill Community while informing and encouraging avenues for participation as an active member of the Ladies of the Lake.

The Committee will be responsible for the following:

1. The Committee receives the names/addresses of those who purchase homes in Lake Wallkill Community from the Corresponding Secretary.

2. After confirming with the Office that the Member is in good standing, the Committee prepares a package to be sent to the new Members (via e-mail or otherwise) which may include:
 - a. A Welcoming letter from the President of the Ladies of the Lake, with a copy of the By-Laws and Attachments.
 - b. A list of the names of the Ladies of the Lake liaison to the Lake Wallkill Community Management Committee and the Executive Board of Ladies of the Lake, and their contact information.
 - c. The Committee attempts to visit the new Members in good standing to extend a warm welcome to them at the beginning of the season.

ZINGO

Mission: To promote Lake Wallkill spirit and camaraderie for children and adults by offering a fun evening of Bingo and prizes for children of all ages.

The Zingo Chairperson shall be responsible for the following:

1. Zingo should begin on or before July 1st of the season
2. A check for \$400 is obtained at the beginning of the season to purchase prizes, with receipts to be turned in to the Ladies of the Lake Treasurer periodically.
3. Purchase an age-appropriate range of prizes and mystery prizes (which may include, but are not limited to, candy and/or store credits and may be based on the number of Zingo boards purchased) to be given at each Zingo event. Donated prizes will be gratefully accepted.
4. Remind volunteers when they will be working- give a set of directions to them
5. Arrange for the set-up of chairs and tables as well as take down and sweep. Remain until they are through. (See Chairperson Responsibilities)
6. Mystery Zingo will run at the discretion of the Chairperson.
7. Advertise zingo.
8. All money collected (each child pays 25¢/card and a price at the discretion of the Chairperson per mystery card — only one mystery card allowed per child) is to be counted and recorded and turned into Ladies Treasurer.
9. Adult Chair may receive a set of keys for the season from the Ladies of the Lake President. Keys to be turned in at the end of season.
10. Storage of prizes and Zingo equipment will be in the Clubhouse closet. The

Clubhouse closet contains: zingo cards, zingo set (Chairperson to confirm that all balls are present; at the beginning of each season, count number of zingo balls and be sure the entire set is there)

11. Volunteers should have 2-3 dry erase markers and \$5.00 in change. The number of prizes given will depend on the number of participants. Approximately 50-75 prizes are given each night. It is advisable to bring several mystery prizes along in case of ties, etc.
12. Clubhouse must be cleaned and locked and bathroom lights out as well as all other lights. (See Chairperson Responsibilities)
13. There is no intermission. Children may go for snacks at any time.
14. At the end of Zingo, play one round for Mystery Prize.

ZINGO VOLUNTEERS

1. Volunteers will arrange for the Clubhouse tables, chairs, etc. and the Zingo equipment to be set up and taken down and for the Clubhouse to be swept and left clean. (See Chairperson Responsibilities)
2. Zingo's start and end times will be at the discretion of the Zingo Chairperson, You will be given \$5.00 in coins for change. Zingo cards are 25¢ each. Mystery cards are priced separately, at the discretion of the Chairperson.
3. Set up a range of age-appropriate prizes on the stage
4. Check the numbers in the set of Zingo balls
5. Maintain discipline at all times- do not call numbers if there is excessive noise. Any child causing continued disturbances may be asked to leave, with a chaperone - use your judgment.
6. Winners may select prizes ONLY from those on display.
7. Permit only the winner to come up to make a choice.
8. Call numbers slowly and loudly, keeping in mind the youngest children. Volunteers will write the numbers on the board.
9. No one is permitted on stage during Zingo except for the volunteers.
10. Play two (2) regular games (down, across, or diagonal) and a special game such as X, T, or L. You may also play a round robin or fill the board. You may continue

a game to have more than one winner if you wish.

11. Children may leave at any time to go to the store.
12. **MYSTERY GAME:** Children purchase mystery cards separately, at a price to be determined by the Chairperson. Mystery boards must be identified with a different color than regular. Play the mystery game at mid-point of the evening. Mystery game should always be full board coverage. Try to give away only one mystery prize. However, if more than one child wins, then two prizes are given (or if a store credit or candy is given, shared). The mystery prize is won only on a mystery board.
13. After Zingo is completed, collect cards and put everything away, clean up and lock up. Turn in money to Zingo chairperson by the following business day.

The above procedures may be amended at any Ladies of the Lake meeting by majority vote of the Ladies of the Lake eligible voting Members in attendance.