

## **Policy Statement Schedule A**

Revised March 11, 2026

1. A sign up sheet should be provided for each event at monthly meetings. The other option is for interested parties to sign up through the links on the NB Probus website for each event, on a first come first served basis.
2. When an event (club outing, Special Interest Group, etc.) is fully subscribed, a waiting list will be made and those on the waiting list should be so informed. Names on the waiting list may be taken to replace those who have not paid by the due date or have cancelled.
3. Where there is a maximum placed on the number of participants, priority is as follows,
  - A. Probus Club of Nanoose Bay members, B. spouses of Probus Club of Nanoose Bay members, C. Probus Club of Nanoose Bay member's guests. (Persons on the membership waiting list will be considered as members' guests). D. Members of other Probus Clubs.
4. Payment is due at the direction of the organizer/organizing committee.
5. Where there is inadequate response, the activity will be cancelled at the discretion of the organizer/organizing committee.
6. All bookings should be confirmed by email.
7. A contingency factor may be added to the charge for each individual event.
8. One designated person should be responsible for each trip or event.
9. There can be no refunds for activities after the final payment date. Members must find their own replacements or accept the personal loss of their payment.
10. To assist in the planning and pricing of activities, the use of an Event Planning Form is suggested as per Schedule B. This should be presented to the Management Committee at the time when a decision is required for the viability or pricing of an event.