

## Neighborhood Social Committee – Event Lead Agreement

This agreement outlines the rules and responsibilities for all Event Leads in the Neighborhood Social Committee. By signing, you agree to follow these guidelines to ensure transparency, fairness, and accountability.

### 1. Pre-Event Budget & Approval

- The Event Leads must submit the “Event Plan Sign Up Form” and await approval or denial from the committee chairs
- The committee assigns each event a set maximum budget
- Spending outline/event plan must be approved in writing by all committee chairs
- Initial Proposal: Event Leads must submit the Event Plan Sign Up Form to the Committee Chairs **at least 60 days before the event.**

**Please submit all forms to: [LCHsocialcommittee@gmail.com](mailto:LCHsocialcommittee@gmail.com)**

### 2. Purchasing & Reimbursements

- The committee chairs will determine an allocated upfront deposit for approved events
- Remaining purchases must be made with personal funds first, then reimbursed with receipts.
- Deposit and reimbursements will be given in the form of a check
- Reimbursements only go to the person who paid — not to friends or associates.
- Event items must be purchased in a separate transaction from personal items.
- Receipts must clearly match items purchased for the event. No personal items mixed in.
- Reimbursements are for exact amounts. No rounding up or splitting unrelated receipts.

- Receipts must be submitted within 7 days of the event for reimbursement.

### 3. Vendor Rules

- Committee funds may not be used to pay a member's personal business unless a documented committee vote approves it. (Please also refer to the conflict of interest form)
- Large payments to vendors must be made frugally and responsibly (please reference the past vendor recommendation form)
- Family members' businesses cannot be paid without committee approval.

### 4. Spending Guideline

- Decorations – maximum 30% of total budget
- Food/Drinks – maximum 40% of total budget
- Entertainment/Rentals/Misc. – maximum 30% of total budget

### 5. Proof of Use & Inventory

- Event Leads must provide photo documentation of major supplies/decor in use at the event.
- All leftover non-consumable items (decorations, signage, lights, etc.) are the property of the committee and must be returned for storage and reuse.
- Consumables (snacks, drinks, candy) purchased with committee funds must be present at the event. Unused, unopened items should be returned or documented for future use.
  - Leftover **open** food is to be dispersed amongst guests who leave the party
- Attendance/headcount estimates must be included in the event recap to confirm proportional spending.
- Any reusable supplies or committee-owned items (lights, totes, signage, equipment, trash bags) that are used up, damaged, or broken during the event must be **reported**

## 6. Consequences for Misuse

- If receipts are not submitted, no reimbursement will be given.
- If personal items or businesses are charged without approval, the Event Lead must reimburse the committee.
- Failure to provide photo documentation or return leftover items may result in denial of reimbursement.
- Offenders may be removed from leadership roles or barred from reimbursement privileges.

## 7. Reimbursement Requirements

- For reimbursement to be processed, the Event Lead must submit a final email package to the Treasurer (CC Chairpersons) within 7 days of the event.
- The package must include:
  1. All receipts – scanned or photos, clearly showing purchases for the event.
  2. Totaled Expense Sheet – simple document/spreadsheet showing totals broken into categories (food, decorations, etc.).
  3. 3. Images of Items in Use – at least 3–5 photos of purchased items in use at the event.
  4. 4. Post-Event Recap Form – completed with attendance numbers, leftover supplies returned, and lessons learned.
- Reimbursements will not be issued until all four components are received.
- Partial or late submissions (after 7 days) may be denied.
- All reimbursement requests will be processed only after the full documentation package has been submitted and approved by the Treasurer and Chairpersons
- Once approved, the request will be sent to the HOA management company for payment.
- Reimbursements will typically be issued within 7-10 business days from the date of approval, depending on the HOA management company's processing schedule.
- Event Leads will be notified once their reimbursement has been submitted to the management company.

## 8. Marketing and communication

- Creation of materials: Event flyers, graphics, and promotional content may be created either by the Committee Chairs or by the Event Lead
- Official Posting: All marketing materials must be posted by the **HOA management company or board representative** on official neighborhood channels (website, social media, newsletter, bulletin board, etc.), since the event is officially an HOA event. The lead host will be recognized and honored for their hosting efforts.
- Marketing Materials Submission: Draft flyers or promotional content must be submitted **no later than 3 weeks before the event**, so the HOA has time to approve and schedule posting.
- Event Lead Engagement: Once posted the **Event Lead is responsible** for engaging with residents on the post (answering questions, clarifying details, encouraging participation).
- Brand Consistency: Materials must clearly state the event is hosted by the Neighborhood Social Committee on behalf of the HOA. No personal branding or unrelated promotions may be included.
- There are yard sign holders available in the clubhouse. Feel free to use an existing sign (if available) or make a new yard sign to post around the neighborhood for the event. **(This way works best with the neighborhood and event notifications)**

## 9. Trash Pick Up

- Reach out and schedule a trash pick-up after events
  - Dickie Hurst – Call and text 409-201-4724
    - Notes: Lives in LCH

## Acknowledgment

I have read and understood the rules above. I agree to follow these guidelines as an Event Lead for the Neighborhood Social Committee. I understand that failure to follow these rules may result in denial of reimbursement, loss of reimbursement privileges, and/or removal from the committee.

**Event Lead Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Additional Conflict of Interest Disclosure**

### Purpose

The purpose of this form is to ensure that all community members overseeing or involved in this project are free of conflicts of interest that could compromise the integrity, fairness, or transparency of the work.

### Declaration

I, the undersigned, hereby declare that:

1. I do **not** have any financial, business, or personal interest in the company(ies), contractor(s), vendor(s), or service provider(s) associated with the work I am overseeing for the community.
2. I do **not** receive, and will not accept, any gifts, payments, favors, or other benefits from individuals or organizations connected with this work.
3. I will immediately disclose to the community leadership if, during the course of my involvement, any potential conflict of interest arises.
4. I understand that failure to disclose a conflict of interest may result in removal from my role in overseeing this work and/or other actions as determined appropriate by the community.

### **Certification**

By signing below, I confirm that the above statements are true and accurate to the best of my knowledge.

**Event Lead Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_