<u>Sunshine Activities/Meetings Request Process</u>

1. ***Priority of requesting Activities –***
   a. Board & Resident Informational meetings.
   b. Good Neighbor Golf Tournament.
   c. Women's Club activities.
   d. Other Golf events –
      i. Women's Golf League
      ii. Men's Golf League
   e. Other events/meetings (in no particular order).
      i. Women's Club Meetings.
      ii. Neighborhood Watch (NW) Meetings.
      iii. All others (i.e. Quilters, Line Dancing etc)

2. ***When Activities are Approved –***
   a. Yearly March Board Meeting:
      i. Board & Resident meetings.
      ii. Good Neighbor Golf Tournament.
      iii. Women's Club activities.
   b. At Yearly March Board Meeting or when dates become available to approve.
      i. Other Golf events –
         1) Women's Golf League
         2) Men's Golf League
         3) Women's Club Meetings.
         4) Neighborhood Watch (NW) Meetings.
   c. When dates become available to approve.
      i. All other events/meetings (in no particular order).

3. ***Process for getting an activity/mtg approved.***
   a. <u>Requestor:</u>
      i. Obtains Activity/Meeting Request Form from the Office or document slot in the Library or the Web site - https://www.sunshinecountryclub.com/sepo-forms-processes
      ii. Submits Request Form to SEPO Office Mgr.
   b. <u>SEPO Office Mgr:</u>
      i. Reviews the request to ensure the date(s) requested don't conflict with anything already scheduled and approved.
      ii. Obtains formal approval/rejection of the request from the Board Secretary.
      iii. Notifies the Requestor of Acceptance or Rejection (and reason why, if rejected) of the request. *(The requestor should keep a copy of the returned Request Form for their records.)*
      iv. Files the Request Form in the SEPO Office.
      v. Records the activity/meeting –
         1) In the SEPO Office calendar
         2) In the 2-page activity sheet (that gets posted in the Library)
      vi. Sends the information to the Sunshine Web site Manager to post on the web.

4. ***Changes after Approval.***
   If anything changes concerning the approved activity/meeting, the original form needs to be amended and approved again by the Board.