



**TEXAS TWISTERS  
FUNDRAISER VOLUNTEER  
CREDITS PROGRAM**

**“TWISTER TOKENS”**

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## TEXAS TWISTERS VOLUNTEER CREDITS PROGRAM “TWISTER TOKENS”

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### 1 Overview

*This document defines parameters, limitations, and disclaimers of the Texas Twisters Fundraiser Volunteer Credits program, and is to be used to guide administration of the program.*

The Fundraiser Volunteer Credits program offers a financial incentive for Texas Twisters members to support fundraising activities. This program will be informally known as “Twister Tokens”, and throughout this document all references to the formal and informal names shall be synonymous.

A participant earns credits based on approved types of support provided, and may redeem the credits for payment of approved types of club-related expenses. A predefined percentage of eligible net earnings from a fundraiser is “allocated” as credits revenue for that event. The credits revenue is divided by the total number of credits earned by all supporters of the event to arrive at the value of one credit. The monetary value of one credit for any given fundraiser varies depending on the amount of net proceeds and the number of supporters. The credits revenue is allocated to each supporter by multiplying the number of credits he or she earned by the value of one credit. Any remaining credits revenue is reallocated back to net earnings. A participant’s credits and the associated monetary value are recorded for each fundraiser. Running balances are maintained for each participant’s money within the general account.

A participant redeems credits by submitting an expense report and receipts. The program administrator will ensure the nature of the expenses fall within the definition of the approved expenses. Payment will be made to the participant and will not exceed his/her monetary balance at the time of the request.

### 2 Participation

Participation in this program is voluntary and must be initiated by the member. Participation is restricted to the following:

- Only active\* Texas Twisters members can earn credits
- Only active\* Texas Twisters members can redeem credits

\* Active membership as defined by Texas Twisters’ bylaws

### 3 Qualifying Events

This program is limited to fundraiser events and fundraising activities where Texas Twisters is the recipient of cash proceeds.

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#### 4 Support Types & Credits

The number of credits a participant may earn for each fundraiser depends on the type of support he/she provides, as defined below:

Type of Support	Credits	Supporting Criteria
Produce / Organize	1 to 3 per event *	<ul style="list-style-type: none"> <li>Individual primarily responsible for organizing Texas Twisters' involvement in the fundraiser and for overseeing production of the event</li> <li>Individual who choreographs and/or teaches new routines for the event</li> </ul>
Perform	<u>1 per performance</u>	<ul style="list-style-type: none"> <li>Individual who performs <u>in a Texas Twisters routine</u></li> </ul>
Sell raffle tickets	1 per event	<ul style="list-style-type: none"> <li>Individual who actively sells tickets for a 50/50 raffle</li> </ul>
Staff information/sales table	1 per 2 hours	<ul style="list-style-type: none"> <li>Individual who staffs a table by providing club information, initiating membership registrations, and selling club merchandise</li> </ul>
Miscellaneous	1 per 2 hours	<ul style="list-style-type: none"> <li>Individual who provides support that is not defined by the criteria of the other support types. This type of support must be approved by both the program administrator and the event producer/organizer</li> </ul>
Treasurer	1 per event	
Program Administrator	1 per event	

**Deleted:** 2 per event

**Deleted:** at least half of the routines in the event

\* The number of producer/organizer credits will vary depending on the nature of the event and will be pre-determined by the Board. This variation is necessary to ensure a fair number of credits are earned relative to the amount of effort required.

##### 4.1 Considerations

- Depending on the event, multiple people may be permitted to provide the same type of support (i.e. an event may be large enough to justify having two producers)
- No all types of support are applicable to all types of events (i.e. a car wash will most likely not include performers nor raffle ticket sales)
- One person may provide several different types of support (i.e. the producer may perform, some performers may sell raffle tickets, and so on)
- The above credit allocations are general guidelines. The program administrator may determine that a particular event requires changes in the number of credits allocated for a particular role, or that other roles should be included. These adjustments will not require modification to this program document; however, they must be approved by the Board and communicated to membership prior to the event.

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## 5 Credits Revenue

The amount of money allocated to the program for each event shall be known as “credits revenue”:

- Credits revenue will be established after all expenses and pre-allocated charity funds have been deducted (in that order) from gross earnings
- Net earnings greater than \$100 are eligible for allocation to credits revenue
- Credits revenue will be calculated at *fifty percent* of the eligible net earnings
- If net earnings are less than the minimum, no money will be allocated to credits revenue and all credits earned for the event shall become null and void

## 6 Approved Expenses

Participants may redeem credits to cover the following IAGLCWDC (International Association of Gay and Lesbian Country Western Dance Clubs) convention- and hoedown-related expenses:

- Registration fees
- Airfare
- Accommodations

Expenses will be scrutinized for validity. The persons who have primary accountability for this program will make the final decision on whether or not an expense qualifies as defined above.

## 7 Accounting

All money associated with this program will be held in the Texas Twisters general account. Separate records will be maintained to track balances for each participant’s earned credits and their monetary value. This record keeping will essentially “earmark” the money within the general account that is available for a participant to redeem.

## 8 Example – Earning Credits

A fundraiser event took in \$1500 and cost \$200 to produce, leaving \$1300 in net earnings. A total of 5 people provided support. The following table shows how each participant’s balance increased based on the types of support provided:

<b>Participant</b>	<b>Types of Support</b>	<b>Credits</b>	<b>Credit Value</b>	<b>Increase in Account Balance</b>
Person-1	produced & performed	3 + 2 = 5	\$54	\$270
Person-2	performed	2	\$54	\$108
Person-3	performed & sold raffle tickets	2 + 1 = 3	\$54	\$162
Person-4	staffed table for 2 hrs.	1	\$54	\$54
Person-5	Treasurer	1	\$54	\$54
	TOTALS	12		\$648

The remaining \$2 returns to net proceeds.

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## **9 Credits**

### **9.1 Earning**

A participant must sign in and out with the program administrator for each support position. Sign-in must be completed no later than 10 minutes after start of the event or shift, and sign-out cannot be completed any earlier than 10 minutes before the end of the event or shift.

The administrator shall assume no responsibility for ensuring a participant is signed in or out.

### **9.2 Redeeming**

A participant redeems credits to cover approved expenses by submitting an expense report to the program administrator. Copies of receipts must accompany the report for all types of expenses, or the report will not be accepted for processing. Once the program administrator has validated the expenses as well as confirmed that the person is a qualifying participant and has an available balance, a check will be made payable to the participant. The amount of the check will be the lesser of the expense amount or the participant's current balance. The administrator will notify the participant of the status of his/her expense report processing.

### **9.3 Expiration**

Credits and their monetary value do not expire. Participants' balances are carried forward at the start of each fiscal year.

### **9.4 Statement of Balances**

A statement of credits and monetary balances will be available for each participant by special request only. A participant must submit a request to the program administrator, and the request will be fulfilled within 7 calendar days.

### **9.5 Forfeiture & Disclaimers**

Credits will be forfeited if the participant's membership status becomes inactive. Credits will also be forfeited and participation in the program will be discontinued if it is determined that the participant has used credits for purposes other than intended by this program (or in any way "abused the system"). In both of these cases, the participant's monetary balance will be re-allocated within the Texas Twisters' account for general use by the club. The program administrator is not obligated to provide any notification or statement of these transactions to the participant.

Credits may never be redeemed for cash, and at no time shall any unused balance be returned to a participant.

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### **9.6 Disputes**

Disputes regarding credits earned must be submitted in writing to the program administrator from 1 to 7 days after the applicable event. The administrator will present the dispute to the Board for review and it will be addressed as outlined in the Board responsibilities section. If the dispute is regarding earned credits and is found to be credible, the Board reserves the right to increase or decrease a participant's earned credits for an event (to their maximum or minimum). The program administrator will provide in writing, to all persons involved, the resolution and any related actions taken.

## **10 Responsibilities**

### **10.1 Primary Accountability**

The Chairperson and Treasurer are jointly accountable for the financial integrity of the program, its overall fairness to the participants, and its compliance with all club bylaws.

### **10.2 Administrator**

The administrator of this program is a Board-appointed position having a 1-year term. Appointments will be confirmed at each general election, and as necessary throughout the year to keep the position filled. The appointee must maintain an active membership status, and may be a current Board Member.

This person will have primary responsibility for oversight of the processes, related procedures, and record keeping of this program. Among other roles, this person will act as a liaison between the Board and event producers/organizers to ensure integration of the program across all events.

If the administrator is unable to perform the duties of the position, whether for one event or for an extended period, he/she must arrange for a replacement person who is acceptable to the Board.

### **10.3 Treasurer**

The Treasurer will have primary responsibility for oversight of the financial accounting for the program. He/she must prepare a quarterly financial audit of the program and present it to the other Board Members.

### **10.4 Board**

- The Board must approve the number of producer/organizer positions and credits for each fundraiser (majority vote)
- The Board must approve what percentage of net earnings will be pre-allocated to charities for each fundraiser (majority vote)
- The Board must appoint a person to the administrator position
- The Board must complete a quarterly financial audit of the program. If the review is favorable, the Board must vote to permit expense disbursements to be made throughout the following quarter for the purpose of redeeming a participant's credits
- The Board must address and resolve formal disputes within 60 days of receipt from the program administrator (majority vote)

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**11 Disclaimers**

**11.1 Program revisions**

The Board reserves the right to change or discontinue the program and may do so with a majority vote by the Board Members. If discontinued, all credits become null and void, and all monetary balances will be re-allocated to the general account for use by the club.

**12 Approvals**

Board Position	Board Member	Signature	Date
Chair	<u>Dan Sigale</u>		
Vice Chair	Dan Sigale		
Treasurer	Bob Lyons		
Public Relations	Warren Nadeau		
Secretary	Lyle Williams		
Membership Chair	<u>Nate Bright</u>		

Deleted: Scott Conner

Deleted: (vacant)

**13 Revision History**

Date	Item	Votes		Doc Revised By
		Y	N	
8/11/2003	Added Revision History section			Lyle Williams
8/23/2003	Updated section 4, subsection 4.1, and section 12	3		Lyle Williams