

2019-2020 Club Liaison Dates

Club Liaison: Please put this information on your calendars

May thru September:

The Club Liaison should be using this time to work with the club officers on having the club member sign and date or fill out a new Release and Indemnity.

August 15, 2019: Last day to turn in Golden Years Review Articles.

August 26, 2019: First Club Liaison Meeting 10a.m. at Five Points Center

1. Please bring any original Release and Indemnities that have been signed and dated for the club members.
2. Last day to turn in Club Account Confirmation Letter
3. Turn in Monthly Club Attendance.

September 15, 2019: Last day to turn in Golden Years Review Articles.

September 30, 2019: Club Liaison Meeting 10a.m. at Five Points Center

1. Please use your September/October meetings to find out how many Salvation Army Stockings your group is going to do.
2. Gather information on how many club members are going to use our transportation to the December Golden Years Celebration and if they will need a wheelchair lift.
3. Talk with club members/officers about any club members who you feel would like to be interviewed for the Golden Years Celebration. Carmen will need the club member(s) names, contact information and a short note on why this person would be a good person to interview for the Golden Years Celebration. (information to be turned in by Nov 15th)
4. Start gathering club member pictures to be used at Golden Years Celebration. To be turned into Jennifer Tabery on November 28th.
5. Turn in Monthly Club Attendance.

October 15, 2019: Last day to turn in Golden Years Review Articles.

October 28, 2019: Club Liaison Meeting 10a.m. at Five Points Center

1. Last day for Release and Indemnities to be turned in for club members who are going to the Golden Years Celebration.
2. Turn in number of club members who will be attending the Golden Years Celebration.
3. Turn in number of club members needing our transportation for the Golden Years Celebration and if they need a wheelchair lift.
4. Salvation Army Stockings will be handed out.
5. Turn in Monthly Club Attendance.

November 15, 2019: Last day to turn in Golden Years Review Articles.

November 18, 2019:

1. Last day to turn in club member(s) names, contact information and a short note on why this person would be a good person to interview for the Golden Years Celebration.
2. Last day to reduce number of club members riding our transportation to the Golden Years Celebration
3. Email Carmen any reduce number of club members attending the Golden Years Celebration.

November 25, 2019: Club Liaison Meeting 10a.m. at Five Points Center

1. Pick up Golden Years tickets and transportation schedule
2. Last day to turn in Salvation Army Stockings.
3. Turn in Monthly Club Attendance.

December 4, 2019: Last day to turn in club member pictures to Jennifer Tabery for the Golden Years Celebration.

December 15, 2019: Last day to turn in Golden Years Review Articles.

***December 16, 2019:**

Move in day for Golden Years Celebration at the Raleigh Convention Center 2p.m. to about 4:30p.m.
Free parking is available, in the parking deck on Lenior Street beside Convention Center.

***December 17, 2019:**

Golden Year Celebration; doors open at Convention Center at 7:30a.m.
Doors to dining room open at 8:30am
Food and beverages to be served at 9:30am

December 30, 2019: NO CLUB LIAISON MEETING

January 15, 2020: Last day to turn in Golden Years Review Articles.

January 27, 2020: Club Liaison Meeting 10a.m. at Five Points Center
1. Turn in Monthly Club Attendance.

February 15, 2020: Last day to turn in Golden Years Review Articles.

February 24, 2020: Club Liaison Meeting 10a.m. at Five Points Center
1. Turn in Monthly Club Attendance.

March 15, 2020: Last day to turn in Golden Years Review Articles.

March 30, 2020: Club Liaison Meeting 10a.m. at Five Points Center
1. Turn in Monthly Club Attendance.

April 15, 2020: Last day to turn in Golden Years Review Articles.

April 27, 2020: Club Liaison Meeting 10a.m. at Five Points Center
1. Turn in Monthly Club Attendance.

May 15, 2020: Last day to turn in Golden Years Review Articles.

***May 18, 2020: Club Liaison Meeting 10a.m to 1:30pm (Special Location to be announced)**

1. Last meeting for the 2019-2020 calendar year
2. Celebrate all your hard work with a lunch on us. Meeting will last until 1:30PM
3. Outgoing and Incoming Club Liaisons to attend meeting
4. Last meeting of the club calendar year, enjoy your summer.
5. Turn in Monthly Club Attendance.

May thru September:

The Club Liaison should be using this time to work with the club officers on having the club member sign and date or fill out a new Release and Indemnity.

August 31, 2020: First Club Liaison Meeting 10a.m. at Five Points Center

1. Please bring any original Release and Indemnities that have been signed and dated for the club members.
2. Turn in Monthly Club Attendance.

Raleigh Parks, Recreation and Cultural Resources Department
Golden Years Association Clubs

CONSTITUTION

Article I Name

Section 1. The name of this organization shall be the Raleigh Golden Years Association.

Article II Purpose

Section 1. To afford an opportunity for recreation for adult citizens and afford opportunities for leadership and personal growth.

Article III Membership

Section 1. Membership shall consist of all persons 50 years of age and older who affiliate with clubs sponsored by the Raleigh Parks, Recreation and Cultural Resources (Raleigh PRCR) Adult Program.

Article IV Club Meetings

Section 1. Clubs shall meet as set forth in the by-laws.

Article V Amendments to the Constitution

Section 1. The articles may be revised by a 2/3 approval vote of Club Liaisons present on the appointed date for voting.

Article VI Club Calendar

Section 1. The Golden Years Club calendar year will be September 1st thru May 31st. Clubs may choose to meet June-August.

BY-LAWS

Article I Organization

Section 1. A club is a basic unit of organization with the leadership provided by the Raleigh PRCR Adult Program and by another organization in the case of joint sponsorship.

Section 2. The Club Liaison shall act as advisor for the club and shall be the liaison between the Adult Program staff and the club members/officers. Club liaisons are expected to attend the Club Liaison Meetings (last Monday of the month, except June/July), or send a representative from their club if they cannot attend themselves. Clubs that do not send a representative to the Liaison Meetings for three (3) consecutive months will be placed on attendance probation. (see Article X Section 1 and 2)

Section 3. The club is responsible for the sponsoring organizations including the club's meeting site or host facility.

Section 4. Golden Years Clubs are encouraged to develop individual club constitution and by-laws. Clubs' constitution and by-laws may not supersede the Raleigh PRCR Golden Years Association Clubs Constitution and By-Laws.

Section 4a. Development and/or changes to the club's constitution and by-laws must be voted on by 2/3 active club members, be reviewed and/or provided to the club members upon a member joining and yearly membership activation to the club.

Article II Meetings

- Section 1. The club may hold weekly, bi-weekly, or monthly meetings at an area designated by the sponsoring organizations. Regular meetings, on a club basis, may be held monthly during the months of June, July, and August.

- Section 2. Special meetings may be held at such times as agreed upon by the sponsoring organizations and host site.

- Section 3. Meeting attendance shall be turned in monthly to the Adult Program Recreation Manager by the club secretary. (See also Article V Section 3a)

Article III Officers and Term of Office

- Section 1. The elected officers of the club shall be those of president, vice-president, secretary, treasurer, and other officers deemed necessary. At a minimum, every club must have a president, vice-president and secretary. If any collection of monies are involved with the club, an elected treasurer is also required.

- Section 2. All elective officers can be elected for one (1) year with the option to be on the ballot for a second term.

- Section 3. An officer may serve an additional third term if deemed necessary by the nominating committee and Club Liaison; pending approval from the Adult Program director/manager.

- Section 4. The Club Liaison shall be a representative for the Golden Years Club, acting as a liaison between the Adult Program and the club members/officers, ensuring the Raleigh Golden Years Constitution and By-laws are being followed by the club officers/members.

- Section 4a. The Club Liaison shall be a volunteer (non-elected) on-going position. This position may be filled by, but not limited to, a club member. The club has the ultimate responsibility to fill this position. The Adult Program staff will assist the club officers in the recruitment of a volunteer through the City of Raleigh Volunteer Service Program.

- Section 4b. The Club Liaison will follow the Club Liaison General Duties and Guidelines and must complete and pass a City of Raleigh background check each year.

- Section 4c. The Adult Program director/manager must approve all Club Liaisons and has the final decision to terminate the Club Liaison of their volunteer duties.

Article IV Elections

- Section 1a. The president shall appoint the chair of a nominating committee. The nominating committee chair will then seek three (2-3) additional club members plus the Club Liaison to serve as a nominating committee during the spring (March-May). The nominating committee shall present a ballot of all individuals nominated for all offices. Persons nominated to serve as a club officer must be a current active member of the associated club.

- Section 1b. The Nomination Committee shall contact all active club members for request of nominations of officers. All nomination recommendations must be kept confidential.

- Section 2. The election of officers shall be held annually in May and officers shall take office in June. Those clubs that follow their sponsor organization calendar must have prior approval from the Adult Program staff.

- Section 2b. Incoming officers and committee members shall use the summer months (June, July and August) for planning.

Section 3. The election of officers shall be by acclamation, or if more than one candidate is nominated, by the raising of hands or written ballot (this is the preferred method). The person receiving the highest number of votes of those present at the time of election shall be declared elected. Only active club members may vote in elections.

Article V Duties and Powers of Officers

Section 1. The president shall preside at all meetings, voting only in order to break a tie, appoint committees, work with committees when requested to do so, and serve on the club's planning committee.

Section 2. The vice-president shall preside at all meetings in the absence of the president, serve for the unexpired term of the president in the event he or she vacates the office, shall act as program/trips committee chair, and responsible for ensuring that all club members and guests have a current Raleigh PRCR Release and Indemnity Form as well as the form for each member/guest are available throughout the trip for emergency purposes.

Section 3. The secretary maintains an accurate record of business transactions at all meetings, takes monthly attendance, attends to all club correspondence including sympathy and get-well cards (if the club does not have a Sunshine Committee), and prepares the Golden Review Report (if the club does not have a reporter), submitting the information by the 15th of the month via email.

Section 3a. The secretary is responsible for providing monthly meeting/activity attendance to the Club Liaison for submission at the monthly Club Liaison meeting or by email to the Adult Program Manager. Failure to submit the monthly club attendance report to the Adult Program Manager may cause the Golden Years Club to be placed on probation. (See also Article II Section 3)

Section 4. The treasurer shall maintain an accurate record of all incoming and outgoing monies and make reports to the club at club meetings. The treasurer (and/or assistant treasurer if elected) is also responsible for the club membership (if the club does not have a Membership Committee), collection of and depositing of membership dues, club trip fees, and other monies related to club functions.

Section 4a. The treasurer will provide written documentation of all monies collected from the club members (by written receipt or member initial of logbook).

Section 5. The chaplain/devotional reader, if appointed, is responsible for the devotional at all regular meetings.

Article VI Membership

Section 1. Members must be fifty (50) years of age or older by January 1 of said year and may attend up to three meetings as a visitor before becoming a full member.

Section 2. Individuals may join any of the clubs sponsored by the Raleigh PRCR Adult Program. A person may belong to one or more clubs but will be required to pay each club's membership dues (if applicable).

Section 3. Individuals shall attend at least 2/3 of schedule meetings annually unless absence is due to illness, trips, or an emergency in order to remain on the active membership list. This attendance policy should be determined, and may be modified if needed, by the club's officers and Club Liaison for each individual club.

Section 4. Clubs that wish to affiliate with the Adult Program must be approved and affiliated no later than October 15th to be eligible to attend the Golden Years Holiday Celebration in December.

- Section 5 Individuals must be an active member, and have paid dues if applicable, of an affiliated Golden Years Club of the Adult Program as of the last Monday of October to be eligible to attend the Golden Years Holiday Celebration in December.
- Section 6 Club members shall complete the Raleigh PRCR Release and Indemnity Form for each Golden Years Club in which they are a member. The form must be updated each year. Club members who choose not to complete a Raleigh PRCR Release and Indemnity Form are unable to go on a Golden Years Club trip or attend the Golden Years Celebration.
- Article VII Membership Dues and Monies
- Section 1. An annual dues payment of \$10-15 is suggested, however, the amount of annual dues for each club is determined by majority vote by the club members. Collection of dues should be done annually or semi-annually to reduce paperwork and aid in maintaining clear record-keeping for the club treasurer (and/or assistant treasurer if elected).
- Section 2. Additional monies will be collected or raised according to club needs as approved by the club.
- Section 3. All Golden Years Clubs that collect monies (dues, trips, and fundraiser) must establish a club bank account and deposit the previously mentioned monies into this account. This account must be in the Golden Years Clubs name with the club president and treasurer as the signatures for the account. If the club president and the treasurer are related or in a relationship, the vice-president will then take the place of the president on the account.
- Section 3a. No individual's social security number may be linked to the clubs account. The provided Golden Years Club tax i.d. must be used for said account.
- Section 4. Clubs sponsored by a church may use the church bank account instead of creating a Golden Years bank account. The club treasurer shall continue to follow the duties of the office as noted in Article V Sections 4 and 4a.
- Section 5. An end of year Golden Years Club financial audit shall be completed at the end of the club's calendar year. The Auditing Committee, with the outgoing treasurer and Club Liaison are to review all financial records including, but not limited to, bank records, receipt books, receipts, and log books to ensure all incoming and outgoing monies are accounted for and determined as an appropriate expense. Clubs that use a church sponsored bank account must include the church's treasurer in the financial review.
- Section 5a. An end of year Golden Years Club audit report/letter shall be submitted to the Adult Program director/manager by the last Monday of August. This report does not require any notation or documentation of monies or account balances. The report/letter must be signed by the Golden Years Club outgoing and incoming: president, treasurer, club liaison and all members of the audit committee. All Golden Years Clubs that fail to meet the report requirements shall be placed on probation as a Golden Years Club until requirements are met.
- Article VIII Required Committees- These committees are appointed by the President and/or Executive Committee. The number in parenthesis is the number of committee members required.
- Section 1. Nominating- Prepares a slate of officers for the coming year. (2-3 plus the club liaison)
- Section 2. Auditing- Reviews banking books and records each May for checks and balances. (1-3 plus the club liaison)

- Article IX Suggested Committees- These can be formed at the discretion of each club and are appointed by the president and/or executive committee. The number in parenthesis is the suggested number of committee members.
- Section 1. Birthday and Refreshments- Provides cakes and prepares decorations. (2-3)
- Section 2. Telephone Tree- Makes calls as deemed necessary by the president and/or executive committee. (2-5)
- Section 3. Visiting and Sunshine- Phones and visits, if advisable, all sick or shut-ins. Sends sympathy/get well cards and flowers; if not the responsibility of secretary. (3-5)
- Section 4. Clean-Up- Responsible for tidying meeting space after each club meeting and special functions. (3-5)
- Section 5. Program- Assists president in planning programs (2-5).
- Section 6. Publicity- Sees that the club receives publicity in the local papers and keeps scrapbook and/or bulletin board of club news (2-4).
- Section 7. Reporter- Sends in reports for the Golden Review; if not done by the secretary. (Due on the 15th of the month)
- Section 8. Membership-Responsible for recruiting new members, gathering and maintaining accurate member information, create/update the club membership book, develop/maintain a club membership email list and keeping all club members information confidential.

The club email group list may not be used for any other purpose outside of the club business and may not be shared with any agency/individuals outside of the club's active members. All email addresses must be placed in the "bcc" section of an email when mailed out to maintain confidentiality.

- Section 9. Trips- Assists vice-president in planning club trips/outings for club members and responsible for ensuring that all club members and guests have a current Raleigh PRCR Release and Indemnity Form as well as the form for each member/guest are available throughout the trip for emergency purposes.
- If using a Raleigh PRCR vehicle: responsible for reserving a Raleigh PRCR vehicle with a submission of a Vehicle Request Form to the Adult Program Manager, responsible for securing an approved Adult Program driver, ensures the Mileage Reporting Form is filled out and signed by the driver while on the trip, and works with the club treasurer to submit payment for department vehicle usage with the guidance of the club liaison (2-3).

Article X Probation - Club or Member

- Section 1. Neglecting to follow the Raleigh Golden Years Association Clubs Constitution and By-Laws by a Golden Year Club/member/officer will cause the club/member/officer to be placed on probation by the Raleigh PRCR Adult Program staff. Each incident will be reviewed on a case-by-case basis by, but not limited to, Raleigh PRCR Adult Program staff, the club liaison/club representative and an unbiased 3rd party.
- Section 2. The club/member/officer will not be allowed to affiliate with the Raleigh Golden Years Association until the terms of the probation are met.

**RALEIGH PARKS, RECREATION and CULTURAL RESOURCES DEPARTMENT
ADULT PROGRAM**

GOLDEN YEARS CLUB AFFILIATION AGREEMENT (Adopted May 2016)

The Adult Program of Raleigh Parks, Recreation and Cultural Resources Department have agreed to serve as a sponsoring agency for the _____ Golden Years Club. Responsibilities and expectations of each organization are outlined below:

Responsibilities of all Golden Years Clubs:

- 1. Clubs must comply with all articles and rules as outlined in the Golden Years Clubs Constitution and By-laws of the Raleigh Parks, Recreation and Cultural Resources Department Adult Program.**
- 2. Any proposed amendments to the constitution and by-laws by an individual club must be approved by the recreation program director or the recreation program manager of the adult program before these amendments are proposed to the club members for final approval. Any amendments to an individual club's by-laws cannot conflict or supersede the Golden Years Clubs Constitution and By-laws of Raleigh Parks, Recreation and Cultural Resources Department.**
- 3. All clubs must follow an "open membership" policy for potential members. This means that any adult age 50 or older is allowed to join any club affiliated with Raleigh Parks, Recreation and Cultural Resources Department, regardless of their residency, religious affiliation, or other personal factors. Clubs who choose not to comply with this policy will not be affiliated with Raleigh Parks, Recreation and Cultural Resources Department. Adults may also belong to more than one city-sponsored club if they choose to do so. All club members, who are in good membership standing, are entitled to participate in all programs and activities offered by the club.**
- 4. Affiliated clubs will be expected to follow standard Roberts Rules of Order when conducting business meetings, election processes, and other procedures.**
- 5. For clubs meeting at non-City of Raleigh owned sites (such as churches, residential communities, etc.), property owners/management should be notified in advance of any club related activities that would include use of meeting space, equipment, or supplies owned by the meeting site. Staff from the Adult Program can also meet with facility staff as needed to discuss operations of the club. During club meetings, issues pertaining to the facility/site (such as property management, covenants, etc.) that are not directly relevant to the club should not be discussed during the regular club meeting time.**
- 6. Club membership rosters must remain confidential to the organization and should not be released to outside organizations or individuals for the purpose of soliciting club members. This includes releasing mailing/contact lists of club members to individual club members themselves for the purpose of promoting private businesses or other functions not related to the club.**

7. Clubs must submit club affiliated events (club meeting and trip/outing) to the Adult Program manager on a monthly basis throughout the year.

Responsibilities of the Adult Program:

1. Each club will have a club liaison that works with the membership of the club. This position also serves as a liaison to the Adult Program, with associated duties that include: distributing flyers and other materials to members about upcoming events, trips and activities provided by Raleigh Parks, Recreation and Cultural Resources Department, distributing information on upcoming community events and programs for older adults, working directly with the officers and committees of the club to ensure that the constitution and by-laws are being followed, attend all regularly scheduled club meetings and special meetings with club officers and committees as needed, and attend the monthly Liaisons Meeting with the Adult Program staff. Club liaisons will either be a volunteer or a full-time staff member of Raleigh Parks, Recreation and Cultural Resources Department from the facility/site where the club meets. The Adult Program staff will assist the club officers in recruiting volunteers from within the community to fill the club liaison position; however, it is ultimately the clubs responsibility to fill this position. Club liaisons must be approved by the Adult Program staff.

2. The Adult Program staff will serve as a resource to all clubs in assisting with scheduling departmental buses and vans for club trips and outings. It is the responsibility of the club trip coordinator to schedule a driver from the recreation drivers list.

3. Adult Program will assist the Golden Years Club’s recruiting club members through advertisement and open house.

3. The Adult Program will work with club liaisons in providing an annual printed club membership roster. These membership books are produced at no charge to the club.

4. The Recreation Program director for the Adult Program will make final decisions and rulings on any revisions or amendments to this agreement, following the discussion of any proposed revisions with club liaisons.

AGREEMENT

I have read and understand the expectations and guidelines listed above from the Adult Program of Raleigh Parks, Recreation and Cultural Resources Department related to our Golden Years Club’s affiliation with the City of Raleigh and agree, on behalf of the Golden Years Club, to comply with these expectations and guidelines. I have also received the Golden Years Clubs Constitution and By-Laws and agree to the guidelines adopted in this document.

_____	_____	_____
Golden Years Club President	Name of Golden Years Club	Date
_____	_____	_____
Adult Program Staff	Title	Date
_____		_____
Club Liaison Name		Date

MILEAGE REPORTING RECORD

CITY OF RALEIGH
PARKS, RECREATION AND CULTURAL RESOURCE DEPARTMENT

ADULT PROGRAM 2000 Nobel Road RALEIGH, NC 27608

Club Name: _____ Contact Name/Number: _____

Trip Date _____ Destination/Town _____

Bus/Van # _____ Driver _____

ODOMETER READINGS: BEGIN _____ ENDING _____ TOTAL MILAGE _____

PICK UP TIME: _____ am pm TRIP DROP OFF TIME: _____ am pm

TOTAL TIME: _____ hrs _____ min (Round time by quarters (15 min = .25, 30 min = .50, 45 min = .75))

Driver's Signature _____ Date: _____

(Driver signature is REQUIRED to confirm mileage and pickup/drop-off times)

VEHICLE USAGE CHARGE:

Bus \$24.50

Van \$21.50

VEHICLE USAGE CHARGE: \$ _____

MILEAGE CHARGE:

60.0 cents per mile out of City of Raleigh limits

\$10.00 flat fee trips inside City of Raleigh limits

TOTAL MILEAGE FEE: \$ _____

DRIVER FEES:

\$12.11/hour for bus drivers

\$10.77/hour for van drivers

TOTAL DRIVERS FEE: \$ _____

Check Number: _____

(Please do not send cash or give any money to the driver)

TOTAL AMOUNT DUE: \$ _____

Make checks payable to "City of Raleigh"

Mail checks and Mileage Reporting form to:

Five Points Center for Active Adults

Att: Carmen Rayfield

2000 Noble Road Raleigh, NC 27608

Pay By RecLink: this MILEAGE REPORTING RECORD must be sent to Carmen Rayfield by mail or email
Carmen.rayfield@raleighnc.gov and a receipt will be sent for confirmation of payment.

It is the responsibility of the club to submit payment and this form to the address above, within 2 weeks of trip completion. All non-paid accounts will be frozen by the City of Raleigh Recreation Business Office and all vehicle usage will be suspended until club account is fully paid

Raleigh Golden Years Club MONTHLY ATTENDANCE

Month (s)/Year: _____

Name of Club: _____ Club Leader: _____

Date	Members Attending	Visitors Attending	Total Attendance	Trip location/ Meeting

Attendance must be turn in attendance for all meetings, outings and trips. Attendance may be turned in monthly or bi-monthly. ON BACK PAGE UPDATE NEW MEMBERS, OR MEMBERS WHO HAVE MOVED OR PASSED AWAY. Submit attendance to Carmen.rayfield@raleighnc.gov or at the monthly Leaders Meeting.

New Members this month

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

New, moved, deceased Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

Club Liaisons General Duties and Guidelines

The Club Liaison will serve as a liaison to the Adult Program with associated duties that include: distributing flyers and other marketing materials to members about upcoming events, trips, and activities provided by the Raleigh Parks and Recreation Cultural Resources Department. Additional duties also include: distributing information on upcoming community events and programs for older adults, working directly with the officers and committees of the club ensuring that the Golden Years Club Constitution and By-Laws are being followed, and assist with transportation setup for club trips.

The Adult Program does not require any other duties from the Club Liaison that is not outlined in this document. The Adult Program has the right to add or remove any duties for the Club Liaison position as needed to ensure the customer services of club members. No duties will be added or removed without the Club Liaison's knowledge and written signature.

- The Club Liaisons primary responsibilities are to be a liaison between Adult Program staff and the club members and officers as well as ensuring that the Golden Years Club Constitution and By-Laws are being followed by the offers and members.
- The Club Liaison must report any violations to the Constitution and By-Laws by a club officer or club member within 24 business hours to the Recreation Program Director or Manager for the Adult Program. The Club Liaison is also encouraged to reach out to the program manager to discuss any issues or concerns regarding an officer, member, or club situation as they arise as well.
- The Club Liaison is responsible for ensuring that each club member has completed and updated their Release & Indemnity Form on a yearly basis. A copy of these forms should be kept in a notebook and be readily accessible at any and all club functions and trips.
- The Club Liaison is responsible for turning in the original Release & Indemnity Forms to Carmen Rayfield. The forms must be turned in by the last liaison meeting of October each year in order for that club member to attend the Golden Years Holiday Celebration.
- Club Liaisons work directly with the Vice President or the Club Trip Coordinator to arrange and/or cancel departmental transportation for club outings.
 - Request to be made for Raleigh department vehicles at least three weeks in advance for a trip. Reservations are made by submitting the Vehicle Request Form.
- No member may be denied access to a trip based on their disability, abilities, age, race, or ethnicity. The City of Raleigh and charter bus companies offer vehicles with lifts.
- Club Liaison will assist Club Trip Coordinator or Vice President with booking a driver from the Adult Program Driver list.
 - It is the clubs responsibility to provide the driver with the trip date, time, destination, pick-up location, and vehicle number reserved. The clubs are also responsible for cancelling

with the driver within three business days of the trip. Failing to do so will result in the club paying the driver's salary for the amount of time the trip was originally scheduled for.

- If the number of members attending a trip does not meet the originally planned maximum number and a smaller vehicle can be used for the trip or if the trip is cancelled, the Club Liaison is responsible for ensuring this information is relayed to Carmen Rayfield know within three business days.
- Club Liaisons will ensure that the mileage reporting form was completed while on the trip and will ensure the submission of the mileage reporting form and payment to Carmen Rayfield within two weeks of the trip.
- Liaisons are required to attend monthly liaisons meetings held on the last Monday of the month at 10:00am at the Five Points Center for Active Adults at 2000 Noble Road in Raleigh. If the liaison cannot attend, it is their responsibility to send a representative in their place. This is usually the club president but any member can attend as a representative.
- Liaisons or representatives must attend all fall Liaisons Meetings August – November. Those clubs that did not have a representative attending the meetings will be placed on a “stand-by list” for the Annual Golden Years Holiday Banquet and will be added to the seating based on availability.
- Club Liaisons must submit club attendance sheets to Carmen Rayfield each month, either at the liaisons meeting or via email.
- All Club Liaisons (paid employees or volunteers) are required to report any criminal charges (allegations or substantiated) to the Recreation Program Director or Manager for the Adult Program within 24 hours. Failure to make a report could be cause for termination of employment and/or volunteerism.
- Club Liaison will attend the Golden Years Holiday Celebration and be in charge of their club during the event. The Club Liaison will work with the Adult Program Staff for the clubs transportation, collecting the event tickets and distributing them to the club members. They will assist the Adult Program staff to ensure the club members arriving and departing schedule is followed.
- Club Liaison is highly encouraged to attend a Raleigh PRCR offered CPR class. Class dates and times are available year round by contacting an Adult Program Staff member.

City of Raleigh Contact Numbers:

- Carmen Rayfield Office: 919-996-4734 Cell: 919-602-6990
- Todd Riddick Office: 919-996-2151 Cell:919-278-6275

I have been given and read a copy of the Club Liaisons General Duties and Guidelines.

Print name: _____ Signature: _____

Date: _____ Club: _____

Release and Indemnity

City of Raleigh Parks and Recreation-Adult Programs

I understand that participating in the recreational program selected involves risk of injury or illness. These risks include, but are not limited to, inclement weather, accidents while traveling, food related illness, equipment problems or failures, contact with and actions of other participants, spectators, and volunteers, slips/trips/falls, and musculoskeletal injuries, among others. I choose for myself or for my child to participate in the selected programs despite the risks.

By signing the Program Registration form, I acknowledge all risks of injury, illness, death, and property damage, and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in the program. I also agree for myself and for any child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program.

In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the child participation in the program. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the program.

Please print legibly.

Club Name: _____

Participant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email Address: _____

Emergency Contact: _____ Phone: _____

Signature: _____

Date of signature: _____

Vehicle Request Form:

Club Name: _____

Contact name and phone number: _____
(Person in charge of trip)

Club Leader name and phone number: _____
(if not person in charge of trip)

Date vehicle is needed: _____

Time vehicle needs to be at pick up location: _____ am pm

Estimated time vehicle will be finished and dropping off members: _____ am pm

Maximum number of people transportation is needed for: _____

Vehicle number requesting : _____ (there is no guarantee for this vehicle)

Is a wheelchair lift needed? yes no

Destination Name and town: _____

Approximate miles for trip (round trip): _____

Bus Driver (if known or call back with information): _____

Adult Program Vehicles

2877 36 passengers

2872 14 passengers

2898 28 passengers

2894 14 passengers

2881 40 passengers

2899 14 passenger with a lift 12 with wheelchair

2860 32 passenger with a lift 30 with wheelchair

2861 24 passenger with a lift 20 with wheelchair

2864 30 passengers with lift 28 with wheelchair

It is the responsibility of the Club to secure their driver and communicate with them the trip information.

Return this request to Carmen Rayfield at carmen.rayfield@raleighnc.gov or
2000 Nobel Road Raleigh NC 27608

Revised May 2018