

Due Dates/Description of Club and Recreation Center Forms

Form	Due Date	Title	Description
CR-1	When applying for a charter	Application for a charter	The granting of a Charter is based on membership need for a program, membership interest as determined by a predesignated minimum number of active participants.
CR-2	When applying for a charter	Membership roster	Initial form for Charter Application
CR-3	As required	Sample Bylaws	Some Bylaws are Mandatory clauses, including some Verbatim clauses, while others are optional and depend entirely on the extent of operating detail required by the Club.
CR-4	2 nd Monday of each month	Monthly Participation Report	Used by the Association's management to evaluate the need to sustain Club Charters (based on member participation) or justify changes in facility allocation.
CR-5	Annually or within 14 business days of taking office	New club officers and chartered club Rules, Regulations and Procedures Affirmation Report	As new officers are elected or appointed. Clubs will complete Form CR-5 and forward it to the Recreation Activities Manager within 14 business days after election or appointment.
CR-5a	Annually or within 14 business days of taking office	Passing the Torch	Important information for the new President
CR-6	May 15	Club Activity Calendar (for the following year Jan 1-Dec 31. These are submitted between May 1st and May 15th the following year.	Identifies regularly scheduled club activities and meetings. The term "regular" is defined to mean the general membership and board meetings that are consistently held on the same day(s) of the week/month/quarter throughout the calendar year.
CR-7	Feb. 1	Annual Financial Statement plus Preparation Instructions	Comprised of two sections: Income & Expense Statement, and a Balance Sheet. Refer to page 37 in the RR&Ps.
CR-8	When contract is signed	Independent Contractor Agreement	An individual or group of individuals who are paid by a club to perform services must be engaged by written contract.
CR-8A	When contract is signed	Independent Contractor Members' Agreement	An individual or group of individuals who are paid by a club to perform services must be engaged by written contract.
CR-10	As needed	Request to Purchase Equipment	Purchase of new or replacement items.
CR-11	Prior to event, Must be approved by Rec. Activities Manager	Special Event or Tournament Request	Written request for a special event or tournament with non-recreation card holder guests.
CR-12	As needed	Request for Repairs to Existing Facilities.	Only the Association staff must do facility repairs and maintenance.

Highlighted areas indicate forms that are due on a specific date or timeframe, includes a description of the form. **Hyperlinks will automatically download zip files containing the CR forms. Check your download folder.**

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<u>CR-13</u>	As needed	Request for Interior Remodeling of Existing Club Facilities	Request for interior remodeling of existing club quarters will be evaluated for program need and urgency.
<u>CR-14</u>	As needed	Facility Reservation Request	Form submitted to Scheduling office for each facility space reserved.
<u>CR-14A</u>	As needed	Reciprocal Agreement	Agreement to share like Facilities/Activities with like communities.
<u>CR-15</u>	Feb. 1	Membership Report	A membership list containing each member's name and recreation card number as of Dec. 31.
<u>RC 20-5</u>	Within 24 hours of incident	Accident/incident Injury Report	Any accident/incident/injury occurring in the Association facilities shall be reported to the Facility Supervisor within 24 hours.
RC 20-8a	As required within 24 hours	The Village Store Consignment Form	A club will provide the Village Store with a Consignment Form whenever an item is put on display in its shop window. The form will be dated and will show item description, sale price and name of seller.

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