Hosting Expense Guidelines

1. Complete the Hosting Competition Budget Form. This form contains the estimated cost of the Event and the actual cost of the Event. The estimated cost portion of the form is required to be completed 4 weeks prior to the event and is to be turned into the Program Coordinator.
2. When collecting the money from the Regina Community athletes, the Coach/ Team Manager will use the Athlete Expense Form. The Expense Form and the monies collected are to be handed in at the same time to the Treasurer once the event is over.
3. Keep all expense receipts
4. A Special Olympics debit card is available for use if required
5. If cheques are required, they can be obtained from the Treasurer.
6. Once the event has been completed, fill out the remaining portions of the Budget Event Form with the actual costs.
7. Email or deliver the completed Budget Event Form to the Program Coordinator within 1 week of completing the event.
8. Contact the Treasurer within 1 week of completing the event to make arrangements for turning in the Athlete Expense Form, receipts and money.

* \* If you are hosting an event that has a banquet then you have to budget for 100% cost recovery for the banquet through ticket sales.