



## District Open House Program for Small Clubs

We invite you to join the District Open House Program for Small Clubs, which gives you the opportunity to increase the number of members. It is a program designed for small clubs so that they can receive funds for open house meetings.

1. The program is applicable only for open house meetings of small clubs (with not more than 15 members). It's aim is to increase the number of members of small clubs in District 108.
2. The open house meetings can only be supported by reimbursements, i.e. money is spent first, and later on, they are returned based on receipts.
3. The maximum reimbursement per open house meeting is 45 euros.
4. The total budget per division is 135 euros.
5. The open house meetings should have approval from Division Director, who must ensure the 135 euro budget per division will not be exceeded.
6. The open house meeting should have approval from Area Director too, who will support actions towards open house meeting of the club.
7. The club should secure a meeting place. This may be a different venue than the traditional club meeting point. The district can't reimburse payment for the meeting venue.
8. The club should have agenda of open house meeting and one advanced Toastmaster as a Toastmaster of meeting. The meeting organizers should send this information to the Area Director for approval.
9. Interested clubs please send information about open house meeting to the email address: [ewa-bochenska@wp.pl](mailto:ewa-bochenska@wp.pl)
10. Expenses could be made for marketing, printing materials, food and beverages at the meeting etc. Expenses will be approved firstly by Club Retention Committee .
11. The district funds can't be used to pay membership fees, social events or daily operations for the club.
12. The expenses are reimbursed after the open house meeting is conducted. Receipt (picture, scan or electronic form) should be sent to the Club Retention Committee Chair with description in English of the items bought and their purpose and implement in Concur by Area Director of new club.

