

FANNY BAY COMMUNITY ASSOCIATION

CURRENT FBCA PROGRAM INFORMATION FORM

YEAR: _____

	Details
Program Title	
FBCA Board Liaison ¹	
Facilitator ² Contact info	
Program Purpose (incl. age, gender or other participant requirements)	
Fee per participant	
Instructor/Leader fee and payment schedule	
Minimum/Maximum number of participants	
Day(s), times, months of offering	
Publicity—Flyer and/or brochures	
Any other pertinent information	

¹ FBCA Board Liaison

- Serves as main contact for Facilitator and for FBCA Rental Agent
- Ensures the FBCA Rental Agent and Flyer Editor are aware of the Program dates/times
- Ensures a *Current FBCA Program Information Form* is on file each activity year
- Reports to Board about the Program at start and end of each activity year

² Facilitator

- Keeps program roster (name & contact information) and notifies people if session to be cancelled
- Collects and securely files waivers at the Fanny Bay Hall as necessary
- Collects fees and submits to FBCA Treasurer
- Signs for & retains FB Hall Main Entrance key and room key(s) as necessary, for duration of program
- Adjusts heat (if necessary) before and after each session
- Works diligently to follow Guidelines for Facilitators of FBCA and FBCA-Sponsored Events