



Activity Guidelines

Every H.O.P.E. activity your family enjoys throughout the year is due to the talents, time, and generosity of your fellow H.O.P.E. members. Some members organize and host one-time events or field trips. Other members may coordinate with multiple families to plan ongoing activities such as clubs or park days.

Whether you are organizing/hosting a H.O.P.E. activity for your fellow members or enjoying the activity as a participant, please be familiar with the following general expectations:

Host/Coordinator:

- Gather all information for the activity such as time, location, cost, and age requirements for participants. If planning a field trip, you may also want to find out if there is a minimum/maximum number of participants required, handicap/stroller accessibility, deposits required, payment and ticket reservation due dates, refund policy, a place to eat lunch, etc.
- If needed, coordinate with the Activities Advisor for guidance and the Treasurer to make any payment arrangements.
- Create an event on the BAND calendar with all the details and payment information.
- Keep attendees updated on any changes and announce a canceled or altered activity in a timely manner.

Participants:

- Read the full activity description to determine if it is appropriate for your children.
 - **Siblings and Guests:** Consult the activity host about bringing guests or nonparticipating siblings. Some activity locations may not be able to accommodate extra guests or be appropriate for younger siblings.
 - **Drop-offs:** H.O.P.E. activities are not “drop off” activities. Please get prior approval from the host if you need another adult to be responsible for your children (even teens) at an activity.
- RSVP and make any necessary payments by the deadline posted.
- Discuss with the host if there are any food allergies or other health concerns (e.g. seizures, Epi-Pen).
- If unable to attend, cancel your RSVP as soon as possible to free space for anyone on a waitlist.
- Please follow the H.O.P.E. sick policy if your child does not feel well on the day of the event and notify the event planner as soon as possible.

Payments

- **Pre-Payments: All pre-payments must be submitted to H.O.P.E. and not given to an activity planner.** When signing up for an activity that requires a pre-payment, please submit your payment within the stated timeline. If paying by credit or debit card, use the link or invoice provided. If paying by cash or check, contact the Treasurer to arrange for payment.
- **Payments on site:** When attending an event where payment is not due until you arrive, please be aware of any payment requirements (if they accept cash only, for example).
- **Refunds:** All refunds are subject to venue refund policies. Refunds will not be given after the payment/rsvp deadline with the following exceptions:
 - Refunds will be issued if an activity is cancelled due to unmet minimum participants.
 - You may try to find a person to take your place. If you are able to find a replacement, you may be refunded **after** we receive their payment. Be sure to have this type of transaction approved by the activity planner and Treasurer.