

CHARTERED CLUB REQUEST TO RETAIN GUEST FEES

Instructions

1. The Club Request to Retain Guest Fees form (BP:12-13) is available on the RCSC website at www.suncityaz.org under the Clubs tab. Just click on "club forms." You may also pick up a hard copy of the form at the Clubs office if you do not have computer access.
2. Please be sure to complete all the information requested on the the form or the request may be returned without review by the RCSC Board, who will approve or deny all requests.
3. If all information cannot fit on the form, please indicate on the form "see attached" and attach any documents necessary.
4. When the form is complete, submit it to the RCSC Clubs Office, lower level at the Lakeview Center, 10626 W Thunderbird Blvd (623-561-4660); email clubs@suncityaz.org.
5. Clubs office will review the form and if complete, the request will be delivered to the Board Office.
6. After review by the RCSC Board, you will receive notification from the Board Office as to whether your request was approved or denied.

If you have any questions, please contact Chartered Clubs Supervisor, at the Clubs Office: 623-561-4662 or via email at mdebruyne@suncityaz.org. Thank You.

Club:	Date of request:	
Club location:	Designated Space or Shared Space:	
Number of Club Members:	Average number of guests per month:	
Years in existence:	Annual Club membership fee:	
Please indicate your club membership for three prior years in the space to the right.	Year:	Members:
	Year:	Members:
	Year:	Members:
<p><i>Retention of guest fees by any Chartered Club is only applicable until the end of the current year. Clubs are expected to operate within their budgets and should find ways of doing so.</i></p> <p>Please define the changes you plan to make to improve the club's income over the next year and make up for the deficiencies that currently exist.</p>	<i>PROJECTED CHANGES IN INCOME</i>	

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<p>Does the Club intend to add Club members this year? If so, how?</p>	<p>If so, how many?</p> <p>If not, list steps will be taken to increase membership?</p>	
<p>Please give an overall statement as to why it is important for your club to retain the guest fees collected for this year.</p>		
<p>Club President's Signature</p>	<p>Club President's Name Printed</p>	
<p>Club President's Phone</p>	<p>Club President's Email</p>	

CURRENT CLUB FINANCIAL STATEMENT FORM BP:12-8 MUST BE ATTACHED

Club Office Use Only

Received by Clubs: _____ To Board: _____

Approved (current year only): _____ Club Notified: _____

Denied: _____ Club Notified: _____

Reason: _____