

## Instructions for Clubs Requesting an RCSC Sanctioned Event

Board Policy 12 states under Paragraph 10 that Clubs shall pay RCSC rental and setup fees for the facilities assigned for open club events unless the club's annual donation to RCSC is \$12,500 or greater per year *or the event is sanctioned as an RCSC sponsored event*. To request that RCSC sanction an event, the club must submit the request to the Clubs Office in writing ([clubs@suncityaz.org](mailto:clubs@suncityaz.org)).

### What constitutes a sanctioned event?

- Each RCSC Chartered Club is entitled to only one sanctioned event each year (*7 consecutive days maximum*), January through December
- The event must create good exposure of Sun City
- The Club must provide volunteers to assure the event is a success

The following instructions are designed to help clubs understand the process for requesting a sanctioned event, how to complete the form (BP12-11), and the process for submission and approval.

If you have any questions, please contact Chartered Clubs Supervisor at 623-561-466, or email at: [clubs@suncityaz.org](mailto:clubs@suncityaz.org).

1. The Request for Sanctioned Event form is available on the RCSC website at [www.suncityaz.org](http://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 form or the request may be returned without review.
3. If all information cannot be fit on the form, please indicate on the form "see attached" and attach any documents necessary.
4. If the event is a national event, such as Senior Olympics, etc., and you have any brochures or other information that you feel might be helpful, please attach to your request form.
5. When the form is complete, submit it to the RCSC Clubs Office, Oakmont Center, 10725 W. Oakmont Dr. (623-561-4660); email [clubs@suncityaz.org](mailto:clubs@suncityaz.org)
6. Clubs' office will review the form and if complete, the request will be submitted for approval.
7. If RCSC agrees to sanction the event, your request will be approved and the request form will be returned to the Clubs Office, who will notify the Club of approval, and provide a copy for the Club's file.
8. If the event is held yearly, a request for it to be sanctioned must be made every year, unless RCSC approves a multi-year sanction.
9. If RCSC does not agree to sanction the event, the Club will be responsible for rental and setup fees as required by Board Policy 12.