

## Partnerships

1. We can not partner with any religious or political organizations or for religious or political purposes.
2. Event proposal must be submitted to the CC BOD no less than 30 days prior to the upcoming CC quarterly meeting or 60 days prior to the event.
3. Must be in good standing with the Secretary of State.
4. Provide a list of board members if applicable.
5. Our logo must be included in all promotional materials.
6. Post Event Report; include as many details as possible including demographics, number of attendees, & any important post event details.  
Due by the following quarterly meeting.
7. Financial report, if appropriate. Invoices & receipts where appropriate.
8. Limit partnerships to no more than 4 per year with any one entity unless an exception is approved by the BOD.
9. If it is a partnership where income is generated, Cultural Crossroads will require 25% of the profits to cover expenses.
10. Entity proposing partnership must be responsible for clean up. Procedures are located throughout the property.

## Committees

1. An **active** Cultural Crossroads member at large must submit proposals to CC BOD for approval.
2. If expenses are incurred or necessary, finances run through CC and expenses are approved by BOD.
3. Committee chair must be a member at large of CC.
4. Open to all members and all participants must be members.
5. Committee meetings may be held on the grounds of CC but can not conflict with the event calendar or be held on weekends or holidays as those are peak rental days.
6. Must be relevant to the mission of CC, or provide a necessary function to the operations of CC.
7. Quarterly report due at meetings of the BOD and must include:
  - a. Activities
  - b. Income/Expenses
  - c. Plan for next quarter

## Event Chair Responsibilities

1. Submit a proposal for board approval.
2. In charge of the event from inception to completion.
  - a. Planning
  - b. Funding
  - c. Marketing

- d. Regularly update the Executive Director
- e. Implementation
  - i. Committee
  - ii. Volunteers
  - iii. Day of event eventualities are your responsibility.
  - iv. Event report at the following quarterly meeting.

## **Programming**

This is a regularly occurring service administered through Cultural Crossroads. Examples include Art at The Farm & Little Artists.

## **Requirements for Instructors**

1. Require a background check for any adults interacting with underage children.
2. When we are aware renters are using the space for private classes, workshops, etc. and an adult will be instructing underage participants we will require a background check.