



# Standing Rules

Approved October 16, 2016

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# STANDING RULES

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NORTHERN CALIFORNIA SQUARE DANCERS ASSOCIATION

## Standing Rules

### GENERAL

1. Liaison Officer to SDCANC and NCRDTA: The Northern California Square Dancers Association (NCSDA) shall send a liaison officer to the Square Dance Callers' Association of Northern California (SDCANC) meetings and a separate liaison officer to the Northern California Round Dance Teachers Association (NCRDTA) meetings that do not require monetary outlay from the NCSDA treasury.
2. Alcoholic Beverages: No alcoholic beverages shall be sold at NCSDA dances.
3. Display of Club Banners and Buckskins: Delegates may bring their club banners and/or retired Buckskins to any NCSDA dance. Each club is responsible for their own banners.
4. Club Banner Size: The standard club banner size shall be no larger than 3 feet by 5 feet.
5. NCSDA Official Outfit: The NCSDA has approved an official outfit to wear to festivals and hoedowns to help promote our association and Golden State Round Up. The pattern and silk-screened panels will be stored with the Historian.
  - a. Skirt and Blouse
    - i. Skirt can be traditional or prairie length. It is a royal blue eight-gore skirt with single golden yellow scalloped ruffle near bottom.
    - ii. Blouse is royal blue with short sleeves. Neckline shall be the dancer's choice.
    - iii. Accents of royal blue and yellow ribbons may be added to ruffle, neckline and sleeves.
  - b. Apron (optional)
    - i. White four gore apron scalloped to match ruffle on skirt.
    - ii. Two Golden State Round Up Cowboy patches – one sewn on left and right gore of apron.
  - c. Western style Vest (May be worn by everyone)
    - i. The vest is royal blue using the same fabric as the skirt.
    - ii. Back of vest is silk screened with Golden State Round Up Cowboy and the words "NCSDA Golden State Round Up" above the cowboy and "Memorial Day Weekend" below the cowboy.
    - iii. Golden Yellow shirt or blouse to be worn under vest.
6. Principal Callers: Club Callers for NCSDA member clubs shall be known as Principal Callers.

### ADMINISTRATIVE

1. Past President Pin: Each Past President who has served at least two consecutive years of service (one as Golden State Round Up Chairman and one as Association President) shall be given a Past President's pin. No individual will be awarded more than one Past President pin.
2. Club Dance Held Outside its District: A member club intending to hold a dance outside its own District shall first consult with its District Director and then with the Director of the District in which it proposes to hold the dance.

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## Standing Rules

3. Hoedown Calendar: Each Director shall keep a Hoedown Calendar with the District for the purpose of avoiding conflict. A conflict exists when two dances are scheduled at the same level in the same District on the same night.
4. Roster Changes: Roster changes shall be submitted to the NCSDA Secretary by the Delegate and shall be countersigned by another club officer.
5. Minutes and Meeting Notices Distribution: Distribution of all NCSDA minutes and meeting notices may be emailed to all those who have an email address. For those who do not have an email address, minutes and meeting notices will be sent by U.S. mail.
6. Approval of Standing Committee Chairmen: The Executive Board will approve the Standing Committee chairmen as recommended by the incoming President.
7. Safe Deposit Box: The NCSDA shall secure a safe deposit box in the name of NCSDA with the approval of the NCSDA Executive Board. The NCSDA Secretary and the NCSDA President will each have a key. If the President and Secretary reside in the same household, one key will then be held by one of the two remaining officers.
8. Post Office Box: NCSDA's mailing address is PO Box 23972, Pleasant Hill, CA 94523. Payment of the Post Office Box renewal is due when notice is presented at an Executive Board Meeting.

### **CORPORATE FILINGS**

1. Incorporation: The Northern California Square Dancers Association, Inc. (NCSDA) was incorporated in the State of California June 2, 1954. NCSDA was recognized as a tax-exempt entity under the Internal Revenue Service code 501(c)(4) - Civic Leagues and Social Welfare Organizations.
2. Federal filings: NCSDA is required to file the following forms annually with the IRS:
  - a. IRS Form 1099 – Miscellaneous Income
    - i. Filed annually on the calendar year basis
    - ii. If \$600 or more is paid to any caller, cuer or other independent entity
    - iii. Can be filed by a paid tax preparer or the Association Treasurer
  - b. Form 1096 – Transmittal of Miscellaneous Income
    - i. Filed annually on the calendar year basis
    - ii. If \$600 or more is paid to any caller, cuer or other independent entity
    - iii. Can be filed by a paid tax preparer or the Association Treasurer
  - c. Form 990 – Return of Organization Exempt From Income Tax or Form 990T Exempt Organization Business Income Tax Return
    - i. Filed by the fifteenth day of the fifth month after the end of the fiscal year
    - ii. NCSDA's fiscal year ends June 30, accordingly the return is due November 15
  - d. Form 990T – Estimated Income Tax Payment
    - i. Required to be filed if unrelated business income taxes total \$500 or more
    - ii. Payments are to be deposited with a special coupon (Form 8109) at the financial institution where NCSDA's business account is held

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3. State filings: NCSDA is required to file the following forms with the State of California:
  - a. Statement of Domestic Non-Profit Corporation
    - iii. Filed with the Secretary of State
    - iv. Filed biennially by the end of the calendar month of the anniversary date of incorporation
    - v. With an incorporation date of June 2, this form is to be filed by June 30 of any even year
    - vi. This form may be amended between biennial filings free of charge to reflect changes in the previous filing
  - b. Form 199 – Exempt Organization Annual Information Statement
    - vii. Filed annually with the California Franchise Tax Board
    - viii. Due by the fifteenth day of the fifth month following the end of the fiscal year
    - ix. NCSDA’s fiscal year ends June 30, accordingly the return is due November 15
  - c. Form 109 – Exempt Organization Business Income Return
    - x. Filed annually with the California Franchise Tax Board
    - xi. Due by the fifteenth day of the fifth month following the end of the fiscal year
    - xii. NCSDA’s fiscal year ends June 30, these forms must be filed by November 15
  - d. Form 100-ES Voucher (Corporate Estimated Tax)
    - xiii. Filed with the California Franchise Tax Board
    - xiv. Filed with Form 199 and Form 109
  
4. Identification Numbers
  - a. FEDERAL TAX ID NUMBER Maintained by the Treasurer
  - b. STATE CORPORATE ID NUMBER Maintained by the Treasurer

### **FINANCE**

1. Expenditure or Commitment on Behalf of NCSDA: No member of the NCSDA shall be allowed to make any expenditure or commitment to expend money on the behalf of the NSCDA, without board approval. No payments or reimbursements shall be allowed for any reason unless written notice of whom and when such was authorized.
2. Petty Cash Fund for Secretary: The Secretary may hold a petty cash fund for the purchase of secretarial supplies and postage. Replacement of petty cash shall only be made at a regular executive board meeting. The petty cash fund shall never exceed \$100.
3. Past Presidents Receiving Minutes by Mail: For those Past Presidents of NCSDA that would like to receive Association minutes, a fee of \$6 per year is payable to the Association at the beginning of each fiscal year (July 1).
4. Reimbursement for Attending Council Meeting: The NCSDA will pay the following expenses for attending the California Square Dance Council’s meetings:
  - a. Association President (or the Representative designated by the Executive Board)
    - i. Mileage or airfare (whichever is less)
    - ii. Lodging – If California Square Dance Council’s meeting is:
      1. 50 miles or less from the NCSDA President’s home, NCSDA will reimburse no more than \$20 for fuel when presented with a receipt.

## NORTHERN CALIFORNIA SQUARE DANCERS ASSOCIATION

### Standing Rules

2. Greater than 50 miles from the NCSDA President's home, NCSDA will reimburse for lodging within the guidelines below.
    - a. When a Marriott property is available within 20 miles of the meeting "Host Hotel", NCSDA will use Marriott Rewards Points to pay for lodging.
      - i. NCSDA will provide one night's lodging for meetings between 50 and 150 miles from the NCSDA President's home **OR**
      - ii. NCSDA will provide two nights lodging for meetings if more than 150 miles from the NCSDA President's home.
    - b. When a Marriott property is not available; NCSDA will reimburse up to \$50 per night lodging.
      - i. NCSDA will provide one night's lodging for meetings between 50 and 150 miles from the NCSDA President's home **OR**
      - ii. NCSDA will provide two nights lodging for meetings if more than 150 miles from the NCSDA President's home.
  - b. Membership Chairman
    - i. Attendance at the Insurance Training Meeting only.
    - ii. Reimbursement will be the same as for the Association President.
  - c. NCSDA will evaluate the reimbursement of travel and food on a case by case basis. Every effort should be made by the NCSDA President and the Association to exercise fiduciary duty in this area.
5. Membership Chairman holding checks: The Membership Chairman shall have two checks made out to California Square Dance Council and signed by the appropriate officers at all times. As soon as a check is sent to the California Square Dance Council's Insurance Chairman, the proper documentation will be sent to the NCSDA Treasurer.
  6. Reimbursement for Bridge Fare: Bridge fare is to be reimbursed to any NCSDA officer that is traveling monthly to Executive Board meetings.
  7. Check Signing: No two officers residing in the same household will sign the same check.

### **MEETINGS**

1. Place of General Meeting Fixed: The President or the Executive Board shall fix the place of the General Committee meetings.
2. Attendance Record at General Meeting: Delegates and Alternate Delegates shall sign the attendance record at each General Committee meeting.

### **ADDITIONAL COMMITTEE CHAIRMEN THAT MAY BE APPOINTED BY THE PRESIDENT**

1. Youth Chairman: The President may appoint a Youth Chairman. This Chairman is a go between for the youth square dancers and the NCSDA.
2. Association Dance and Activity Committee: The President may appoint the Association Dance and Activities Committee. When asked, the Association Dance and Activities



## NORTHERN CALIFORNIA SQUARE DANCERS ASSOCIATION

# Standing Rules

Committee will coordinate the Stampede dances and/or any other Association sponsored dance excluding the Anniversary Dance and Golden State Round Up.

### **PASSWORDS HELD FOR ASSOCIATION BUSINESS**

1. Any password created for NCSDA business must be known by two NCSDA officers. Every password holder will inform the Secretary of the other officer holding that password.

### **BADGES**

1. Delegate and Alternate Delegate Badges: Delegate and Alternate Delegate badges shall be paid for by the NCSDA and returned to the NCSDA if a member club leaves the NCSDA. Member clubs shall replace lost or broken badges at their expense.
2. Badge Order Approval: NCSDA badges cannot be ordered without the NCSDA Executive Board prior approval.
3. NCSDA Badges: Only the NCSDA President may order association badges.
4. Incoming Officers Badges: The President-Elect shall order the badges and/or swingers for the incoming elected officers.
5. Past President Badge: The President-Elect shall order the badge(s) and pin(s) for the outgoing President(s).
6. Golden State Round Up Badges: Only the Golden State Round Up General Chairman may order Round Up badges.

### **DANCES SPONSORED BY NCSDA**

1. BMI/ASCAP Licenses: At least one Caller, Cuer, and/or Prompter for all Association sponsored dances must attest to BMI/ASCAP licensing at the time of contract.
2. Entrance fee: A nominal donation will be asked of all dancers attending all Association sponsored dances (Anniversary, Golden Doors and Stampedes) and posted at the door. NCSDA members will be admitted at a discounted rate determined by the Executive Board.
3. Complimentary Passes: At all Association sponsored dances (Anniversary, Golden Doors and Stampedes) the Principal Callers shall receive a complimentary pass at the door.
4. Stampedes
  - a. A fifth Saturday dance that is not in competition with the NCSDA stampedes may be permitted in each District. Such a dance must be approved in writing by the NCSDA.
  - b. The Vice President with the approval of the Executive Board shall select callers for Stampedes.
  - c. NCSDA Stampedes shall be held on the fifth Saturday of every month that contains five Saturdays unless decided otherwise by the Executive Board.
  - d. Multiple Stampedes may be given on the same date, to be evenly located geographically.

## NORTHERN CALIFORNIA SQUARE DANCERS ASSOCIATION

# Standing Rules

- e. Committees for Stampedes shall be composed of member clubs from the areas in which the Stampedes are held and appointed by the appropriate District Director.
5. Anniversary Dance
    - a. The Anniversary Dance will be held on the first Sunday in January that is not part of a holiday weekend.
    - b. Principal callers as of June 30 will be invited as callers for the following year's Anniversary Dance.
  6. Golden Doors Dance
    - a. A nominal donation will be ask of all dancers. NCSDA members will be admitted at a discounted rate determined by the Executive Board. All dancers that are members of a beginners class will be admitted to Golden Doors without a donation.
    - b. The Golden Doors Dance will be held on the third Sunday in April (unless the third Sunday is a holiday).
    - c. The NCSDA President with the approval of the Executive Board shall select the caller for Golden Doors.
  7. Golden State Round Up
    - a. Golden State Round Up shall be held on the weekend containing the Memorial Day Holiday.
    - b. Golden State Round Up shall have up to four callers as long as it is financially feasible to do so.
  8. Within ten (10) business days after the event was held, the Treasurer will make separate deposits for the following:
    - Door change
    - Door sales
    - Donations

## **MEMBERSHIP**

1. General Membership
  - a. Every application for NCSDA membership shall be forwarded to the President who shall review it for minimum qualifications and at once assign two Executive Board members to visit the club, one of whom shall be the Director of the District involved, the other an NCSDA officer, giving one week's notice if possible. Board members shall make recommendations on the membership application at the next board meeting.
2. Associate Membership
  - a. Associate members will receive copies of NCSDA Bylaws and Standing Rules.
  - b. Associate members will have access to all the committee assistance that is available to regular members.

## **BOUNDARIES**

1. Association Boundaries: The boundaries of the Northern California Square Dancers Association, are defined in item #2 below.

NORTHERN CALIFORNIA SQUARE DANCERS ASSOCIATION

## Standing Rules

2. District Boundaries: The NCSDA is divided into four Districts. The district boundaries shall be as follows:
  - a. DISTRICT I. NORTHERN PENINSULA and NORTH BAY AREA (Redwood Empire)  
Shall include all of Marin, Mendocino, San Francisco, San Mateo and Sonoma Counties.
  - b. DISTRICT II. MOUNT DIABLO AREA  
Shall include all of Contra Costa County.
  - c. DISTRICT IV. NORTH EAST BAY AREA  
Shall include all of Napa, Solano and Lake Counties.
  - d. DISTRICT VII. SOUTH EAST BAY AREA  
Shall include all of Alameda County.

### **Amending Standing Rules**

These Standing Rules may be amended by a majority of the Executive Board of the NCSDA.

### **Guidelines that are a part of these Standing Rules**

The following guidelines shall become a part of these Standing Rules:

Code of Conduct – taken from United Square Dancers of America, Inc

Code of Ethics – taken from United Square Dancers of America, Inc

Exhibit A – Buckskin Guidelines

Exhibit B – Stampede Guidelines

Exhibit C – Anniversary Dance Guidelines

Exhibit D – Golden Doors Dance Guidelines

Exhibit E – Golden State Round Up Policy

## Standing Rules

### Code of Conduct

Square Dancers everywhere are encouraged to comply with an appropriate Code of Conduct that will enhance the public image and the pleasure of the movement to all dancers and non-dancers, as well.

Among the unique aspects of this wholesome activity is the attractive attire that is an intrinsic part of the image of the square dance. Accordingly, the wearing of appropriate apparel is as important to the enjoyment of the participants as it is to those watching. Not only should the clothing of the dancers be appealing to the eye, but also functional to the others within the square. It is generally recommended that this includes the wearing of long-sleeved shirts for the men and full or prairie skirts for the ladies as local customs and events may require.

Avoidance of alcoholic beverages both before and during dances is essential to insure the enjoyment for everyone. A single drink can severely diminish the response time required to execute the intricate moves of the dance. Square Dancing in itself has the capability of providing sufficient exhilaration to warrant abstinence from alcohol on dance nights.

Courtesy to others is important at all times. This includes personal cleanliness, as Square Dancing is an energetic recreation that can be offensive should adequate precautions not be taken.

The welcoming of others into the dance and into the squares is an integral part of the social aspect of Square Dancing. Walking out of a square at any time is considered a severe insult. At the end of the dance, no one should leave the square before thanking everyone who contributed to the joy and the fun of dancing together.

Conforming to the accepted and generally taught hand positions and maneuvers for execution of the movements help to eliminate any uncertainty among the other dancers. Proper styling while dancing is as important to the enjoyment of the Square Dance as is the proper execution of the movements themselves.

Adherence to these guidelines should be encouraged from the very early stages of beginner's class. The best means of achieving this is through example by experienced dancers and leaders and by the incorporation of ethics into the educational process during the class.

It is felt that through the reaffirmation of these long recognized rules of conduct, dancers everywhere will be reminded of the importance of courtesy, friendliness and personal hygiene. All of these things are an integral part of the Square Dance activity.

June 2005

## **Code of Ethics**

### ***I. Definition of Ethics***

Ethics is basically defined as rules or standards for governing the relations between people to benefit all concerned, with mutual respect for the needs and wants of all parties involved.

The essence of ethical behavior is:

- A. To conduct all relations between parties in friendliness, honesty and good faith;
- B. To honor fully, in word and in spirit, all agreements, once made; and
- C. To confine any critical comment to a reasoned and temperate discussion of actions and practices.

### ***II. Dancer Rights***

- A. Dancers should realistically evaluate their own dancing abilities and dance within those abilities.
- B. Dancers should be aware that some of their dancing habits may be uncomfortable or undesirable to other dancers in the square and should make every effort to avoid such actions.
- C. Dancers should treat other members of the club and its visitors and guests with courtesy, friendliness, and helpfulness. They should assist the less experienced dancers.
- D. Dancers should enthusiastically take part in the activities of any club that extends to them the benefits and privileges of membership and should accept all the responsibilities of a club member.
- E. Dancers should be concerned that the relations of their club with callers, other dancers, and other organizations are conducted in an ethical manner.
- F. Dancers should keep within the club any criticism of the conduct of club members, club officers, or a club caller or teacher. Any such criticism should be offered in a constructive manner.
- G. Dancers who feel they can no longer accept the rules and practices of the club should resign from the club.
- H. Dancers should not wear the badge of a club if they are not members in good standing of the club.

***III. Ethics for Clubs and Club Officers***

- A. Club officers should have as their primary purpose and concern the welfare of the club and the square dance community as a whole.
- B. Club officers should conduct all club business and honor all club contracts in an ethical manner. An honest effort should be made by the club officers to resolve any problems prior to dismissal of a caller or employee of the club.
- C. Upon change of club officers, the new officers should be made fully aware of any outstanding club commitments. The new officers should consider themselves and the club to be legally and morally bound to fulfill any official commitments made by the previous officers on behalf of the club.
- D. In contractual matters, club officers should assure that all expectations and requirements, such as schedules, fees, expenses, etc., are clearly stated in writing and are understood by all contracting parties prior to signature.
- E. Clubs should plan and sponsor beginner classes to promote and perpetuate the square dance activity. Graduating dancers should be accommodated by the club, or the club should provide information regarding dancing opportunities in the area.
- F. Clubs should assure that visitors and invited guests are informed of club admission policies, such as attire and admission fees, as well as dance levels.
- G. Clubs should discourage "set squares" and cliques, in order to promote the fun and fellowship of square dancing.
- H. Clubs should use officially defined dance levels and should conform with the official definitions of the level.

## **Exhibit A – Buckskin Guidelines**

The Buckskin was created as a means to encourage clubs to visit each other but not for financial gain. It is in that spirit that the following rules have been adopted. The NCSDA encourages participation in the fun of taking the Buckskin.

1. In any of the following rules, a club's total membership shall qualify as one square if the official roster for that club consists of less than one square.
2. The club that has the Buckskin must have it displayed at all club dances.
3. All members of a club coming to claim the Buckskin shall wear square dance clothing and their club badge or have proof of membership.
4. The club must have a minimum of one square and dance a complete tip. The hosting club Caller will call the level of dance as requested by the visiting club for that tip.
5. The first club with one square, to sign in and be present, will receive the Buckskin no later than 9:30 pm.
6. A club attempting to take the Buckskin must be a dues paying member of the NCSDA.
7. The Buckskin may be claimed only once a night.
8. When the Buckskin is claimed by a club the surrendering club may not return before four weeks to recapture it.
9. Each time the club has the Buckskin they should burn their club brand on it immediately.
10. The brand or club name should not be larger than three inches square.
11. It is the decision of the Executive Board to determine when it is full and the club that will retain it. After the Buckskin is full, the club with their brand on it the most times will be awarded the retiring Buckskin by the NCSDA.
12. The club putting the last brand on the retiring Buckskin will then be given a new Buckskin to put their brand on it to start again.
13. The club who holds the Buckskin may display it beside their club banner at Golden State Round Up, Stampedes, and the Anniversary Dance.
14. It is the responsibility of each club to notify the District Director when they have the Buckskin.
15. There shall be no charge to club members who come to collect the Buckskin.
16. The Buckskin cannot be claimed during the days between the May NCSDA General meeting and the end of that year's Golden State Round Up.
17. Any Buckskin to be hung at the Golden State Round Up must be brought to the May NCSDA General meeting.
18. It is encouraged that the club holding the buckskin at the time of each Association dance bring the current buckskin and their club banner to that Association dance for display.
19. The buckskin may not be claimed at a hoedown.

## **Exhibit B – Stampede Guidelines**

### 1. DUTIES OF THE VICE PRESIDENT:

- a. Obtain a hall 6 to 8 months in advance of Stampede. Hall should be able to accommodate crowd expected.
  - b. Double rounds and advance tips shall be at the discretion of the Vice President.
  - c. Contact Caller and Round Dance Cuer confirming time and location.
  - d. Arrange for local transportation if required.
  - e. Confirm with treasurer the amount of door change needed.
  - f. Secure checks from the treasurer for Caller and Round Dance Cuer fees.
  - g. If a local caller provides sound, a fee of \$25.00 will be paid.
2. The Vice President shall have the following items to record the Stampede attendance.
- a. Current Principal Callers list. (obtain from Secretary)
  - b. Change for door sales
3. The Vice President shall submit a report to the NCSDA Treasurer when all receipts and invoices paid. The report shall consist of the following:
- a. Number of door sales.
  - b. Number of callers, officers and delegates.
  - c. If rent has not been prepaid, obtain an invoice for the hall and give it to NCSDA Treasurer. Invoice should be made out to the NCSDA.
  - d. MAKE NO CASH DISBURSEMENTS FROM THE DOOR RECEIPTS.
4. Enlist others to ensure everyone has an opportunity to enjoy the dance.
5. The Vice President will make the introductions and announcements of Callers, Round Dance Team and others that need be recognized. This can be delegated to another Executive Board member and should be decided before the Stampede.
6. Under NO circumstance shall anybody advertise from the stage. Clubs are encouraged to post banners and flyers may be placed in a designated area. Officers and Directors should also display their banners.
7. WARNING - DO NOT ADD WAXES, POWDERS ETC. to any floor.
8. Vice President, or designee, shall make final THANK YOU'S.

### Attachments for Stampede:

- Sign In Sheets
  - Door Sales – Non Association Members
  - Door Sales – Non Association Youth
  - Door Sales – NCSDA Members (2)
  - Callers/NCSDA Executive Board
- Treasurer's Reconciliation Sheet
- Facility Checklist



## **Exhibit C – Anniversary Dance Guidelines**

The Anniversary Dance will be held on the first Sunday in January that is not part of a holiday weekend. The NCSDA President shall be the Chairman. The Top Callers of NCSDA elected the previous October shall be the callers. The NCSDA President, with the approval of the Executive Board, shall select the Cuer. A nominal donation will be asked of all dancers attending and the donation amount will be posted at the door. NCSDA members will be admitted at a discounted rate determined by the Executive Board.

### 1. President's Duties:

- a. Six months in advance of dance:
  - i. Lease/rent a hall. Hall should be able to accommodate the crowd expected.
    1. Contact Membership Chairman to obtain Certificate of Insurance.
  - ii. Contract a caterer or restaurant to provide dinner.
  - iii. Choose a caller to MC the dance (usually the Program Chairman from the most recent Golden State Round Up)
  - iv. Select a cuer, if so desired. (Usually the Round Dance Chairman from the most recent Golden State Round Up)
- b. One to two months in advance of dance:
  - i. Ask Secretary to provide names of Top Callers of NCSDA
  - ii. Ask MC or one of the Top Callers of NCSDA to provide sound.
  - iii. Prepare contracts for Top Callers of NCSDA and Cuer.
  - iv. Give Publicity Chairman information to prepare flyers & advertising
  - v. Prepare program giveaway.
- c. Dance Program and 50/50 raffle shall be at the discretion of the President.
- d. Two weeks in advance of dance:
  - i. Contact Caterer confirming time and location of dance.
  - ii. Contact Callers and Round Dance Cuer confirming time and location of dance.

### 2. Vice President's Duties

- a. Check with President to see if facilities will allow selling food and/or drinks.
- b. Soft drinks and coffee may be available for reasonable price; Golden State Round Up will retain surplus.

### 3. Treasurer's Duties

- a. Prior to dance, prepare cash box with \$100 in door change
- b. Have the following items at the dance to record the attendance.
  - i. Registration sheets for Callers, NCSDA Members, NCSDA Executive Board and Door Sales. (It is advisable to retain all attendance sheets for six (6) months in the event of a damage suit where attendance must be proven.)
  - ii. Reconciliation Sheet
- c. Door duty, Delegates may be asked to assist with dancers sign in.
- d. Cash receipts and disbursements:
  - i. Checks to be issued at the dance for the following expenditures:
    1. Issue check for Caterer or restaurant for dinners
    2. Sound fee of \$25.00 will be paid to the caller who provided sound.

Northern California Square Dancers Association  
Standing Rules

3. If rent has not been prepaid, obtain an invoice for the hall from the President. Invoice should be made out to the NCSDA.  
Exhibit C – Anniversary Dance Guidelines (cont)
4. MAKE NO CASH DISBURSEMENTS FROM THE DOOR RECEIPTS.
- e. Submit a report to the Executive Board at the next regularly scheduled meeting. The report shall consist of the following:
  - i. Number of door sales. (NCSDA Members, Non-Association youth, Non-Association Members)
  - ii. Number of callers, officers and delegates.
  - iii. Number of dinners sold.
  - iv. Number of dinners given away.
4. The President shall make the introductions and announcements of Callers, Round Dance Team and others that need to be recognized. These introductions and announcements should be decided before the dance starts. Under NO circumstance shall anybody advertise from the stage except for the Golden Doors Dance, Golden State Round Up and any upcoming Stampedes. Clubs are encouraged to post banners and flyers may be placed in a designated area. Officers and Directors should also display their banners.
5. WARNING - DO NOT ADD WAXES, POWDERS ETC. to any floor.
6. Make final THANK YOU'S.

Attachments for Anniversary Dance:

- Sign In Sheets
  - Door Sales – Non Association Members
  - Door Sales – Non Association Youth
  - Door Sales – NCSDA Members (2)
  - Callers/NCSDA Executive Board
- Treasurer's Reconciliation Sheet
- Facility Checklist

## **Exhibit D – Golden Doors Dance Guidelines**

The Golden Doors Dance will be held on the third Sunday in April (unless the third Sunday is a holiday). The President shall be the Chairman. The President, with the approval of the Executive Board, shall select the caller(s) for Golden Doors. A nominal donation will be asked of all dancers attending and the donation amount will be posted at the door.

### 1. President's Duties:

- a. Six to eight months in advance of dance:
  - i. Lease/rent a hall. Hall should be able to accommodate crowd expected.
    1. Contact Membership Chairman to obtain Certificate of Insurance.
  - ii. Select one or two callers to be on program
  - iii. Select a cuer, if so desired.
- b. One to two months in advance of dance:
  - i. Prepare contracts for Callers and Cuer.
  - ii. Give Publicity Chairman necessary information for flyers & advertising
- c. Dance Program and 50/50 raffle shall be at the discretion of the President.
- d. Contact Callers and Round Dance Cuer confirming time and location two weeks in advance of the dance.

### 1. Vice President's Duties

- i. Check with President to see if facilities will allow selling food and/or drinks.
- ii. Food and drinks may be available for sale at a reasonable price; Golden State Round Up will retain surplus.

### 2. Treasurer's Duties

- i. Prior to dance, prepare cash box with \$100 in door change
- ii. Have the following items at the dance to record the attendance.
  - i. Registration sheets for Callers, NCSDA Members, NCSDA Executive Board and Door Sales. (It is advisable to retain all attendance sheets for six (6) months in the event of a damage suit where attendance must be proven.)
  - ii. Reconciliation Sheet
- iii. Door duty, Delegates may be asked to assist with dancers sign in.
- iv. Cash receipts and disbursements:
  - i. Checks to be issued at the dance for the following expenditures:
    1. Issue checks for callers and cuer
    2. Sound fee of \$25.00 will be paid to a caller who will provide sound.
    3. If rent has not been prepaid, obtain an invoice for the hall from the President. Invoice should be made out to the NCSDA.
    4. MAKE NO CASH DISBURSEMENTS FROM THE DOOR RECEIPTS.
- v. Submit a report to the Executive Board at the next regularly scheduled meeting. The report shall consist of the following:
  - i. Number of door sales. (NCSDA Members, Non-Association youth, Non-Association Members)
  - ii. Number of callers, officers and delegates.

Northern California Square Dancers Association  
Standing Rules

3. The President shall make the introductions and announcements of Callers, Round Dance Team and others that need to be recognized. These introductions and announcements should be decided before the dance starts. Under NO circumstance shall anybody advertise from the stage except for the Golden State Round Up and upcoming Stampedes. Clubs are encouraged to post banners and flyers may be placed in a designated area. Officers and Directors should also display their banners.
4. WARNING - DO NOT ADD WAXES, POWDERS ETC. to any floor.
5. Make final THANK YOU'S.

Attachments for Golden Doors:

Sign In Sheets

Door Sales – Non Association Members

Door Sales – Non Association Youth

Door Sales – NCSDA Members (2)

Callers/NCSDA Executive Board

Treasurer's Reconciliation Sheet

Facility Checklist

## **Exhibit E – Golden State Round Up Policy**

### Article I

1. The Golden State Round Up Committee is a Standing Committee of the Northern California Square Dancers Association and shall be subordinate to the NCSDA Executive Board.
2. The weekend containing the Memorial Day Holiday shall be known as the Golden State Round Up Weekend.

### Article II

1. All contracts, written or verbal, must be approved by the General Chairman, and then sent to the Executive Board for final approval.
2. The newly elected Secretary/General Chairman shall sign the contract for a Round Up site for a specific year for their specified year with the approval of the Executive Board.
3. The Round Up shall have featured callers as approved by the NCSDA Executive Board. The NCSDA Secretary may contract the featured callers and cuers as much as three years prior.

### Article III

1. There shall be an Advisory Committee composed of Past Round Up Chairmen and NCSDA Officers. There shall be a minimum of 3 active Past Round Up Chairmen. If less than three agree to serve, the President shall appoint replacements subject to Executive Board approval.
2. The NCSDA President shall become Chairman of the Advisory Committee in July, following the Round Up.
3. Should the Round Up Chairman be unable to continue as Chairman, the Assistant General Chairman (NCSDA Treasurer) shall assume the duties of the Chairman and may, with the approval of the Executive Board, appoint another to assist the Chairman. Should the Assistant General Chairman (NCSDA Treasurer) not wish to accept that position, a new Round Up General Chairman shall be selected by the NCSDA Executive Board from among the past active Round Up Chairmen.

### Article IV

1. The General Chairman should present for Executive Board approval, key committee chairmen at the July meeting. The key Committees are: Program, Round Dance Chairman, Pre-Registration, Breakfast, Facilities, Vendor, Wagon Master, and Housing, if necessary.
2. The General Chairman should appoint Board members from each District to be Committee Chairman or committee members, remaining committees to be filled at the General Chairman's discretion.

### Article V

1. Two checking accounts in the name of the Golden State Round Up shall be maintained. One account named Golden State Round Up - Even for the even numbered festivals. The second account named Golden State Round Up for the odd numbered festivals.

Northern California Square Dancers Association  
Standing Rules

2. At the close of each Round Up's books there shall be left in the appropriate checking account a balance of \$500.00 to be turned over to the next Round Up Treasurer. Early bird sales are to be deposited into the correct Round Up checking account.
3. The Executive Board must approve any expenditure of \$50.00 or more over the budget.
4. Only contracted expenses and fees shall be paid for Featured Callers, Featured Round Dance Team, Program Chairman, and Round Dance Chairman.
5. The Treasurer shall prepare a written financial report as soon as possible after the Round Up to be presented to the NCSDA and then filed for audit.
6. The tax preparer shall prepare 1099 IRS Forms for those receiving over \$600.00 income.

Article VI

1. Registration fee and closing date should be approved by the Executive Board 15 months prior to the Round Up.
2. Registration fee may be waived for Principal Callers/Cuers and programmed Exhibition Groups for the weekend.
3. Program Chairman and Round Dance Chairman shall receive 3 nights lodging.
4. No expenses or fees shall be paid to any participants, singly or in groups except the registration fee shall be waived for NCSDA Officers, Directors and Assistants, NCSDA Past Presidents, Round Up Committee Chairmen and State Council Affiliates.

Article VII

1. Square dancing shall be programmed at CALLERLAB levels.
2. All material such as flyers, correspondence, and any other pieces of written material to be distributed would be dated when printed and on goldenrod paper.
3. There shall be a printed Round Up program distributed at no charge.

Article VIII

1. Fee for Early Bird ribbons, if offered, shall be approved by the Executive Board. They shall be limited to All Event ribbons and sold only during the Round Up weekend of the preceding year.
2. There shall be no NCSDA advertising or promotion of the next succeeding Round Up before the current Golden State Round Up weekend. This applies to all forms of advertising including literature, dress, or relative materials. Exceptions will be the preview of committee dress at the January and February NCSDA meetings only.

Attachments for Golden State Round Up Policy:  
Treasurer's Cash Box Reconciliation



# N.C.S.D.A. STAMPEDE



STAMPEDE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## Attachments that are a part of these Guidelines

### Exhibit B Attachments – Stampede

Sign In Sheets

Door Sales – Non Association Members

Door Sales – Non Association Youth

Door Sales – NCSDA Members (2 pages)

Callers/NCSDA Executive Board

Treasurer's Reconciliation

Facilities Checklist



# N.C.S.D.A. STAMPEDE



STAMPEDE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## DOOR SALES – NON ASSOCIATION MEMBERS

NAME

CLUB

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____





# N.C.S.D.A. STAMPEDE



STAMPEDE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## DOOR SALES – NON ASSOCIATION YOUTH

NAME

CLUB

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____



# N.C.S.D.A. STAMPEDE



STAMPEDE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## DOOR SALES - NCSDA MEMBERS

NAME

CLUB

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____



# N.C.S.D.A. STAMPEDE



STAMPEDE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## DOOR SALES - NCSDA MEMBERS

NAME

CLUB

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____



# N.C.S.D.A. STAMPEDE



STAMPEDE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## CALLERS

NAME

CLUB

- |           |       |
|-----------|-------|
| 1. _____  | _____ |
| 2. _____  | _____ |
| 3. _____  | _____ |
| 4. _____  | _____ |
| 5. _____  | _____ |
| 6. _____  | _____ |
| 7. _____  | _____ |
| 8. _____  | _____ |
| 9. _____  | _____ |
| 10. _____ | _____ |

## NCSDA EXECUTIVE BOARD & PAST PRESIDENTS

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |



# N.C.S.D.A. STAMPEDE

## Treasurer's Reconciliation



LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

DISTRICT \_\_\_\_\_ HOSTING DIRECTOR \_\_\_\_\_

Attendance: Non Association Youth	_____ @ \$ _____	=	\$ _____	
Non Association Members	_____ @ \$ _____	=	\$ _____	
NCSDA Members	_____ @ \$ _____	=	\$ _____	
NCSDA Board	_____ @ \$ _____	=	\$ _____	
50/50 Tickets			\$ _____	
Total Dancers _____			Subtotal \$ _____	

Guests:

Principal Callers \_\_\_\_\_ VIPs \_\_\_\_\_

\*\*\*\*\*  
 Total \_\_\_\_\_ divided by 8 = \_\_\_\_\_ Squares  
 \*\*\*\*\*

Pre Sales

Membership distributions \$ \_\_\_\_\_

EXPENSES:

TOTAL INCOME \$ \_\_\_\_\_

Advertising	\$ _____	Hall Rental	\$ _____
Badges/Pins	\$ _____	Program	\$ _____
Callers	\$ _____	Refreshments	\$ _____
Decorations	\$ _____	Sound	\$ _____
Other	_____		\$ _____

TOTAL EXPENSES \$ \_\_\_\_\_

<b>INCOME</b>		<b>TOTAL EXPENSES</b>		<b>Net</b>
Dance	\$ _____	Dance	\$ _____	\$ _____
50/50	\$ _____			\$ _____
				<b>NET SURPLUS (LOSS) \$ _____</b>

Door change \$ \_\_\_\_\_

Deposit amount \$ \_\_\_\_\_

REMARKS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# N.C.S.D.A. STAMPEDE



Facility \_\_\_\_\_

Custodian \_\_\_\_\_

Club \_\_\_\_\_

District \_\_\_\_\_ Representative \_\_\_\_\_

## FACILITY CONDITIONS

### BEFORE USE

FLOOR

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

RESTROOMS

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

GENERAL APPEARANCE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

### AFTER USE

FLOOR

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

RESTROOMS

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

GENERAL APPEARANCE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

### COMMENTS & NOTATIONS

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## AREA AROUND BUILDING

### BEFORE USE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

Windows – List all damaged windows

---

---

### AFTER USE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

Windows – Additional damage

---

---

### COMMENTS:

---

---

EVERYTHING USED PUT BACK WHERE IT WAS FOUND Yes \_\_\_\_\_ No \_\_\_\_\_

Not required by contract and /or Custodian \_\_\_\_\_

### SIGNED

Representative \_\_\_\_\_ Date \_\_\_\_\_

Custodian \_\_\_\_\_ Date \_\_\_\_\_



# N.C.S.D.A. ANNIVERSARY DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## Attachments that are a part of these Guidelines

### Exhibit C Attachments – Anniversary Dance

Sign In Sheets

Door Sales – Non Association Members

Door Sales – Non Association Youth

Door Sales – NCSDA Members (2 pages)

Callers/NCSDA Executive Board

Treasurer's Reconciliation

Facilities Checklist



# N.C.S.D.A. ANNIVERSARY DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## DOOR SALES – NON ASSOCIATION MEMBERS

NAME

CLUB

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

## DOOR SALES – NON ASSOCIATION YOUTH





# N.C.S.D.A. ANNIVERSARY DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

NAME

CLUB

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

## DOOR SALES - NCSDA MEMBERS

NAME

CLUB



# N.C.S.D.A. ANNIVERSARY DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

- |     |       |       |
|-----|-------|-------|
| 1.  | _____ | _____ |
| 2.  | _____ | _____ |
| 3.  | _____ | _____ |
| 4.  | _____ | _____ |
| 5.  | _____ | _____ |
| 6.  | _____ | _____ |
| 7.  | _____ | _____ |
| 8.  | _____ | _____ |
| 9.  | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |
| 13. | _____ | _____ |
| 14. | _____ | _____ |
| 15. | _____ | _____ |
| 16. | _____ | _____ |
| 17. | _____ | _____ |
| 18. | _____ | _____ |
| 19. | _____ | _____ |
| 20. | _____ | _____ |

## DOOR SALES - NCSDA MEMBERS

NAME

CLUB

1. \_\_\_\_\_

\_\_\_\_\_



# N.C.S.D.A. ANNIVERSARY DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

## CALLERS

NAME

CLUB

1.	_____	_____
2.	_____	_____



# N.C.S.D.A. ANNIVERSARY DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

- |     |       |       |
|-----|-------|-------|
| 3.  | _____ | _____ |
| 4.  | _____ | _____ |
| 5.  | _____ | _____ |
| 6.  | _____ | _____ |
| 7.  | _____ | _____ |
| 8.  | _____ | _____ |
| 9.  | _____ | _____ |
| 10. | _____ | _____ |

## **NCSDA EXECUTIVE BOARD & PAST PRESIDENTS**

- |     |       |     |       |
|-----|-------|-----|-------|
| 1.  | _____ | 11. | _____ |
| 2.  | _____ | 12. | _____ |
| 3.  | _____ | 13. | _____ |
| 4.  | _____ | 14. | _____ |
| 5.  | _____ | 15. | _____ |
| 6.  | _____ | 16. | _____ |
| 7.  | _____ | 17. | _____ |
| 8.  | _____ | 18. | _____ |
| 9.  | _____ | 19. | _____ |
| 10. | _____ | 20. | _____ |



# N.C.S.D.A. ANNIVERSARY DANCE

## Treasurer's Reconciliation



**DANCE LOCATION** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Door Sales:**

Attendance: Non Association Youth	_____ @ \$ _____	=	\$ _____	
Non Association Members	_____ @ \$ _____	=	\$ _____	
NCSDA Members	_____ @ \$ _____	=	\$ _____	
NCSDA Board	_____ @ \$ _____	=	\$ _____	
Dinners	_____ @ \$ _____	=	\$ _____	
50/50			\$ _____	

**Guests:** **TOTAL** \$ \_\_\_\_\_

Principal Callers \_\_\_\_\_ VIPs \_\_\_\_\_

\*\*\*\*\*  
 Total \_\_\_\_\_ divided by 8 = \_\_\_\_\_ Squares  
 \*\*\*\*\*

**Pre Sales**

Membership distributions \$ \_\_\_\_\_

Dinners \$ \_\_\_\_\_

**EXPENSES:**

**TOTAL INCOME** \$ \_\_\_\_\_

Advertising	\$ _____	Hall Rental	\$ _____
Badges/Pins	\$ _____	Program	\$ _____
Callers	\$ _____	Refreshments	\$ _____
Decorations	\$ _____	Sound	\$ _____
Other	_____		\$ _____

**TOTAL EXPENSES** \$ \_\_\_\_\_

INCOME	TOTAL EXPENSES	Net
Dance \$ _____	Dance \$ _____	\$ _____
Dinners \$ _____	Dinners \$ _____	\$ _____
50/50 \$ _____		\$ _____
		<b>NET SURPLUS (LOSS)</b> \$ _____

Door change \$ \_\_\_\_\_ Deposit amount \$ \_\_\_\_\_

**REMARKS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# N.C.S.D.A. ANNIVERSARY DANCE



Facility \_\_\_\_\_

Custodian \_\_\_\_\_

## FACILITY CONDITIONS

### BEFORE USE

FLOOR

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

RESTROOMS

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

GENERAL APPERANCE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

### AFTER USE

FLOOR

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

RESTROOMS

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

GENERAL APPERANCE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

COMMENTS & NOTATIONS

---

---

---

## AREA AROUND BUILDING

### BEFORE USE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

Windows – List all damaged windows

---

---

### AFTER USE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

Windows – Additional damage

---

---

COMMENTS:

---

---

EVERYTHING USED PUT BACKWHERE IT WAS FOUND Yes \_\_\_\_\_ No \_\_\_\_\_

Not required by contract and /or Custodian \_\_\_\_\_

### SIGNED

President \_\_\_\_\_ Date \_\_\_\_\_

Custodian \_\_\_\_\_ Date \_\_\_\_\_



# N.C.S.D.A. GOLDEN DOORS DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## Attachments that are a part of these Guidelines

### Exhibit D Attachments – Golden Doors Dance

Sign In Sheets

Door Sales – Non Association Members

Door Sales – Non Association Youth

Door Sales – NCSDA Members (2 pages)

Callers/NCSDA Executive Board

Treasurer's Reconciliation

Facilities Checklist



# N.C.S.D.A. GOLDEN DOORS DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

## DOOR SALES – NON ASSOCIATION MEMBERS

NAME

CLUB

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

## DOOR SALES – NON ASSOCIATION YOUTH





# N.C.S.D.A. GOLDEN DOORS DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

NAME

CLUB

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

## NCSDA MEMBERS



# N.C.S.D.A. GOLDEN DOORS DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

NAME

CLUB

- |     |       |       |
|-----|-------|-------|
| 1.  | _____ | _____ |
| 2.  | _____ | _____ |
| 3.  | _____ | _____ |
| 4.  | _____ | _____ |
| 5.  | _____ | _____ |
| 6.  | _____ | _____ |
| 7.  | _____ | _____ |
| 8.  | _____ | _____ |
| 9.  | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |
| 13. | _____ | _____ |
| 14. | _____ | _____ |
| 15. | _____ | _____ |
| 16. | _____ | _____ |
| 17. | _____ | _____ |
| 18. | _____ | _____ |
| 19. | _____ | _____ |
| 20. | _____ | _____ |

## NCSDA MEMBERS

NAME

CLUB



# N.C.S.D.A. GOLDEN DOORS DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

- |     |       |       |
|-----|-------|-------|
| 1.  | _____ | _____ |
| 2.  | _____ | _____ |
| 3.  | _____ | _____ |
| 4.  | _____ | _____ |
| 5.  | _____ | _____ |
| 6.  | _____ | _____ |
| 7.  | _____ | _____ |
| 8.  | _____ | _____ |
| 9.  | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |
| 13. | _____ | _____ |
| 14. | _____ | _____ |
| 15. | _____ | _____ |
| 16. | _____ | _____ |
| 17. | _____ | _____ |
| 18. | _____ | _____ |
| 19. | _____ | _____ |
| 20. | _____ | _____ |

## CALLERS

NAME

CLUB

- |    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
|----|-------|-------|



# N.C.S.D.A. GOLDEN DOORS DANCE



DANCE LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

CALLER \_\_\_\_\_ ROUND DANCE TEAM \_\_\_\_\_

- |           |       |
|-----------|-------|
| 2. _____  | _____ |
| 3. _____  | _____ |
| 4. _____  | _____ |
| 5. _____  | _____ |
| 6. _____  | _____ |
| 7. _____  | _____ |
| 8. _____  | _____ |
| 9. _____  | _____ |
| 10. _____ | _____ |

## NCSDA EXECUTIVE BOARD & PAST PRESIDENTS

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |



# N.C.S.D.A. GOLDEN DOORS DANCE

## Treasurer's Reconciliation



LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

Attendance: Non Association Youth \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Non Association Members \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 NCSDA Members \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 NCSDA Board \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 50/50 Tickets \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Dancers \_\_\_\_\_ Subtotal \$ \_\_\_\_\_

Guests:

Principal Callers \_\_\_\_\_ VIPs \_\_\_\_\_

\*\*\*\*\*  
 Total \_\_\_\_\_ divided by 8 = \_\_\_\_\_ Squares  
 \*\*\*\*\*

Pre Sales

Membership distributions \$ \_\_\_\_\_

EXPENSES:

TOTAL INCOME \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_ Hall Rental \$ \_\_\_\_\_  
 Badges/Pins \$ \_\_\_\_\_ Program \$ \_\_\_\_\_  
 Callers \$ \_\_\_\_\_ Refreshments \$ \_\_\_\_\_  
 Decorations \$ \_\_\_\_\_ Sound \$ \_\_\_\_\_  
 Other \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

INCOME		TOTAL EXPENSES	Net
Dance	\$ _____	Dance	\$ _____
50/50	\$ _____		\$ _____
			NET SURPLUS (LOSS) \$ _____

Door change \$ \_\_\_\_\_

Deposit amount \$ \_\_\_\_\_

REMARKS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# N.C.S.D.A. GOLDEN DOORS DANCE



Facility \_\_\_\_\_

Custodian \_\_\_\_\_

## FACILITY CONDITIONS

### BEFORE USE

FLOOR

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

RESTROOMS

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

GENERAL APPEARANCE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

### AFTER USE

FLOOR

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

RESTROOMS

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

GENERAL APPEARANCE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

COMMENTS & NOTATIONS

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## AREA AROUND BUILDING

### BEFORE USE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

Windows – List all damaged windows

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### AFTER USE

Clean \_\_\_\_\_ Dirty \_\_\_\_\_

Windows – Additional damage

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COMMENTS:

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EVERYTHING USED PUT BACK WHERE IT WAS FOUND Yes \_\_\_\_\_ No \_\_\_\_\_

Not required by contract and /or Custodian \_\_\_\_\_

### SIGNED

President \_\_\_\_\_ Date \_\_\_\_\_

Custodian \_\_\_\_\_ Date \_\_\_\_\_



# Golden State Round Up

Cash Box Reconciliation



Date: \_\_\_\_\_

Session: AM / PM

## Attachments that are a part of these Guidelines

### Exhibit D Attachments – Golden State Round Up Treasurer's Reconciliation



# Golden State Round Up

## Cash Box Reconciliation



Date: \_\_\_\_\_

Session:

AM / PM

Number of ribbons sold:

_____ Adult All Event	@ \$	ea \$	_____
_____ Saturday / Sunday All Day	@ \$	ea \$	_____
_____ Youth All Event (under 18)	@ \$	ea \$	_____
_____ Newer Dancer All Event	@ \$	ea \$	_____
_____ Handicapable (each day)	@ \$	ea \$	_____
_____ Friday Night	@ \$	ea \$	_____
_____ Saturday Only	@ \$	ea \$	_____
_____ Sunday Only	@ \$	ea \$	_____

**TOTAL Ribbons sold** \$ \_\_\_\_\_

(This number should equal Total Cash, Checks & Credit Cards)

### Cash

\$100	x	_____	\$	_____
50	x	_____	\$	_____
20	x	_____	\$	_____
10	x	_____	\$	_____
5	x	_____	\$	_____
1	x	_____	\$	_____

**COINS** \$ \_\_\_\_\_

**TOTAL Cash** \$ \_\_\_\_\_

### Checks

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL checks** \$ \_\_\_\_\_

### Credit Cards

_____	_____
_____	_____
_____	_____

**Total Deposit** \$ \_\_\_\_\_

**TOTAL credit cards** \$ \_\_\_\_\_

**Total Cash, Checks & Credit Cards:** \$ \_\_\_\_\_

(This number should equal Total Ribbons Sold)