District Coordinators – Guidance – March 17 2019

Prepared by Jerry Venters, Treasurer

From time to time as the Treasurer of HOA-RLI, I receive questions about how the District Coordinators (DCs) should do various things and whether certain expenses are payable by HOA-RLI, etc. With the approval of the HOA-RLI Finance Committee, I’m sending this Memo to all DCs to provide some suggestions and guidance on the most frequently raised questions.

FEE REFUNDS

Often, Rotarians register online for a session but then fail to attend that session. HOA-RLI has traditionally left the process for making refunds (or not) to the Districts, and the Committee believes that that is still the best policy. We understand that most DCs, with the approval of the registrant, carry the online credit card payments forward and apply them to a future RLI session, and that seems to be a good policy, though it does require you to do some tracking and extra paperwork.

Refunds within 90 days: If a Rotarian has paid online with a credit card and requests a refund within 90 days of making the payment, PayPal will make a full refund to that credit card and will also refund the $1.75 fee that HOA-RLI pays on each credit card payment. PayPal will not make any refunds after 90 days. When these requests are received, you should advise Eric Lewis, the HOA-RLI Registrar, and he will process the refund through PayPal.

Refunds after 90 days: If a Rotarian requests a refund after 90 days of initial payment, the only way we can make a refund is by check, which we are willing to do. However, we do not receive a refund of the $1.75 PayPal fee. For these requests, HOA-RLI will refund $45 of the $50 fee, in effect charging $5 for the lost fee and the costs of issuing and sending checks to the Rotarian. Requests for refunds by check should be directed to me as the Treasurer.

SESSION EXPENSES/BUDGETS

Our goal for all sessions is that the cost per student should not exceed the $50 fee paid by the Rotarian. For the most part, all DCs are able to keep their costs under $50, but on occasion there are costs in excess of $50, and we understand that. The expense items that the DCs can actually control are the facility rent, food costs, and occasionally the cost of inviting a facilitator from outside the host district. You have limited control over the cost of your supplies (easel pads, primarily) and no control over the PayPal fees mentioned above.

In the interest of good stewardship, the Finance Committee suggests the following expense guidelines for our RLI sessions (and I emphasize these are guidelines):

$10.50 – Printed curriculum outlines (they cost us slightly less than $3.50/student/session) and supplies (easel pads, binders, markers, etc.)

$3.00 – Rent per student

$30.00 – Food and snacks

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$43.50 – Total of above expenses

If five attendees pay by credit card, with a PayPal fee of $1.75 each, that would add $8.75 and push the session cost over $50 per student. (As a general rule, about one-half of attendees pay their fees online, by credit card, and that makes our jobs easier as we don’t have to process the paper checks.)

The most obvious place for cost reduction is in the food costs. The goal should be, whenever possible, to keep the total food cost per student under $30/session; however, at the same time we should provide healthy, wholesome meals and snacks.

Last Rotary year (2017-18), our expenses were $45.43/student/session, not including the Pay Pal fees, so we know that all of you are working hard to keep our costs in line. If we can continue to do this, we will be able to hold the $50 fee/session for an indefinite time. We appreciate your efforts in this regard.

OUT-OF-DISTRICT FACILITATORS

On occasion, facilitators residing outside a district are invited to facilitate certain segments of the curriculum in the host district’s RLI session. These facilitators usually want to be reimbursed for their mileage and their hotel costs, which is not an unreasonable request. HOA-RLI will reimburse these costs for such facilitators. These facilitators should submit separate expense reports for their mileage and lodging expenses.

However, if two or more districts hold joint RLI sessions where both attendees and facilitators are coming from the hosting districts, such mileage and hotel costs will not be reimbursed. In these instances, the guideline is the same as for RLI sessions involving a single district (i.e., no reimbursement is paid facilitators for mileage and lodging).

PURCHASING SUPPLIES FROM OTHER VENDORS

HOA-RLI has negotiated favorable costs with Office 360 for the supplies we need (easel pads, binders, etc.), which most everyone orders through our supplies guru, PDG Jerome Bannister. However, some of the common supplies like easel pads and markers may be found online (read: Amazon!) at lower prices. If you prefer to order supplies online from other vendors – and can obtain equal quality at a lesser price – HOA-RLI will reimburse you for those supplies, if you include them on your expense reimbursement form and attach a copy of the invoice .

HOA-RLI has also negotiated very favorable rates with The Mailing Station for the printing of our curriculum outlines (about 10 cents/page), and we strongly urge you to not have these outlines printed locally (usually 25 or more cents/page). Please order your curriculum materials through Jerome Bannister well in advance of your sessions so this local printing cost (and higher expedited shipping costs) can be avoided.