

HERC Club Rides & Events

Planning:

Submit your ride or event request to the Ride Director or HERC President for review and approval at least 2 weeks prior to the event. Your submission should provide complete details of the ride or event as well as the desired HERC support or reimbursement. The ride submission should be submitted prepared for distribution if approved. Ideally ride / event notification should be planned and communicated well in advance to provide members ample opportunity to plan to attend the event. A minimum of 7 days advance notice is required for most recurring events such as MX track days and off-road trail rides. Your ride invitation should have the RSVP date and contact person.

Ride or Event Participation:

Please realize that ride events may have participants of all skill levels so plan accordingly. Please be sure to indicate the type of riding that will be encountered as well as the skill level required (beginner, novice, and intermediate, advanced) and if there will be separate ride groups for different levels. Also indicate any equipment requirements such as spark arrestor, green sticker, Adventure Pass or memberships. Provide a good map or directions as well as a meeting place and time. Provide the contact person as well as a phone number. Make it easy for participants to find you.

Reimbursement:

Keep a copy of the original ride notification and submit that along with a list of HERC participants and non-HERC participants as well as receipts for reimbursement. Some events will require individuals to submit for reimbursement, but most often the ride leader will pay for group meals, gas and refreshments and seek reimbursement afterwards. HERC recommends using a credit card to pay for club expenses and HERC will make every attempt to reimburse you promptly if you have provided the necessary information and receipts. Important; keep track of your expenses and save your receipts. **HERC must have a receipt to reimburse you.**

Tow money will be issued for some events to reimbursement members for the cost of traveling to and from the event. It is the ride leader's responsibility to keep a list of HERC members in attendance and provide the list to the HERC President for reimbursement. The preferred method is to forward a copy of the original ride notification along with a brief summary of the event, HERC members in attendance, requested reimbursement and any required receipts.

The HERC president will approve your request for reimbursement and the HERC treasurer will issue reimbursement. Be sure to include both people on your reimbursement submissions. All paperwork including receipts should be sent to HERC Treasurer once your request for reimbursement has been approved by the HERC President.

Event Receipts/Reimbursement requests must be turned in within two weeks from event date. Reimbursements will be distributed within four weeks of event date.

HERC Board of Directors
09/15/08