

Volunteer Reimbursement Procedure Fall/Winter 2011-12 Daytona “Mini-Pro” Events

The Fall 2011 schedule for CFR Worker Support of Daytona “Mini-Pro” events has expanded to include 19 work days between early October 2011 and early January 2012. Our volunteers are tasked with supporting:

- ❖ **October 7-9: Porsche Club of America**
- ❖ **November 4-5-6: Italian Cars**
- ❖ **November 10-13: HSR**
- ❖ **November 16-17: Grand Am Test**
- ❖ **December 3-4: Audi Club**
- ❖ **December 6-7: Grand Am Tests**
- ❖ **January 6-8: Grand Am Test**

In order to make volunteering to support these events affordable for more of our members (particularly for those who live outside of the Daytona area), the Region will provide the following beginning with the Italian Cars (Nov 4-6) event:

- 1) A \$25 gas card for **each day** worked
- 2) Motel Room/Campground reimbursement (details below).

Motel/Campground Reimbursement:

- 1) Workers who work for consecutive days are eligible for motel/campground expense reimbursement for the number of consecutive days worked less 1. In other words – if you work two consecutive days you are eligible for one night’s reimbursement. If you work 3 consecutive days then you are eligible for 2 nights’ reimbursement.
- 2) Only motel/campground expense will be reimbursed – and a receipt documenting your stay at a Daytona area motel or campground for the appropriate date will be required in order to be reimbursed.
- 3) Eligible workers may be reimbursed for their motel or campground expense up to \$35/night.
- 4) Eligible workers sharing a room may be reimbursed up to \$25/night per person. In this case, only one reimbursement check will be written to the individual presenting the motel/campground receipt. Names of roommates must be provided.
- 5) Room reimbursement forms will be available on the CFR website and at the event. A completed reimbursement form with receipts must be submitted to the Motel Reimbursement Administrator (David MacGregor) no later than 60 days following the event worked. All reimbursements will be verified with specialty chiefs so be sure that your specialty chief has you on his/her list of workers for the event.
- 6) Completed Reimbursement forms should be given/sent to David MacGregor – 1252 Clays Trl Oldsmar FL 34677

Gas cards will be distributed at each event by the RE or his designated representative (usually Bill Cannons). In the event that you do not receive your gas card(s) at any of these events, please contact the RE for assistance.

This procedure is subject to change at any time – updates will be posted on the CFR Website as they occur.