



Green Valley Recreation, Inc.

New GVR Club Frequently Asked Questions

1. Where can I find information about GVR Clubs?

Detailed information about GVR Clubs is available on the GVR website gvrec.org.

CPM. Under the Governance Tab – Documents you will find the GVR Corporate Policy Manual (CPM) which governs all GVR activities. Part 6: GVR Programs and Clubs contains information specific to Clubs. Topics include bylaws, membership, reservations, classes, insurance, records management, product sales, taxes and more.

Club Documents. Clubs – Club Documents displays Club promotions, samples, documents, and forms. This section is updated as new information becomes available.

2. Can we limit membership in our club?

No. All GVR members are entitled to join clubs. If specific skills are needed, training must be offered.

3. What happens if our membership drops significantly?

All clubs must retain a minimum of 25 active members to retain club status. Each club must maintain sufficient membership to utilize at least 50% of the assigned space for six months out of the year or it may be reassigned to another location.

4. What happens if some members of our group start meeting separately from our club?

Any group of members who fragment from the nucleus club will not be extended club privileges and priorities of a GVR club. GVR interprets this movement as a duplication of an existing club.

5. How many meetings are we required to have?

A club must have at least one membership meeting each year to elect new officers if needed, review the clubs Bylaws, and conduct any other necessary club business.

6. Who is eligible to be a guest of GVR?

As stated in GVR's Corporate Policy Manual, guest privileges are intended for temporary visitors of a Regular Member, Assigned Member, Tenant, CRCF Resident, or Life Care Member of GVR and who live outside a twenty (20) mile radius of established GVR boundaries.



7. Are we allowed to have guests at our club functions and activities?

Clubs may allow a guest to accompany a club member based on the frequency defined in the club bylaws, as long as they are eligible guests of the GVR member in accordance with the GVR board policy and as defined in the GVR bylaws. Guests are not permitted to regularly participate in club activities.

8. What if we want to revise our club Bylaws?

Revisions to club Bylaws must be approved by the club's Board of Directors, then submitted to the GVR Club Liaison for approval by GVR Administration every five years or as needed. Once revisions are approved, the club is notified and a member vote is required prior to adoption. Final copy is submitted to GVR for signature by the CEO and then made available to club members. Procedure is on the GVR website under Club Documents.

9. What type of records does our club have to maintain?

Clubs shall maintain a continuity of records including bylaws, club officers, membership roster, correspondence, meeting minutes, IRS records, finances, inventory and accident and safety reports. Permanent club records are located at the GVR Administrative Office and are retained for the life of the club.

10. What if we have a change of officers?

Immediately after an election of officers, or after an unexpected change of officers, the club shall submit a list of the new officers including name and GVR number to the GVR Club Liaison.

11. Who is authorized to schedule reservations from our club?

Two club contacts are named by the club to make club reservations, sign reservation contracts and request changes. Reservations and changes may only be granted to the two designated contacts.

12. Who schedules Club reservations at GVR?

The Reservations Coordinator schedules room reservations and is located at the GVR Administrative Office.

13. How far in advance can clubs make reservations?

Clubs may request reservations when they receive a notice from the Reservations Coordinator. The Reservations Coordinator will send a reservation permit to the club to be signed and returned within two weeks.



14. What is the scheduling priority for groups reserving GVR facilities?

Reservations will be assigned in the order specified in the Corporate Policy Manual - Board of Directors, annual festivals and performances, club events. See CPM Section 2. Use of GVR Facilities 1.2.6(A) for details.

Reservations are granted based on the number of requests for available space and are reviewed on an annual basis from September-November. Being granted a reservation at the same facility each year is not guaranteed.

15. Why do GVR members need to show their membership card when joining, renewing or participating in a Club?

The GVR member card is used to verify membership in GVR which allows staff and volunteers to grant access to the facilities and activities. Verifying membership improves accuracy of facility usage, activity interest, and keeps continuity in GVR.

16. Can GVR store supplies for clubs?

GVR may be able to store Club supplies used on a weekly basis depending on the club's needs and storage space availability. Requests are processed by the GVR Club Liaison.

17. Why do we need to submit an annual equipment inventory?

This report is used for insurance purposes, to make sure that hazardous materials are not being stored, and allow GVR to monitor the changing needs of the clubs since GVR storage space is limited.

18. Can a Club request changes to the days and times they meet?

Yes. The designated club contacts may contact the Reservations Coordinator to request a change. Changes are granted as long as space is available after all reservations have been booked based on their priority (see above).

Additional questions? Please contact the GVR Clubs Liaison 520.495.5843



Green Valley Recreation, Inc.

New GVR Club

Application Instructions

Establishing a GVR Club is a great way to network with other GVR members who share common interests. Once established, GVR Clubs enjoy complimentary reservations at GVR facilities and free advertising in GVR publications.

The timeframe to approve the Application for GVR “Club Status” is approximately 60-90 days, depending on the information submitted and the schedules for GVR Board of Directors meetings.

RESOURCES

GVR Website (gvrec.org)

- GVR Corporate Policy Manual (CPM) under Governance – Documents
- General Club Documents – Clubs – Club Documents

Application Paperwork

- Application for GVR Club Status
- GVR Club Membership Roster
- GVR Club Officers’ Information
- Club Bylaws
- Annual GVR Club Agreement to retain GVR “Club Status”

Process

1. Read the GVR Corporate Policy Manual (CPM) – in particular, Part 6: GVR Programs and Clubs, posted on the GVR Website. Also review the information posted under Clubs – Documents.
2. Complete the **Application for GVR Club Status** in its entirety.
3. Complete a preliminary **GVR Club Membership Roster**. Minimum of 35 members required to apply for Club Status. Include member name and GVR number.
4. Complete preliminary **GVR Club Officers Information**.



5. Complete **GVR Club Bylaws** based on the template approved by GVR which includes the minimum information that must be in the Bylaws. Your Bylaws may be expanded beyond the template if you have specific information or rules pertaining to your Club.
6. Complete and sign the current Annual **GVR Club Agreement to retain GVR “Club Status”**. This agreement is updated in December each year.
7. Submit the application to the GVR Administrative Office, Attn: Club Liaison 1070 S. Calle de las Casitas, or by mail to PO Box 586, Green Valley, AZ 85622, or by email as a .pdf to kathye@gvrec.org.

What’s next?

8. The GVR Management team will review your application. This typically takes up to 30 days. You will be contacted by a staff member regarding the status of your application. If the application is complete, your Club meets the mission of GVR, and your group does not duplicate an existing Club, your application will be forwarded to the GVR CEO.
9. The GVR CEO will review the Application and make a recommendation to the Board of Directors for approval.
10. The GVR Board of Directors gives final approval of “Club Status”. Representatives from your group are encouraged to attend the Board meeting when your application is on the agenda.

Questions? Please contact the GVR Club Liaison 520.495.5843



Green Valley Recreation, Inc.

New GVR Club Application for Club Status

Please read the FAQ and Application Instructions prior to completing this application

This application and supporting documents must be completed in their entirety. Partial applications cannot be processed. Attach additional sheets if necessary. If you have questions, please contact the GVR Club Liaison.

1. Proposed name of your club: The GVR _____ Club.
2. Have your interested members read the GVR Bylaws, and Corporate Policy Manual (CPM) posted on the GVR Website, including Part 6: GVR Programs and Clubs? YES ____ NO ____
3. You must have a minimum of thirty-five (35) GVR members to apply for "Club Status." Does your group have thirty-five (35) or more interested GVR members? YES ____ NO ____
4. Is the mission of your group consistent with GVR's mission: "To provide excellent facilities and services that create opportunities for recreation, social activities, and leisure education to enhance the quality of our members' lives? YES ____ NO ____
5. How will this club benefit GVR and the membership?
6. Please describe, in detail, the purpose, plan and charge of your group.
7. Why is your group seeking GVR "Club Status?" Check all that apply:

☐ High interest in activity	☐ Tax purposes
☐ Better operation of group	☐ Insurance
☐ Facility space	☐ Storage
☐ Reservation preference	☐ Need for dues
☐ GVR support	☐ Other _____



8. Does your group understand that facility reservations are not guaranteed and your meeting space may vary from year to year? YES ____ NO ____

9. What type of facility will you be requesting? (Note: Your group must be able to maintain 50% of the assigned space at all times)

____ Art Room

____ Large meeting room

____ Auditorium

____ Outdoor facilities

____ Dance floor

____ Dedicated space (such as the hobby shops)

____ Small meeting room

____ Swimming pool

____ Stage

____ Other _____

10. What days of the week will your group request to meet? (Note: Clubs are permitted two regularly scheduled activities each week)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

11. Requests for dedicated space that only club members may use is limited and reviewed on a case-by-case basis. Do you anticipate needing dedicated space for your club in the future? YES ____ NO ____ . If yes, please explain

12. Your group must be self-supporting in movable equipment, supplies, repairs and instructors through your club dues. Equipment to meet the desires of a club shall not be financially supported by GVR dues or income. GVR *does* supply basic services such as facilities, utilities, custodial/maintenance support, fixtures, tables, chairs and initial equipment basic to the activity. Is your group willing to be self-supporting? YES ____ NO ____

13. Does your group agree to leave all meeting rooms, kitchens, outdoor facilities, etc. in the condition in which you found them? YES ____ NO ____

14. Will your group need any special set-up assistance or staff services beyond room setup? If yes, please explain below. YES ____ NO ____

15. GVR clubs are open to all members of GVR and members shall not be refused admission to any GVR Club. Is your group willing to include all interested members? YES ____ NO ____

16. In the space below, please describe, in detail, any special qualifications or skills needed for your activity.

17. Is your group willing to provide orientation, instruction and training for new members if necessary? YES ____ NO ____



18. Does your group understand GVR's guest policy as stated in the GVR Bylaws and Corporate Policy Manual? YES ____ NO ____
19. Is your group willing to maintain an effective monitoring system to verify that all members attending your meetings/activities are all GVR members and eligible guests? YES ____ NO ____
20. Is your group willing to maintain monthly attendance records and report such to GVR? YES ____ NO ____
21. Are the members of your group willing to abide by GVR Bylaws, GVR Corporate Policy Manual, GVR Code of Conduct and Club Bylaws? YES ____ NO ____
22. Is your group willing to have at least one membership meeting a year to elect new officers, review club bylaws and report this information to GVR on an annual basis? YES ____ NO ____
23. Is your group willing to preserve club records for a minimum of 4 years? YES ____ NO ____
24. Is your group willing to furnish necessary insurance on any equipment not owned by GVR brought onto GVR premises; e.g., musical instruments, tape players, computers, radios, etc.? YES ____ NO ____
25. Is your group willing to submit a yearly financial statement, account balances, income, and make proper reporting to the IRS? YES ____ NO ____
26. Is your group willing to submit an updated membership roster, equipment inventory list, and other requested items to GVR annually? YES ____ NO ____
27. The current version of the GVR Corporate Policy Manual (CPM) is available on www.gvrec.org-Governance-Governing Documents & Reports-CPM. Have your interested members read this document? YES ____ NO ____

Attachments Checklist

- ☐ GVR Club Membership Roster
- ☐ GVR Club Officers' Information
- ☐ GVR Club Bylaws
- ☐ Annual GVR Club Agreement to retain GVR "Club Status"

Primary Contact

Name: _____ GVR#: _____

Address: _____

Phone: _____ Email: _____