

ADVENTURES IN LIFE LONG LEARNING

Policies and Procedures

An Operations Manual

The Officers, Members at Large, Chairs of Committees and Focus Groups have this manual to assist them in planning ALL's programs and activities.

University of Wisconsin-Parkside is our host and sponsor, and we are privileged to have access to the help and guidance they offer us and the use of their facilities.

It is therefore incumbent upon us to be meticulous in complying with the departmental procedures and requirements which impact us on many levels, i.e. space reservations and use; financial accountability; parking restrictions; service schedules, etc.

To avoid as many conflicts as possible for dates and room reservations, all events should be registered on ALL's Master Calendar located in the ALL office.

Please follow the Policies and Procedures as set forth in this compilation of requirements, guides and suggestions.

8/2016