



# California GREAT OUTDOORS, INC.

(A California Corporation)

## GREAT OUTDOORS PALM SPRINGS CHAPTER

### Policies & Procedures Manual

as well as

### History & Background Information

**Note: This is a work in progress document.**

Please forward any comments or corrections to this document to:

[Webmaster-PS@GreatOutdoors.org](mailto:Webmaster-PS@GreatOutdoors.org)

## Foreword

- This document is written for members of the Great Outdoors Palm Springs (GOPS) Chapter. Primarily for members who occupy positions on the GOPS Core Group. The Core Group is akin to a Board of Directors in other organizations. You can reach members of the Core Group at:

[http://www.greatoutdoors.org/ps/admin\\_core.shtml](http://www.greatoutdoors.org/ps/admin_core.shtml)

- This document is not a replacement for the GO Bylaws which always supersede anything found in this document. Our bylaws can be found at:

<http://www.greatoutdoors.org/pdfs/GObylaws.pdf>

- This document is a working document - meaning it is not set in stone and can be changed at any time by adding, deleting or amending a policy or procedure at a GOPS Core Group meeting.

- Other policies or procedures not requiring approval can also be incorporated into this document. For example, the Treasurer can insert procedures into this document for how to get reimbursed for an expense, etc.

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## **ARTICLES OF INCORPORATION**

A copy of the GO Articles Of Incorporation has been placed on the GO website at this link:

<http://www.greatoutdoors.org/Admin/PnP/ArticlesOfIncorporation.pdf>

It contains the purpose of our Corporation:

The specific purpose of this corporation is to function as a social and recreational gay and lesbian outdoors club offering low-cost outings in California's and surrounding states' finest wilderness areas. Membership and participation in the activities of this corporation are not subject to discrimination on the basis of race, ethnic heritage, color, religion or creed, age, socio-economic status, sex, and sexual orientation. The characteristics of the corporation are such as to provide for personal contact, comingling and fellowship with a common objective directed towards pleasure, recreation and such kindred purposes of a nonprofit nature.

## **BYLAWS**

A current copy of the Bylaws can be found on the Corporate website. The current link is:

<http://www.greatoutdoors.org/pdfs/GObylaws.pdf>

They were last amended on 10/16/2010.

## **CALIFORNIA CORPORATION**

Great Outdoors, Inc. is a California "nonprofit mutual benefit corporation organized under the Nonprofit Mutual Benefit Corporation Law." Our State corporation number is 1061289 and was filed with the Secretary of State on 12/7/1981.

## COLEMAN PRODUCTS

Members of Great Outdoors can order items from Coleman and receive substantial discounts because we are a non-profit organization. Our discount number is: 90405

You can visit their site at: <http://www.coleman.com/coleman/home.asp>

## eMAIL DISTRIBUTION LISTS

The email forwarding/distribution lists below are located on the Corporate website and are maintained by the Corporate Webmaster. They give you the ability to reach individuals without having to know their personal email address. For example, if you send an email to [chairman@greatoutdoors.org](mailto:chairman@greatoutdoors.org) it will be automatically forwarded to the personal email address of the current GO Chairman.

### ***Corporate email addresses:***

[chair@greatoutdoors.org](mailto:chair@greatoutdoors.org)

[secretary@greatoutdoors.org](mailto:secretary@greatoutdoors.org)

[treasurer@greatoutdoors.org](mailto:treasurer@greatoutdoors.org)

[boardreps@greatoutdoors.org](mailto:boardreps@greatoutdoors.org) (goes to each Chapter Board Rep)

[webmaster@greatoutdoors.org](mailto:webmaster@greatoutdoors.org)

[outdoors-experience@greatoutdoors.org](mailto:outdoors-experience@greatoutdoors.org)

[outreach@greatoutdoors.org](mailto:outreach@greatoutdoors.org)

[wagonmaster@greatoutdoors.org](mailto:wagonmaster@greatoutdoors.org)

[outings@greatoutdoors.org](mailto:outings@greatoutdoors.org)

[archives@greatoutdoors.org](mailto:archives@greatoutdoors.org)

[board@greatoutdoors.org](mailto:board@greatoutdoors.org) (forwards to all of the above email addresses)

### ***All Chapter email addresses:***

[presidents@greatoutdoors.org](mailto:presidents@greatoutdoors.org) (forwards to each Chapter President + GO Chair)

[vp-outings@greatoutdoors.org](mailto:vp-outings@greatoutdoors.org) (forwards to each Chapter VPO)

[secretaries@greatoutdoors.org](mailto:secretaries@greatoutdoors.org) (forwards to each Chapter Secretary)

[newsletters@greatoutdoors.org](mailto:newsletters@greatoutdoors.org) (forwards to each Chapter Newsletter Editor)

[webmasters@greatoutdoors.org](mailto:webmasters@greatoutdoors.org) (forwards to each Chapter Webmaster)

## ***Individual Chapter email addresses:***

Note: Where XXXX appears below, substitute one of the Chapter abbreviations: LA, OCLB, PS, SBVC or SD. For example, to send an email to the LA Chapter President, just address your email to: [president-LA@greatoutdoors.org](mailto:president-LA@greatoutdoors.org)

[president-XXXX@greatoutdoors.org](mailto:president-XXXX@greatoutdoors.org)  
[secretary-XXXX@greatoutdoors.org](mailto:secretary-XXXX@greatoutdoors.org)  
[treasurer-XXXX@greatoutdoors.org](mailto:treasurer-XXXX@greatoutdoors.org)  
[outings-XXXX@greatoutdoors.org](mailto:outings-XXXX@greatoutdoors.org)  
[newsletter-XXXX@greatoutdoors.org](mailto:newsletter-XXXX@greatoutdoors.org)  
[membership-XXXX@greatoutdoors.org](mailto:membership-XXXX@greatoutdoors.org)  
[outreach-XXXX@greatoutdoors.org](mailto:outreach-XXXX@greatoutdoors.org)  
[boardrep-XXXX@greatoutdoors.org](mailto:boardrep-XXXX@greatoutdoors.org)  
[webmaster-XXXX@greatoutdoors.org](mailto:webmaster-XXXX@greatoutdoors.org)  
[core-XXXX@greatoutdoors.org](mailto:core-XXXX@greatoutdoors.org)  
[info-XXXX@greatoutdoors.org](mailto:info-XXXX@greatoutdoors.org)

## **EVENTS**

***Annual Conference*** - is required by Bylaws and usually hosted by a Chapter. Corp. can host the conference as well. If a Chapter hosts conference, the Chapter prepares the Trip Notes & Registration Form, collects money and keeps any profit. **If a loss occurs, \_\_\_\_\_ (who eats it) ?**

Corporate can also provide additional funds for the conference, if necessary.

Current Chapter hosting order: PS, LA, SB/VC, OC/LB & SD

***Jamboree Event*** - an event put on by the Corporate Board for the benefit of the Corporate Treasury. A Chapter or an individual can also put on the event for the benefit of the Corporate Treasury. Receipts and expenses are recorded only on the Corporate books.

Any profit or loss belongs to the Corporate Treasury.

***All-Chapter Event*** - This is an event where all Chapters have agreed to participate. Usually one Chapter takes the primary lead and prepares the Trip Notes & Registration Form. Monies are deposited into one or more Chapter accounts. Any profits made are shared by all Chapters on a pro-rata share of those members paying. Corporate does not receive any of the profits.

For example, assume 100 people sign up and pay for the event -- 20 from SD, 10 from LA, 50 from OC/LB, 20 from SB/VC & zero (0) from PS. If a profit is made, 20% goes to SD, 10% to LA, 50% to OC/LB, 20% to SB/VC and nothing goes to PS.

In the event a financial loss occurs (say an event is rained out), then the five chapters equally split the loss.

Trip Notes or the Registration Form should stipulate what the refund policy is if the event is cancelled.

All Chapter Events should appear on all Chapter websites and information provided to all GO members via All Chapter and/or local Chapter newsletters, email blasts, etc.

**Joint Chapter Event** - This is an event where more than one Chapter (but not all) has agreed to participate. Usually one Chapter takes the primary lead and prepares the Trip Notes & Registration Form. Monies are deposited into one or more Chapter accounts. Any profits made are equally divided based upon the number of Chapters leading the event.

For example, assume two (2) Chapters decide to lead an event - they both equally share any profit or loss - regardless of how many people sign up or from which Chapter or the public.

Trip Notes or the Registration Form should stipulate what the refund policy is if the event is cancelled.

**Chapter Event** - This is an event led by only one Chapter. That Chapter prepares the Trip Notes & Registration Form. Monies are deposited into only that Chapter's accounts. Any profits or loss belong to that Chapter.

## FEDERAL TAX STATUS

We are a Federal Internal Revenue Service (IRS) non-taxable 501(c)7 (AKA Social and Recreation Clubs) corporation with an IRS Tax Identification Number (TIN) of 95-3860122. We received our IRS Determination on 2/27/1984. A copy of the IRS Determination Letter has been placed on the GO website at this link:

<http://www.greatoutdoors.org/Admin/PnP/IRS-TaxExemptLetter.pdf>

Note: We are a tax exempt corporation, but not a taxable deductible organization. In other words, most individuals writing checks to GO **can not** deduct it off of their personal income tax returns.

You can read more about 501(c)7 organizations at:

<http://www.irs.gov/pub/irs-pdf/p557.pdf>

The above publication states on page 49:

***Tax treatment of donations.*** Donations to exempt social and recreation clubs are **not deductible** as charitable contributions on the donor's federal income tax return.

## FINANCE REPORTS

Chapters shall submit electronic copies of their monthly finance report using a Corporate provided format in Excel. The report is due by the 10<sup>th</sup> of each month and should be emailed to: [treasurer@greatoutdoors.org](mailto:treasurer@greatoutdoors.org)

## HIKE & TRIP LEADER INCENTIVES

At the 10/20/2010 GOPS Core Group meeting, the following motion was approved:

A hike leader receives a \$5.00 credit to his/her membership for every hike he/she leads in the 12 months prior to his/her membership renewal up to \$25.00 or free membership. The \$5.00 credits can be applied only to the hike leader's renewal membership and may not be carried over once the renewal occurs.

A trip leader will have his/her basic outings fees waived. This waiver only includes the basic fees listed on the trip notes and registration.

## MEMBERSHIP LISTS

At the 10/17/08 Corporate meeting, the following was established:

Chapters shall submit a current list of members to Chairman prior to each quarterly Board meeting, as opposed to submitting them monthly as previously requested.

## MEMBERSHIP RATES

At our 11/16/2011 GOPS Core Group Meeting, we adopted a rate for disabled individuals. We also decided all NEW memberships will be electronic only. Printed newsletters will be offered only to renewals only.

The following membership rates for the Palm Springs Chapter:

| Membership Type | Newsletter Type | Rate | Disabled or Senior Rate (60+) |
|-----------------|-----------------|------|-------------------------------|
| Individual      | Printed *       | \$25 | \$23                          |
| Individual      | Electronic      | \$20 | \$18                          |
| Dual *          | Printed *       | \$40 | \$36                          |
| Dual *          | Electronic      | \$36 | \$32                          |

\* "Dual" is defined as two individuals living at the same mailing address. "Printed" newsletters are for renewals only. These new rates become effective 11/16/2011 for new and renewed memberships.

At the Oct. 2010 Annual GO Conference, the GO Bylaws were amended to reduce the Membership categories to a single category – no more couple memberships, etc.

At our 10/21/2010 GOPS Core Group Meeting, we adopted the following membership rates for the Palm Springs Chapter:

| Membership Type | Newsletter Type | Rate | Senior Rate (60+) |
|-----------------|-----------------|------|-------------------|
| Individual      | Printed         | \$25 | \$23              |
| Individual      | Electronic      | \$20 | \$18              |
| Dual *          | Printed         | \$40 | \$36              |
| Dual *          | Electronic      | \$36 | \$32              |

\* Dual is defined as two individuals living at the same mailing address. These new rates become effective 1/1/2011 for new and renewed memberships.

## MILEAGE REIMBURSEMENT

At the 1/19/2011 GOPS Core Group meeting, the following updated policy was approved:

Decided that 30 cents per mile regardless of type of transportation (car, motor home and motorcycle). If multiple delegates carpool, only one will be reimbursed. Delegate will also be reimbursed for basic camping fees.

At the 12/15/10 GOPS Core Group meeting, the following updated policy was approved:

Motion to reimburse chapter representative and conference delegates at current the IRS published mileage rate and reimburse delegates and corporate reps at the annual G.O. conference at the basic outing fee.

**5-0 passed**

The IRS published rates are found here:

<http://biztaxlaw.about.com/od/glossarym/g/mileagerate.htm>

#### **2011 Business Mileage Rates**

The IRS-allowed standard mileage rate for 2011 is

- 51 cents per mile for business miles driven
- 19 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

#### **2010 Business Mileage Rates**

The IRS-allowed standard mileage rate for 2010 is

- 50 cents per mile for business miles
- 16.5 cents per mile for medical or moving purposes
- 14 cents per mile in service of charitable organizations.

At the 10/20/10 Core Group meeting, Keith raised a question about reimbursement to delegates for attending conference. Reimbursement was discussed. It was determined that the club traditionally pays reimbursement for delegates and chapter representatives who attend meetings and reimbursement is at a standard mileage rate set by the Corporate Board. Paying for a chapter representative's basic outings fee was also discussed.

A motion to reimburse chapter representatives for mileage and basic outings fees was made and passed.

Members of the Corporate Board are entitled to mileage reimbursement for attending any of the Corporate Board Meetings. The rate is \$.31 cents per mile. (12/30/10 - not sure what the current rate is). The Corporate Board pays for this mileage.

## **MINOR CHILDREN**

On 4/21/10, the GOPS Core Group passed the following three motions:

- (1) GOPS affirms that minor children be allowed to attend GO Palm Spring events in accordance with the established bylaws.

(2) Outings Fee Structure (for minors) - Minors fee is \$5.00 more than membership rate for GOPS outings.

(3) A minor must be accompanied by a parent/guardian and a separate waiver must be signed by the parent/guardian. The parent/guardian must supervise the minor.

On 3/17/10, the GOPS Core Group took a consensus vote regarding the issue of minors at chapter events. Cliff abstained, stating that he wanted to first get input from the Corporate Board since this involves membership issues. 5 voted that minors should not be allowed on Palm Springs events at this time.

## **NAMES, USE OF**

On July 1, 2003, at the GOPS Core Group meeting - the Core Group established a policy that the GOPS website will only list the full name of a Chapter member only if that person consents to such. Core group members agreed to have their full names listed.

## **NEWSLETTER**

The Chapter newsletter is created by the Newsletter Editor. Prior to publishing, the Newsletter Editor will send a draft copy to the Core Group for review. If no changes, the Newsletter Editor forward a .PDF version of the newsletter to the Chapter Webmaster. The Chapter Webmaster puts a password on the file and uploads it to the GOPS website. An email blast is sent to all Chapter members announcing the newsletter is now online and furnishing them with the password to open the file.

The Membership Chair will send a mailing list of names for the printed version of the newsletter. Those are members who are coded "P" (for Printed) in the Chapter's Membership Roster. Those coded with a "D" (Dual newsletter) are listed on the mailing label with the Primary person. Those coded with an "E" only get the electronic email notification that the email is available online.

## NEWSLETTER LABELS

Procedure to produce monthly GOPS newsletter labels for the printed edition:

- You'll need two computer files:

Membership Roster - Master.xlsx (an Excel File)  
8160 Labels Format.docx (a Word Document)

- Open the "8160 Labels Format.docx" file in Word

- You'll get a warning window starting with "Opening this document will run the following SQL command:"

Click the "Yes" button to continue

- You may get a "Select Data Source" window asking you where the "Membership Roster - Master.xlsx" file is located. If so, navigate to the directory where the file exists, select it and then click the "Open" button.

- A page of labels should appear, each label starting with "Your Membership Expires:..."

- Click on the "Mailings" tab in Word

- Click on the "Update Labels" line (left of "Preview Results")

- Click on the "Preview Results" line

- The new labels should now appear and can be printed.

- To email them to our Newsletter Editor:

- save the file with a **new name** such as: NewsletterLabels Oct 2011.docx

- email the new saved file to: [Newsletter-PS@greatoutdoors.org](mailto:Newsletter-PS@greatoutdoors.org)

Note: files created using Word & Excel from the Microsoft Home and Business 2010

## **OFFICER DUTIES**

President -

Vice President of Outings (VPO) -

Treasurer

Secretary

Membership Chair – is responsible for maintaining the Chapter’s Club Roster. Our roster is currently kept in an Excel spreadsheet. Duties include:

- Obtaining new/renewal applications from the Club Treasurer and/or Club Post Office Box
- Entering new member application information into Club Roster (currently an Excel file)
- Updating renewal application member information into the Club Roster
- Deleting expired members from the Club Roster and moving them to a history section
- Sending the updated Club Roster to the Core Group a week before the next Core Group meeting
- Prepare summary member statistics for the Core Group: Current, new & expired member counts
- Preparing monthly mailing labels for those members coded for the printed newsletter (see ??? section)
- Preparing “welcome” letters for new members
- Sending out reminder notices for expired or about-to-expire members

Newsletter Editor

Chapter Representative

Outreach Chair

Game Night Coordinator

Webmaster

## **OBJECTIVES AND CODE OF CONDUCT**

At the 8/20/2008 Core Group Meeting, the following entry is recorded in the minutes:

“A motion was made and passed to rescind the policy statement dated November 16, 2007.”\*

\*Note: There was no policy statement adopted on “11/16/2007.” This appears to be a reference to the one and only policy statement that was adopted at the “11/15/2007” meeting.

At the 11/15/2007 Core Group Meeting, the following policy statement was adopted:

Organizational Objectives and Code of Conduct  
(Note – this policy was rescinded on 8/20/2008)

Great Outdoors is an organization dedicated to supporting and empowering the gay community through various social activities with an emphasis on the advancement of knowledge of our outdoor environment and the enhancement and enjoyment of camping, hiking and wilderness training. Great Outdoors recognizes the rights of others to enjoy and participate in outdoor activities without being subjected to disturbing, distracting or offensive actions by any member which would result in an adverse opinion toward Great Outdoors, discrediting the organization in the eyes of the general public or any public agency. The Palm Springs Core Group endorses the Code of Conduct as stated in appendix A of the Bylaws and clarifies the following regarding official sponsored events:

1. We do not endorse or sponsor any nude or clothing optional events.
2. The use or possession of any illegal drug is prohibited.
3. The consumption of alcohol is not permitted during hikes and 4x4 outings. In addition, the trip leader may prohibit the consumption of alcohol at any other outing or event. Excessive or illegal use of alcohol is never permitted.

The Hike or Trip Leader and any Core Group member present will be expected to take a proactive position and ensure compliance. When other options fail, a Hike or Trip Leader may dismiss a participant from an outing or event if the person engages in illegal conduct, endangers the safety of others, or refuses to comply with the Code of Conduct.

A proposed policy was passed out to the Core Group on 11/8/2007 as follows:

Organizational Objectives and Code of Conduct

Great Outdoors is an organization dedicated to supporting and empowering the gay community through various social activities with an emphasis on the

advancement of knowledge of our outdoor environment and the enhancement and enjoyment of camping, hiking and wilderness training. Great Outdoors recognizes the rights of others to enjoy and participate in outdoor activities without being subjected to disturbing, distracting or offensive actions by any member which would result in an adverse opinion toward Great Outdoors, discrediting the organization in the eyes of the general public or any public agency. Great Outdoors is not affiliated with any nude hiking groups or organizations. The Core Group endorses the Code of Conduct as stated in appendix A of the Bylaws and clarifies the following regarding official sponsored events:

- Nude hiking, biking, rafting, walking, driving or being present on any public trail or area is not considered to be accepted appropriate behavior and will not be allowed.
- Our pool parties and functions at private residences are not clothing optional.
- Nudity in places where clothing optional is the norm and generally accepted such as hot springs would be considered acceptable as long as it is confined to that specific location. Hiking to or access to one of these areas will not be considered clothes optional. Trip notes will specify that nudity may be encountered at one of these locations so that all participants will be fully informed in advance.

Hike and Trip Leaders and any Core Group members present will be expected to take a proactive position and ensure compliance. A Hike or Trip Leader may at anytime terminate a hike or trip to ensure compliance with the Code of Conduct or any other legal or safety issues.

## **OUTINGS FEES**

At the 2/16/2011 GOPS Core Group meeting, the Core Group established the following policy:

For all future overnight trips, we shall include an option for non-members to pay \$20 above the regular outing fee which will include an optional one (1) year membership.

See also "Minor Children" section above - Minors fee is \$5.00 more than membership rate for GOPS outings.

## PRIDE EVENTS

At the October 17, 2009 conference Board meeting, the following motion was approved for the 2008-2009 budget:

MOTION: Budget \$200 per chapter for a participating in a pride event either through renting a booth, marching in a parade or placing an advertisement in a pride magazine. Motion passed. (Chapters must request reimbursement of actual expenses).

Note: This has been a long standing budget item, but Chapters rarely request reimbursement.

## RECORDS RETENTION

At the 8/7/2011 GO Corporate 3<sup>rd</sup> Quarterly Meeting, Ed Emond asked what was GO's records retention policy for GO records – financial, membership, liability waivers, etc. The Board said we should hold them for seven (7) years.

It was unclear what the legal statute of limitations was for liability, but said as long as we keep our records for seven (7) years, we're OK.

The Board said we could scan all documents and saw no need to keep paper records. They said a scanned signature is as good as a real one. Richard Rice gave an example when he recently got a mortgage loan – all were faxed, no original signatures.

## WEBSITES

GO maintains the domain name: [www.GreatOutdoors.org](http://www.GreatOutdoors.org)

The Corporate webmaster's email is: [webmaster@greatoutdoors.org](mailto:webmaster@greatoutdoors.org)

Each chapter is allocated \_\_\_\_\_ Mb of storage space on the corporate website for free. Chapters are also allowed to purchased their own domain and storage space, but at their expense.

All chapter websites shall have links to the other GO chapters and to the Corporate website. The five chapter websites are:

Los Angeles (LA) Chapter- <http://www.greatoutdoorsla.org>

Orange County / Long Beach (OC/LB) Chapter -  
<http://www.greatoutdoors.org/oclb>

Palm Springs (PS) Chapter - <http://www.greatoutdoors.org/ps>

San Diego (SD) Chapter - <http://www.sandiegogreatoutdoors.com>

Santa Barbara / Ventura County (SB/VC) Chapter -  
<http://www.greatoutdoors.org/sb>

## **YAHOO EMAIL GROUPS**

GOPS (via the Webmaster) maintains a free Yahoo Group Email list. The list is for email blasts to the membership. For example, each month, when the newsletter is made available on our website, an email blast is sent to the membership with the link and password. After the newsletter is published, the webmaster creates calendar entries in the Yahoo Group Email list so that reminder can be sent out prior to events.

The name of the group email list is:

<http://groups.yahoo.com/group/GOPS>

GOPS (via the webmaster) also maintains these email blast groups:

<http://groups.yahoo.com/group/GOPS4x4>

<http://groups.yahoo.com/group/GOPSBM>

## **APPENDIX A - ABBREVIATIONS**

LA - Los Angeles Chapter

OC/LB - Orange County / Long Beach Chapter

PS - Palm Springs Chapter

SB/VC - Santa Barbara / Ventura County Chapter

SD - San Diego Chapter

VPO - Vice President of Outings - an elected Chapter officer.

## **APPENDIX B - FOUNDING HISTORY**

(copied off of the OC/LB website on 10/19/2008)

Great Outdoors was started in 1977 by Greg and Paul. Among many discussions, they wondered if it would be possible to offer another place where Gay, Lesbian, Bi-sexual and Transgender people would socialize outside of the bars. Paul, a catholic priest, was also anxious to offer some spiritual values. He suggested to Greg that it would be interesting to introduce the gay world to the phenomena of great outdoors: camping, hiking, getting dirty. As an example, Paul took Greg for a drive up to the Big Sur coast. Greg loved Big Sur and Great Outdoors was born.

First they came up with a marketing slogan: "OUT OF THE BARS AND UNDER THE STARS". Then they established the basic values of the program: It would offer various outdoor activities with varying ability requirements and durations. They would make certain that everyone could participate regardless of their economic situation. To do this, they kept annual dues as low as possible and established a scholarship program for those who couldn't afford even that. They also made it so that non-member prices to attend the outings were reasonable and low. They tried to offer many opportunities for including people restricted by age or disability.

Their first test outing was July 4 weekend at a campground in the Los Padres National Forest. They offered a fee for each person which included provision of food and some supplies. They arrived at the campsite for the weekend and refrigerated the food in a nearby mountain stream. They established a latrine, organized tent sites, opened a fire pit. On Sunday morning, Paul conducted a worship service. Standing on top of a boulder with the tops of pine trees below and the Pacific Ocean in the rear he was surrounded by the sounds of nature. Both men and women attended and the ages ranged from young adults in their 20s to gentlemen in their 50s.

Mistakes were made, but they learned from them. They received a marvelous response from all participants.

Greg and Paul returned to Riverside to spend the next two years developing the governing structure of the organization so that its members could keep the organization on track doing what it set out to do. Greg did the leg work: promoting the organization, finding locations and activities. He also started the GO! magazine assembling it on Paul's kitchen table. He obtained the original design for the Great Outdoors logo. This original design was simply the words Great Outdoors with a mountain in the back ground and a cloud to the right. Sun rays emanated from the G of Great. As new chapters started, they would add various elements to the logo. Los Angeles used palm trees in their chapter logo. Orange County/Long Beach added a rainbow and an extra cloud into which the rainbow disappears. Riverside added a Hot air balloon and Santa Barbara added

dolphins. All of these elements were incorporated into the corporate logo so that all chapters are represented.

In 1981, the structure of the organization permitted it to be governed by a new group of people so that Greg and Paul could step back. They retain great affection for the organization and are happy that the organization survives and retains the same fundamental values which they instilled into it.

At the time the leadership changed, there were chapters in San Diego, Palm Springs, Orange County, San Bernardino, Pomona, Los Angeles, Santa Barbara, San Francisco and Phoenix. Since then, some chapters have ceased to exist and some have merged. Some have become other organizations. Here's to many more years of outdoor fun. This history was submitted by Father Paul Breton from San Bernardino.

## APPENDIX C

### OVERNIGHT TRIP PLANNING CHECKLIST

|  |  |
|--|--|
|  | Who is the Trip Leader? Contact information - email/phone<br>Note: For GOPS Trip Leader(s); they get the normal tent registration fee paid for them.                   |
|  | Establish trip date(s) & location  |
|  | When can you first make reservations for the site(s):  |
|  | Establish type of overnight: backpack, tent, cabin, RVs, cars, etc.  |
|  | How many people and type of equipment allowed per site?  |
|  | Are extra parking spaces available & at what cost?   |
|  | Is there a campground/site map?  |
|  | Is there a website for additional campground/site information?   |
|  | What time is Check-In and Check-Out from campground/site?  |
|  | Think about & budget for any food items to be given away – teas, potlucks (plates, utensils, napkins, etc.)  |
|  | Are pets allowed - how many/any restrictions? E.g., dogs only, always on leash.  |
|  | Are there any planned activities - e.g., hikes, tours, boating, swimming, potluck, afternoon tea, cocktails, etc. What are the costs?                                  |
|  | Will you decorate? If so, include costs in your budget.  |
|  | Campsite/site amenities? Camp host, firewood sales, restrooms, flush/pit toilets, showers (cost?), picnic tables, firepits, interpretive programs, water, electricity? |
|  | Is there cellphone and/or WIFI service available at campground or nearby? List carriers if known.  |
|  | Are fires allowed? Can we bring wood? How many bundles per person?   |
|  | Nearby attractions? Lunch/dinner spots, shopping, lakes, theaters, etc. ?  |
|  | What's the refund policy for the trip?   |
|  | When are Registration Forms due?   |
|  | Where do they send Registration Forms - Treasurer, Trip Leader, ?  |
|  | Are Day Use people allowed? If so, at what cost?   |
|  | Any restrictions on minors (<18 years old) attending?<br>GOPS policy is to allow minors. See the Policies & Procedures Manual.   |
|  | Are there restrictions/differences for GOPS members vs. non-members?   |

|  |  |
|--|--|
|  | Is there any part that will be clothing optional? (see/ask about GOPS policy)  |
|  | If this is an off-road trip, what type of vehicle is recommended – e.g., 4x4, high-clearance, etc.? Will extra fuel containers be required?  |
|  | What do people need to bring? List the GO “10 Essentials” and any other requirements. Don’t forget to include how many bundles of firewood are requested per person if a campfire is planned. List a swimsuit/towel if water activities are planned. Remind people that bug/fly/ant spray might be a good thing to bring along. Earplugs if noisy in the area. |
|  | What will the weather be like? List the type of clothing recommended.  |
|  | Are there any handicap limitations at the site?  |

RVs:

As our population gets older, some tenters are turning into RV’ers. GOPS currently has approximately eight (8) RV rigs in our membership. RVs require special consideration due to their size and “hookup” requirements. Trip Leaders should try to choose campgrounds/sites where RVs can be accommodated. Some campgrounds have size and parking restrictions. Most group tent sites will not be able to accommodate RVs. Some campgrounds will allow RVs to park in tent parking spaces.

|  |  |
|--|--|
|  | If RVs allowed, is there a water spigot at each site? If not, is there potable water available nearby to fill the RV’s fresh water tank? Is there a charge to fill up?   |
|  | If RVs allowed, is there electric at each site? If so, do they have 15, 20, 30 or 50 amp outlets?  |
|  | If RVs allowed, is there a sewer connection at each site? If not, is there a dump station nearby and at what cost?   |
|  | If RVs allowed, are generators allowed? If so, are there any generator hour restrictions?  |
|  | If RVs allowed, what are the site width and lengths restrictions? For example, some sites may have a 25’ length restriction, but will allow longer RVs in the site if they back in and hang over the rear but keep their wheels on the 25’ cement pad. |
|  | If RVs allowed, is a tow vehicle included or will it cost extra?   |

Budget/Trip Notes/Registration Form/Newsletter Article:

|  |   |
|--|---|
|  | Create a budget (make a little profit or at least break even)   |
|  | Create Trip Notes (TN) (in Word/.PDF format);   |
|  | Create Registration Form (RF) (in Word/.PDF format)   |
|  | Create newsletter article(s) for GOPS Newsletter (in Word/.PDF format)  |
|  | Send proposed budget/Trip Notes/Registration Form/newsletter article to GOPS VPO who will send to GOPS Core Group for approval; |

Once Trip is approved:

|  |   |
|--|---|
|  | Make site reservations - individual and/or group. Submit a Check Reimbursement Form to get paid back before camping trip. |
|  | Have GOPS VPO send approved TN/RF to Corporate VPO for posting on Corporate calendar and on Corporate website             |
|  | Have GOPS Yahoo Group moderator set up trip reminder(s)   |
|  | Have GOPS Facebook moderator add trip to Facebook page  |
|  | Bring extra Registration Forms (including for minors) on trip for late sign-ups   |

Club Supplies Available:

|  |  |
|--|--|
|  | Two GOPS Club Banners                                      |
|  | 42 cup electric coffee pot; 2 each 10 cup coffee decanters |
|  | White erase board  |
|  | Misc. items: plates, utensils, sugar, etc.                 |

Post Trip:

|  |   |
|--|---|
|  | Report back to VPO - how did it go?; Was it a financial success?; etc.                  |
|  | Turn Registration forms in to VPO for scanning.   |
|  | Any problems noted for future Trip Leaders to be aware of?                              |
|  | Turn over any additional checks to Club Treasurer                                       |
|  | Submit bills for any Club expenses to Treasurer   |
|  | Write newsletter article – how many attended, was it fun, anything special happen, etc. |

## APPENDIX D

### DAY HIKE PLANNING CHECKLIST

- Establish trip date
- Who is the Trip Leader? Contact information - email/phone
- Establish miles to be hiked – round trip
- Establish the number of hours of hiking
- Establish the elevation gain/(loss) in feet
- What’s the difficulty level?
- Where people meet for the hike? E.g., Hunters, trail head ?
- What time do people meet?
- What time will people return? To trailhead or meeting spot.
- Driving directions/map from meeting spot to trailhead?
- Will carpooling be offered?
- What will people need to bring? Lunch, snacks, hiking poles, etc.
- Bring hike waiver form for people to sign
- Are there any entrance fees – per person, per vehicle?
- Are any permits required? If so, where do people get them?
- What’s the weather going to be like?
- What type of clothing should people bring?
- 
- Write article for newsletter & website
- Have Yahoo Group moderator set up hike reminder(s)

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