



All Points Camping Club of New Zealand (Inc)

Operations and Policy Manual

The purpose of this document is to give any Club member guidance on roles and responsibilities within the Club and to outline Club policies along with general procedures for keeping Club records.

This manual is to be read in conjunction with the document on Guidelines and procedures for committee members and regional representatives.

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Club Incorporation and Constitution

The All Points Camping Club of New Zealand is an incorporated society under the Incorporated Societies Act 2022.

- A copy of the Certificate is in Appendix A
- A link to the latest Club constitution can be found in Appendix D.

Business and Banking accounts and authorities

The All Points Camping Club of New Zealand banks with the ASB, with the following bank accounts.

- Operating Account 12-3143-0191709-00
- Savings On Call 12-3143-0191709-50

The first being a day-to-day account for income and bill payment with the second for club savings.

All outward transactions are completed online through the ASB Business Banking website or the mobile app. This requires any payment approval by two signatories. There being four signatories to the club accounts.

The signatories include, the Club Treasurer, the Club President and one other Executive Committee Members. Another Executive Committee Member can be added as signatory should the need arise.

Upon club appointment, signatories go through the ASB process to gain account access and signing authority. The ASB provides each signatory with a unique passcode dongle. This dongle is used when actioning transactions online via the ASB Business Banking web page or the mobile App. (Note; some actions cannot be performed in the Mobile App.)

The club also has a portable EFTPOS machine for use at club events. This device is connected to the Operating Account.

Websites, domains, and email accounts

The **All Points Camping Club of NZ** uses the following web-based systems to manage its information, web pages and produce visual materials:

- **Hello Club** – this programme is used for managing the membership database and creating event listings.
- **Wix.com** – this system is used to manage our websites
- **Poster My Wall** – this design programme is used for developing graphic images for the website and social media posts.
- **Jotform** – this programme is used to develop forms used by the Club, including the event listing form and nomination forms prior to the AGM.

Access and passwords to these systems are managed by the Club President and the Past President.

Web Domains

The **All Points Camping Club of NZ** currently owns the following domains (managed by Wix.com)

www.allpointscampingnz.org

www.apcnz.org

www.Stopandstaynz.org

www.stopandstay.org

www.campfestnz.org

www.campingthekiwiway.org - Magazine website

The following business emails are owned and linked to the two primary domains.

president@allpointscampingnz.org

User President

vp@apcnz.org

User Vice President

secretary@allpointscampingnz.org

User Secretary and Club Office

treasurer@allpointscampingnz.org

User Treasurer

info@allpointscampingnz.org

User Club Office

editor@campingthekiwiway.org

User Magazine Editor

The following emails are historic accounts and are no longer being used.

allpointscampingnz@gmail.com

allpointsnz.csc@gmail.com

apcnz.vp@gmail.com

editor.allpointsnz@gmail.com

aucklandnorth@apcnz.org

waikatobop@apcnz.org

Unassigned websites that are available for optional use

allpointscampingnz.com

campingclubnz.org

nz-camping-club.org

nzcampingclub.com

nzcampingclub.org

Branding and Logos



Club Policies

Holding Club Events

The Club hosts camping events across the country. These can include dedicated Club camps or a camping component to a local event, such as the Kimbolton sculpture festival. Some regions also hold local events to provide social opportunity for members such as mid-winter dinners and monthly morning teas.

Where possible Club camps are open to non members as well as members. This depends on venue requirements.

Generally local events are set up by a regional representative in the region. Regional reps can also set up events in adjoining regions where there is no current regional representative.

The Club has guidelines for organising and running events. These are updated regularly by the Vice-President to reflect changes in policy or approach. A link to these guidelines is provided in Appendix D (and the guidelines are available on Hello Club and the members section of the website).

All club events must be advised to the club President by filling in the event listing form at <https://www.jotform.com/form/221238279003854>

This form collects the following information

- Name of event
- Date, start time and finish time
- Event venue / address
- Brief intro (1 sentence)
- Event details
- Cost if any
- Email contact
- Phone contact optional
- Image

After receiving the completed event listing form, the President posts details online in the event section of the club website and on the Club's Facebook page. Members are notified in the monthly Newsletter. Regional representatives can email members to inform them of local events.

Regional representatives are encouraged to use social media to promote events in their region. For this purpose, a social media training guide has been developed. A link to this can be found in Appendix D.

Small gatherings such as coffee mornings do not need to be approved by the President and can be advertised on the Club's Facebook groups by the local regional representative or their nominee.

Dogs at Club events

The following rules apply to **ALL** dogs at **ALL** events

All Owners must always

- ensure their dogs are on a leash and under control at all times.
- clean up after their dog
- ensure their dog is not causing a nuisance at any time.

Misconduct at events or on social media

The All Points Camping Club of NZ is a family friendly inclusive organisation and all club members are expected to behave in a way that reflects those values .

When considering an allegation of misconduct, the committee will follow the disputes and complaints procedure at paragraphs xx to xx of the constitution.

Should misconduct be found to have occurred consequences may include (but are not limited to) :

- Education
- Verbal or written warning
- Limiting social media access
- Removal from club event
- Cancellation of membership

Portfolios

Membership

- Member records

Membership is now recorded in the “sheets database” as from the beginning of the club along with the Hello Club member management system. The database is kept current and used by the committee.

Hello Club is loaded with existing members and updated regularly from the database. (Hello Club upload process, see appendix D)

Members have limited access but can update their information. There are a number of member features including events calendar, member directory and communication tools.

Hello Club provides up to date searchable member records along with automatic renewal invoicing and recording. There is still a small amount of manual involvement between the database and HC. The current President uploads new members from the database daily (or as required) to the Hello Club system. New members via Hello club are copied to the database for allocation of member number and the president is notified by comment on the database.

- Subscriptions processing

Membership payments and applications come from a variety of sources. These are:

1. Membership payment alongside Self Containment application* (No application form received)
2. Membership payment via PayPal* (No application form received)
3. Membership payment via WIX stores* (No application form received)
4. Membership application form on APC Website.
5. Membership application via paper form (Events or posted in)

- The issuing of membership applications

Member details are entered into the Membership database once payment has been received through one of the above channels. This includes name, address, email, phone number when provided. The next available membership number is allocated. Payment details are noted and listed on the far left of the screen. Date of issue of membership and expiry 1 year later are recorded. Membership packs are then put together, issuing the new member with the latest membership welcome letter and a copy of the membership discount sheet. Customers are also provided with a membership discount card and available flyers. Details as to how membership pack is sent (i.e. NZ Post or courier) are recorded on the database. Once recorded in the database, new members are added to the Hello Club membership program. In the unusual circumstance where a member number has been issued without payment of the membership fee, a follow up email is sent to the member from either the secretary or info@allpointscampingnz.org email address requesting payment. If payment is not received, the name will receive a strikethrough and membership cancelled.

- Renewals / Invoicing

Membership renewals are automatically invoiced when due through the Hello Club membership program and will be received through the payment tab under finance, or through the ASB bank account. This system allows for better member management and communication with members.

Invoice details etc can be monitored and modified by APCNZ admin as and when required.

As renewed memberships come in, they are updated on the database with date of renewal, payment method, new expiry date and their address is checked with the Hello Club details to make sure it is current. Members are then sent a new membership card and the latest information on club discounts.

- Membership Growth and Support

This is the responsibility of all club members and the club's Administration.

- One member of the National Administration will be tasked with overseeing this important area of our club's membership.
- The portfolio may be divided into two sections being Growth, and Support with an appointed person for each section.
- Membership growth and the support of existing members is forefront in the continued growth and existence of our club.

Regional Representatives

Role of Executive Committee member(s) supporting regional representatives.
Form a working relationship with each regional representative and be available to answer their questions and provide advice.

- Induct new regional representatives into their role.
- Organise and chair meetings with regional representatives. Invite other members of the Executive to attend if they want. These meetings are usually held about every two months but can be held more frequently if needed.
- Keep guidance and documentation for holding events up to date. It is often useful to update these documents after a regional reps meeting, particularly if process issues have been discussed or new policies have come into effect.
- Support regional reps in planning events. This may include working individually with them through the steps for planning an event.
- Send out banners and flags to regional reps as these become available or are requested. This includes keeping a spreadsheet of who holds what equipment.
- In the weeks leading up to a camp or other event, let the host know how many registrations have been received through the website, including sharing the details of those who have registered so that further information can be provided to them.

In collaboration with other Executive Committee members:

- keep the documentation on Club rules and by-laws and the operational manual up to-date
- keep information on the documents page of the website and Hello Club updated (most recent versions of guidance and most recent minutes, newsletter etc)
- update the Latest News section of the website (usually following the monthly committee meetings)

Administration Roles

National Administration

The Clubs national Administration consists of the following two groups,

- Executive Committee members
- General Committee members.

These two groups are made up according to the Clubs Constitution.

The National administration will hold monthly meetings to discuss matters arising and club policy.

Regional Administration

- The regional Administration falls to the Club's Regional Representatives under the guidance of the National Administration.
- All Regional Administration must be undertaken within the Club's guidelines and procedures..

- **President**

The President shall,

- Act in accordance with the Committee member roles and guidelines.
- Liaise with all committee members.
- Assist in specific roles and duties as agreed to by the Executive.
- Chair Committee Meetings & Regional Rep Meetings as required.
- Oversee the running of the club and formulate club policy along with the executive committee.
- Liaise with other camping stakeholders, including local & central Government.
- Oversee and update the member list in Hello Club from the database and vice versa.
- Review this Operations and Policy Manual on an annual basis following each AGM.
- And any other duties that may arise.

- **Vice President**

The Vice President shall,

- Act in accordance with the Committee member roles and guidelines.
- Assist the President and Executive committee in the running of the club.
- Liaise with all committee members.
- In the absence of the President, the Vice President will assume the duties of President. i.e.: club phone, chair meetings, etc as required until the return of the President.
- Assist in specific roles and duties as agreed to by the Executive.
- Review this Operations and Policy Manual on an annual basis following the AGM.

- Secretary

The secretary shall,

- Take and record meeting minutes.
- Manage all correspondence, both inward and outward.
- Undertake necessary record keeping in conjunction with the club office.
- Review this Operations and Policy Manual on an annual basis following the AGM.

- Treasurer

The Treasurer shall,

- Maintain the club's financial records & bank accounts.
- Generate outgoing payments for approval by account signatories after Committee approval.
- Present a written financial statement to monthly committee meetings.
- Prepare Annual accounts for the Club's AGM
- Notes
 1. The Club uses (2023) the MYOB accounting system to generate records.
 2. The Hello Club portal also provides some membership payment records.
- Review this Operations and Policy Manual on an annual basis following the AGM.

- Immediate Past President

- The prime role of the immediate past President is to ensure an effective and smooth transition of the Club's operation by providing ongoing assistance, guidance and information to the new Club President and Executive committee.
- To ensure operation and policy decisions are made within the Club's constitutional guidelines and those set within this manual for day-to-day operation of the Club.
- Review this Operations and Policy Manual on an annual basis following the AGM.
- Take responsibilities as president if the president and the vice president are unable to fulfil the role.

Procedures post Club AGM and election of New Officers

- Update new officer access to club documents, Facebook, Web pages and Hello club.
- Update and edit officer listings in Facebook, web pages and Hello club.
- Update Wix access and "Post to my wall" contact details.
- Provide access to this Manual to the Executive, The Committee and Club Regional Reps.
- Update and provide Contact details for Officers including "club" email addresses.
- Send certificates of appreciation to retiring Officers.
- File Incorporated Societies Annual Accounts

Committee Member Roles

This applies to all committee members including the Executive and Regional Reps. The prime role of all committee members is to promote the All Points Camping Club of NZ and to support its members.

This involves promoting the Club, in a positive manner to;

- The camping community
- The general public
- The National camping industry (including retail & services)
- Central and Local Government
- Other camping related groups

The role of a general committee member on the APCNZ national committee is to assist the club in any way possible and practicable and to provide support to its members.

This involves:

- Supporting and assisting Regional Reps and the Executive Committee in all areas of club activity.
- Working with the National committee to formulate club policy.
- Working in sub-committee groups on selected tasks as they arise.
- Providing support and advice to club members

The All Points Camping Club was started to promote a sustainable camping future in New Zealand and to support ALL NZ campers. As committee members we are the face of the club and the first point of call, in providing support to campers.

The majority of the support provided is answering simple questions. A question is only simple if you know the answer, if you do not know, ask someone who will or pass the enquiry up the line.

Remember we are here for camping and for our club members.

Expectations of Committee Members

- All members of the committee shall promote the club in a positive manner.
- Committee members will support and encourage other committee members including developing new ideas and initiatives.
- Committee members will demonstrate integrity while conducting club business including all interactions with club members, fellow committee members and members of the public and other organisations.
- Committee members will act in a professional, courteous, and respectful manner at all times including club meetings, and events.
- Committee members must respect member's rights to privacy and ensure that no actions are taken which may negatively affect the well-being of other members.

Regional Representatives

- Regional Representatives shall reside in their respective region.
- Regional Representatives will be recommended by each region and subject to approval by the committee.
- There may be more than one representative for each region.

Roles and responsibilities include, but are not limited to,

- Promote the club in a positive manner.
- Organise and host local club camps and events.
- Providing support for members and local campers.
- Provide club support to neighbouring regions with or without a current representative.
- Work / liaise with other regional representatives.
- Liaising with the national committee, re camps and local issues.
- Form an informal “sub group” of local supporters to assist the Rep in the above duties.
- Liaise with local Stop and Stay properties.

Finance

Income Sources

Club Income is received from:

- New membership subscriptions (Direct and via NZ Lifestyle camping Self Containments)
- Membership renewals
- Advertising Revenue
- Sale of merchandise

Membership subscriptions are received as follows:

- New memberships –
 - via All Points Camping website shop through the Wix system and Hello Club (stripe direct).
 - via NZLC certification, and administered by NZLC and paid into ASB account by NZLC
 - e-notified via club Stripe account direct to APCNZ ASB Bank account.
 - e-notified via club PayPal account to be transferred by administrator.
- Renewal of memberships
 - Via Hello Club invoicing into the PayPal account.
 - Via direct transfer into ASB bank account.
 - via All Points Camping website shop through the Wix system and Hello Club (stripe direct).
- Reconciling between entities and accounts: (current practice)

Every week on Sunday (or fortnightly over holiday periods) a weekly summary of memberships issued is produced and matched to payments received.

 1. Where a membership is paid via NZLC self-containment system at a discounted rate the net membership fee is transferred to APCNZ
 2. Where a discounted 'self-containment fee has been received by APCNZ with club membership the self-containment fee portion is to be paid to NZLC.

Annual Subscriptions

- The annual subscription shall be such a sum as may be decided upon at the Annual General Meeting as per **the Constitution**.
- The Executive may remit in part or in whole, any subscription of any member, which in the opinion of the Executive Committee warrants such action.
- Annual subscriptions, payable in advance become due each 12 months on the anniversary of the month in which the member joined.
- A new member joining fee may be set by the Executive Committee.
- Life members of the society shall be exempt from paying subscriptions and shall retain all membership rights.

Reimbursement of expenses incurred on behalf of the club

- Where committee members or regional representatives have incurred reasonable expenses on behalf of the club while fulfilling their responsibilities, reimbursement can be claimed by sending a copy of the receipt to the club treasurer treasurer@allpointscampingnz.org.

Note – this includes a budget of \$50 allocated to each event to provide snacks at social time but does not include the purchase of alcohol.

- Where committee or regional reps are required to attend meetings or training session in person, reasonable travel costs will be reimbursed. Travel in private vehicle will be reimbursed at the cost of fuel and road user charges (if applicable) + 10%. Receipts will be submitted to the treasurer for reimbursement.

ASB

The All Points Camping club bank with the ASB Accounts are held with the Palmerston North Branch.

The three (3) accounts held are

- Operating account
- Savings on call
- Visa Business credit card

The operating and savings accounts require two (2) signatures for all transactions.

The Visa card is managed by the club president.

Fastnet Business online requires two (2) signatures, currently being, President, Vice President, Secretary, Treasurer, Assistant Treasurer and the club founder. These signatories require an ASB Netcode token.

Any action on the two main accounts held at the Palmerston North Branch require two (2) signatures from the “main” account list of four (4) signatories. This includes any changes in the Fastnet Business online system, ie user requests.

These four account signatories are Gary Stoneley, Wayne Ravelich, Angela Bryan and Margaret Earle.

These four can only be changed at the Palmerston North Branch with two (2) signatures from the main list of four. A signatory being removed from the list can not be one of the two signatures.

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Marketing and promotion

Club Marketing and promotion is undertaken by all club Officers and a large number of members. Club promotion is conducted online and in person. The online presence on the Web and Social Media areas (see below) requires regular updating and constant monitoring.

The physical promotion of the club is both personal and promotional items. Personal, face to face meeting from one on one to group gatherings is the best marketing tool.

The other physical items are listed below.

- Marketing Items, (some)
 - Stop and Stay
 - Supporting Businesses.
 - Shop merchandise and club products
 - Camping the Kiwi way, Club quarterly Magazine
 - Pamphlets
 - Banners and Flags
 - Club Logo Stickers on vehicles, (all members get one in member pack)

Social Media

The **All Points Camping Club** operates a large online presence with a number of web and social media pages. The following list shows the Web and Facebook pages current at April 2024.

Note: some Facebook groups are historic but still available to admin upon request.

[All Points Camping Members Area](#)

Facebook National Group page. Member only.

<https://www.facebook.com/AllPointsNZ> [All Points camping](#) The clubs main web page.

[Stop and Stay NZ](#) This page is our club's stop and stay listings.

[Camping the Kiwi Way](#) This Facebook group is for ALL campers to discuss current issues relating to camping in New Zealand.

[All Points Camping NZ Camping Club](#) The clubs main **Facebook page** that also has event listings.

[All Points Camping NZ - chat, share](#) The public page for all campers.

[Campingthekiwiway.org/](#) The Magazine web page

[NZ Lifestyle Camping](#) Our associated Self-containment issuing authority with everything you need to know about self-containment and a list of testing officers.

[The Club shop](#) with club merchandise and camping related items.

Historic Facebook Member only Group pages. (These pages have been replaced by one member only area page, and will be archived at the end of May 2023)

[Auckland - North APCNZ Camping Fun members](#)

[Waikato and BOP APCNZ](#)

[Central APCNZ members - South of Taupo](#)

[APCNZ South Island Members](#)

[All Points Camping Club, South Canterbury](#)

[APCNZ Southern Camping Fun](#)

Facebook pages have access by Executive and Committee members along with appointed page Admin.

The Web pages are managed through the Wix website platform. Access to this is limited to the Executive committee, the Club Office and appointed committee members as required for set tasks such as updating Web page information, files, and event listings.

Social Media Training Guide – Appendix D

Assets

The Club's greatest asset is its membership.

Physical Assets include;

- Shop merchandise stock
- Mobile Club Phone 022 328 0973 (held by President, calls diverted as necessary)
- Eft pos machine and miscellaneous printers
- Promotional materials such as,
 - Flags
 - Banners
 - Pamphlets
 - Printed bags
 - Club Tee shirts in a variety of colours
 - Club signage

Appendix A



CERTIFICATE OF INCORPORATION

**ALL POINTS CAMPING CLUB OF NEW ZEALAND
INCORPORATED**

2706271

ALL POINTS CAMPING CLUB OF NEW ZEALAND INCORPORATED is incorporated
under the Incorporated Societies Act 1908 this 7th day of June 2018,

A handwritten signature in black ink, appearing to read "D. H. H.", positioned above the title of the Registrar.

Registrar of Incorporated Societies



Appendix B

Guide for loading Club Events onto website and social media.

Timeline

1. Receive event listing form.
2. Load on Web page events.
3. Load on Facebook “main cub Page” events section.
4. Share to Facebook Groups.
5. Load in Hello Club Events.

Load onto Web page events

1. Jotform event listing form received via email.
2. Email images direct to the president as these do not load well on JotForm.
3. Open WIX web editor, open events in dashboard on the left side of the screen, then add event (top right) of page.
4. Select event type (generally RSVP event) then follow prompts. Note- event type cannot be changed after moving to the next setup page.
5. Copy and paste information from the event listing form.
6. Publish the event.

Load onto Facebook page events

1. Open Facebook as a club administrator.
2. Open events in the dashboard – click create new event.
3. Copy details from event form.
4. Add co-hosts.
5. Create event to finish
6. Share the event to club group Facebook pages, chat & share and members’ page.

Load onto Hello Club

1. Open Hello Club and select events. Add event and follow prompts. Note for multi day events unclick ‘*Show as upcoming event on the homepage*’ on the first page.
2. When the event is loaded. Go to the calendar, first day of the event and select the event. Select edit event and click ‘*Show as upcoming event on the homepage*’ select for this event only. Reason, this puts only the first day of any event on the homepage. The home page only shows the next four events, (a 3 day event will be shown 3 times with 1 other event). By only showing the first day, four events will be shown.

Note: pictures can be made to look better in either “post to my wall” or a video/media player to create moving images that catch the eye.

Appendix C:

Process for uploading new members onto Hello Club database

Uploading new members from the office database to the Hello Club member portal is a simple six step process. A 20 column headed interim spreadsheet is required to organise and import to Hello Club.

Interim Spreadsheet column headings,

Number, Member number, Public register, Member Since, Membership Start Date, Membership End Date, First name, Last name, Secondary Name, Membership, Primary Member, Address Line 1, Suburb, City, City, Groups, Region, Postal code, Mobile, Email.

Database column headings used// copied,

Member #, Contact Register, Joining Date, Expiry Date, **Vehicle Reg**, Name/s, **Special Delivery Instructions**, Postcode, Address, Phone, First Email,

The new member information is copied from the database, member # to first email then pasted into the interim spreadsheet at the “member number” column. See below image. Any Vehicle Rego and special delivery instructions are deleted. Link for [APCNZ Member Interim spreadsheet.xlsx](#)

Interim spreadsheet with member information copied from database.

Number	Member r	PUBI	Member Sin	Membership	Members	First name	Last name	Secondary	Members	Primary	M	Address L	Suburb	City	City	Groups	Region	Postal coc	Mobile	Secon	Email
4437			31/03/2023	31/03/2024		Debbie	Fannin	4412	63 Benmo	3E+08	petmad@live.com										
4438			31/03/2023	31/03/2024		Jane Trotter & Marty		4702	6/13A Carl	3E+08	marty.janie@xtra.co.nz										
4439			31/03/2023	31/03/2024		Kathryn	Collins	4710	30 Lower	3E+08	tydusandbo123@gmail.com										
4440			31/03/2023	31/03/2024		Mary & Geoff	Twiss	5032	9 Regent	2E+07	mary.pat.grant@gmail.com										
4441			31/03/2023	31/03/2024		Karen	Walker	5024	6 Anchor	3E+08	dandkwalker@xtra.co.nz										
4442			1/04/2023	1/04/2024		Sue & Shaun	Higgins	4702	11 Cullinar	3E+08	baldrickandrover@hotmail.com										
4443			3/04/2023	3/04/2024		Fanni	Fazakas	6021	390 Evan	2.13E+08	f.fancsey@gmail.com										

Using cut and paste, and copy and paste, member information is moved to the correct column in the interim spreadsheet. **Note1**; the name and address have to be split, i.e. first name Last name, address line 1, suburb, city. In the case of a couple, only one person can be the primary member, add the second name to the Secondary name column. The first name can be both i.e. Jack and Jill.

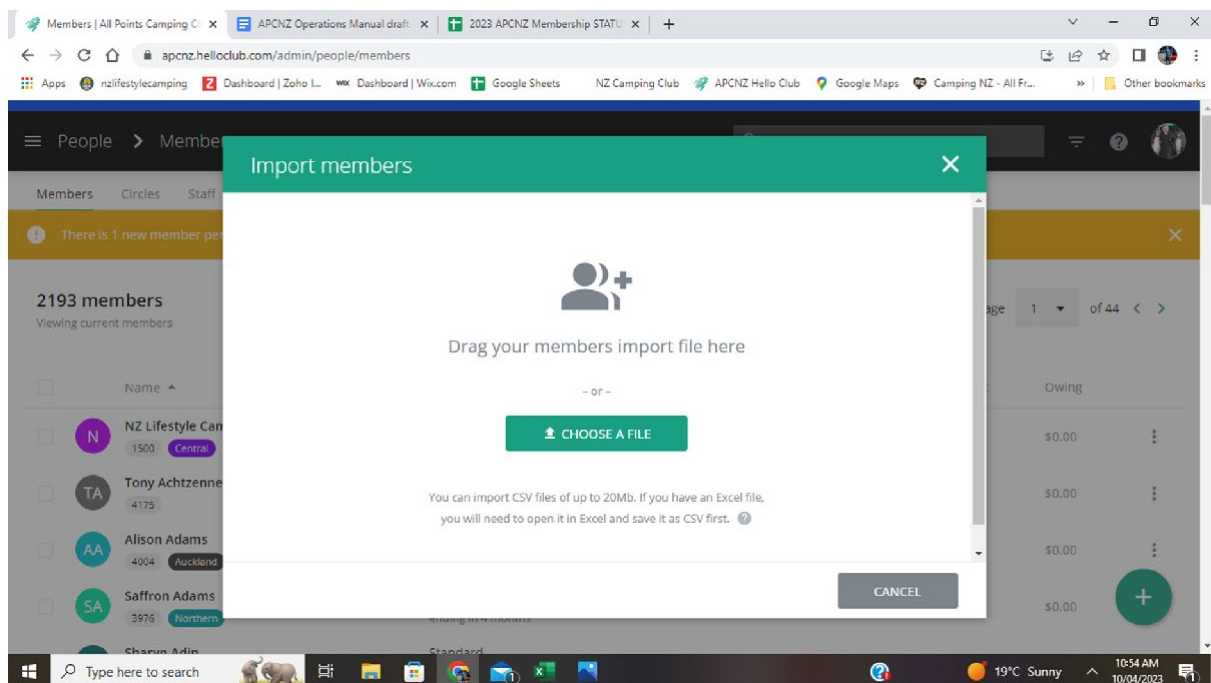
Note 2; Groups and regions are added in accordance with the address supplied. Membership is added, generally Standard. (The example shown has all members in the Central Group. This is not normally the case.)

AutoSave

Off

</

Once the interim spreadsheet is complete save as a “Microsoft Excel Comma Separated Values File (.csv)” This file can then be uploaded to the Hello club portal via “people, Members”. from the GREEN + list.



Note: any new member loaded without a current paid membership is to be marked as “pending.” Goto member profile and select permissions and roles, check pending. Once payment is confirmed the member can be approved. After members are loaded, in the Hello club member filter menu, select “signed up” “last week.” Send these members a welcome email from the GREEN + list.

Appendix D:

Links to Club Documents, Files and Guidelines.

- Table of what documents are provided and where
<https://docs.google.com/document/d/1XkqjCSAGJBPlsICY84rdVKT7OrWgurk/edit>
- All Points Camping NZ Inc Constitution
https://fb835c7c-2444-424f-8f8a-554d7b7efd54.filesusr.com/ugd/2d79f7_b73af6aa1f4e462a8bfa63eb2c7bcc72.pdf
- All Points Camping Operations Manual
https://docs.google.com/document/d/1OQmm_isKV2JiQZDtUDGfBOIY82_nF7_6A4wzVwf7aE/edit
- Guidelines for holding a club camp or event
https://docs.google.com/document/d/1uLh4_kV7jEe4NAVKkTnjgX68_kXzV7kewplFbPxW4K8/edit
- Listing form for club events
<https://www.jotform.com/form/221238279003854>
- Hello Club admin guidelines
https://docs.google.com/document/d/1ql7Vylh0it4_Y-R4Vdr6imLrWRyKfwmxQWff3_bVpD0/edit
- Social Media Training Guide
<https://docs.google.com/document/d/1AAJjyZBrsIST7CTs0oQ4KjcsPuJ3CaJL64wicnqbKYs/edit>