

Compliance Committee Policy and Guidelines

All Official Club information submitted for public viewing must go through the Compliance Committee. This is a final check on anything going public for both content and the best interests of the club. All club press releases for any media, including flyers, advertising, entry forms, etc., must be approved before they are published or distributed to membership. *Note that an event must already be approved by the VPR Board prior to the Compliance Committee becoming involved for form review.*

Sequence of Events:

1. Any Forms or Flyers should originate from or be sent to the event's Committee Chair for review.
2. The Committee Chair will review/revise and then forward any documents to the Compliance Committee for approval or suggested revisions.
 - a. The sender of the document should include instructions as to where and when they wish the document to be posted.
 - b. The documents must be in their original format (extension example: docx). Please do not send in .pdf format.
 - c. Any photos contained on any document should have already be approved for publication by the photographer.
3. When the Compliance Committee approves the document, they will add an approval code to end the title of the document file name (example: Obstacle Challenge Flyer vpr01-17). Only the Compliance Committee members are approved to add said approval codes. This shows a document has been approved and the date of the document.
4. The document will then be uploaded to the Google Drive in its original format and also as a .pdf and/or .jpeg for use on the website, social media, calendar, and email to membership.
5. An email will then be sent to the originator of the document and/or Committee Chair with the finalized document once the file is uploaded to the Google Drive.

The plan is for a quick turn-around.

The Social Media Committee should only be posting documents approved by the Compliance Committee.

If the Social Media Committee receive forms or flyers directly from other members, they will forward said document to the event Committee Chair who should then revise and/or forward to the Compliance Committee for approval per the Sequence of Events listed above.