SANDIA EMPLOYEES RECREATION PROGRAM

POLICIES AND PROCEDURES

Revised June 29, 2006
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PART I – INTRODUCTION TO SERP (Sandia Employee Recreation Program)

A. PURPOSE

The Sandia Employee Recreation Program (SERP) was created to establish and maintain a wide range of recreational opportunities for employees of Sandia National Laboratories and the Department of Energy in Albuquerque, NM.

Some of the shared benefits to the employee and the employer include increased employee health and fitness, increased employee team building, increased sense of belonging, lower long term health care costs, increased local community involvement, and increased employee and company morale.

SERP has four main categories of activities. They are: SERP Associations, SERP classes, rental programs, SNL Logo sales and internal activities/events.

The primacy goal of the Sandia Employee Recreation Program is to provide opportunities that allow for the positive use of recreational and leisure time.

B. HISTORY

Recreation opportunities at SNL no doubt existed shortly after the Labs began in Albuquerque. It was not until the mid 1970's that large corporations began looking at recreation programs as an additional benefit that could be offered to employees. Initially, companies started recreation/sports programs to increase employee morale and employee recruitment. It was not until the early 1980's that the real benefits of company sponsored recreation programs were realized. Large companies that did impact studies found that there were significant changes in health care costs, employee absenteeism, and employee morale.

Company sponsored recreation at Sandia Labs Albuquerque also changed with the times. Prior to 1977, there were several activity groups throughout Sandia, but the groups limited themselves to the group's specific interest i.e. basketball. Most or all of the groups were managed by volunteers. Volunteers worked through the Personnel Data and Employee Services Division to secure funding and organizational guidance.

In 1977 Sandia Labs sought to combine the recreation services provided internally at the Labs with those provided by the Recreation Facility. It was decided during negotiations between the Coronado Club and Sandia that the Club would maintain and house the Sandia Employee Recreation Program and participants would not have to belong to the Club.
The Club assumed responsibility for SERP on October 7, 1977 for the fiscal year 1978 and the club maintained that responsibility until it closed in 2003. In 1978 SERP was run by a manager. SERP tracked 956 participations in FY78. Since 1978, SERP membership has encompassed employees of DOE Albuquerque and Sandians at the Nevada Test Site, Tonopah Test Range, Kauai Test Site, PANTEX, and Waste Isolation Pilot Project.

As of 2004, SERP is run by a manager and one assistant. Over 20,000 participations are tracked in a variety of SERP sponsored activities each year. As of 2006, SERP has 10 Associations and offers over 50 activities for SERP members and their families throughout the year.

C. RELATIONSHIPS

1. ADMINISTRATIVE OVERSIGHT

The Employee Services, Food Service Administrator serves as the Sandia Representative for SERP and oversees the administration of the SERP program as part of the Sandia National Laboratories Food Services program. The Sandia Representative insures that there is compliance with the SERP Policies and DOE Appendix A as well as approve functions in SERP. The SERP program is run by a manager and a part time assistant with the Food Service contract Manager as their supervisor. Employees who run the SERP program are employees of the food service contract Sandia Representative.

JOB DESCRIPTIONS

1.1 SERP Manager

1. Under the direction of the Food Services Manager, implement and manage the Sandia Employee Recreation Program (SERP).
2. Make arrangements for recreational activities, scheduling officials, and the use of facilities.
3. Insure programs are sufficiently monitored and facilities are reviewed to assure the safety of participants.
4. Monitor complaints, communicate them to officials, and provide assistance in resolving them.
5. Develop and work within the SERP budget.
6. Review Associations' expenditures and recommend actions to better utilize SERP funding.
7. Maintain records including, but not limited to, participation statistics, equipment rentals, registrations and inventories.
8. Recommend other athletic and leisure activities that will be attractive to SERP participants.
9. Develop, implement, and administer policies and procedures, as well as, develop programs which provide positive recreational activities for all participants.
10. Publish and distribute monthly SERP newsletter.
11. Initiate ideas, formulate plans, and estimate volume use and cost of activities.
12. Handle all phone calls, and customers.
13. Give out information about SERP activities.
14. Possible after hours for special events or to meet with instructors.
15. Attend seminars and classes that are pertinent to the position.
16. Maintain inventory of rental programs.
17. Maintain association officers listing, associations rosters, and check for SERP eligibility.
18. Coordinate with instructors about classes and clinics, including supplying instructors with information about classrooms, information about students, and collection of monies.
19. Make room reservations through Catering department for scheduled classes, or meetings.
20. Process people into the various SERP clinics, seminars, classes, including collecting fees, making reminder phone calls, and sending out critiques.
21. Order and stock office supplies and sports equipment with Sandia Representative approval.
22. Assume responsibility for all participant monies for SERP activities.
23. Reconcile and issue monies to SERP instructors and associations that have been collected in the SERP Office.
24. Any other duties deemed necessary.

This description is intended as an overview of the work being performed by personnel assigned to this job. It is not intended to be an all inclusive list of all the responsibilities, duties, and skills required of personnel so classified.

1.2 SERP Assistant

1. Manage the office when the SERP Manager is out.
2. Handle all routine phone calls, and customers.
3. Give out information about SERP activities.
4. Help maintain inventory of rental programs.
5. Help maintain association listings.
7. Help process people into the various SERP activities.
8. Help gather information, edit, and type newsletter.
10. Order and stock office supplies and sports equipment with SERP Manager approval.
11. Any other duties deemed necessary.

This description is intended as an overview of the work being performed by personnel assigned to this job. It is not intended to be as an all inclusive list of all the responsibilities, duties, and skills required of personnel so classified.
2. FINANCIAL RELATIONSHIPS

2.1 Accounting Relationship

The Sandia Representative oversees the funds allocated to SERP. **To insure that Food Service and SERP funds are kept separate, a separate cost center called SERP is used to track SERP financial activity.**

The SERP Manager and assistant are employees of the Food Service vendor. They are paid from the SERP cost center while working on SERP related functions and are paid by the food services contract when working on those functions.

The annual budget for SERP is prepared by the SERP Manager. The Sandia Representative reviews the annual budget and gives approval or makes recommendations for changes. When the budget is approved by The Sandia Representative, it is signed off and filed in the SERP office. Funding level ceiling is set by the Sandia National Laboratories Management Contract.

2.2 Requests for Funds

The SERP Manager prepares a quarterly request for funds for the Sandia Representative to process. The Sandia Representative processes a Check Request form charging the appropriate case and sub-class. The Sandia Representative approves and sends it to Accounts Payable Department to prepare a check for the approved amount. The check is picked up by the SERP manager where it is incorporated into the SERP budget. Requests for funding should take place **at least 60 days before the start of the upcoming quarter.**

D. ELIGIBILITY FOR MEMBERSHIP

Membership to SERP is offered to the following groups free of charge:

- SNL employees.
- SNL retirees.
- Permanent on-roll DOE employees.
- DOE Retirees.
- Spouses and dependent children (under 23 years of age or younger) of above mentioned groups.

Membership to SERP is also available to the following groups for an annual fee of $18 per family:
- Military Personnel on Kirtland Air Force Base
- Onsite contractors to SNL, DOE, KAFB, and DOD employed on Kirtland Air Force Base
• APS teachers employed at schools on Kirtland Air Force Base
• DOD Federal employees
  ▪ Any civilian employees on Kirtland Air Force Base

Friends and non-dependent relatives are not eligible for SERP membership.

Membership in some activities may be limited to active SNL and DOE employees for reasons of activity location, available space, function, and/or insurance limitations.
PART II – SERP ACTIVITIES

A. ASSOCIATION OVERVIEW

SERP Associations are groups of individuals who have organized themselves to enjoy activities of common interest to all of their members. Associations offer individuals the opportunity to participate in activities that require many people. Most of the activities are offered at discounted rates because SERP shares costs with the participants in the Associations.

SERP provides a wide range of recreational needs for the employees of Sandia National Laboratories (SNL). Some of the benefits of forming an Association include friendships, group support, improved health, individual development of skills, and reduced activity costs.

Many services are available to Associations affiliated with SERP. SERP can provide publicity and promotion for Association activities through newsletters, postings, and mail service. SERP also has a limited availability to get meeting facilities for SERP functions. Associations also have the capability to establish checking accounts for Association funds at Sandia Credit Union.

Each Association must be governed by an Association Board of Officers. All Associations must fall within the goals, principles, and rules governing SERP. The requirements governing SERP Associations follow.

1. ASSOCIATION MEMBERSHIP GUIDELINES

1. An Association must maintain a membership of at least 10 active SNL/DOE employees or risk losing its active status.

2. Annually, all Associations must submit a membership roster to the SERP Manager. The roster should indicate member's name, day phone and mailing stop. The affiliation of SNL or workplace members must also be noted on the roster (see Appendix A).

3. Attendance to Association meetings shall be open to all Association members.

4. Members who wish to invite guests must get prior approval from the SERP Office.
2. HOW TO FORM AN ASSOCIATION

Employees who wish to form a SERP sanctioned Association should submit the following to the SERP Manager:

- Cover letter requesting SERP affiliation
- Association goals and objectives
- A proposed list of recreational activities
- A list of candidates for officer positions
- A roster of at least 10 SNL/DOE employees
- Provisional bylaws

After review of the above listed information, the SERP Manager will submit for review the request for Association approval to The Sandia Representative and the Sandia Representative. When a decision is reached, the person requesting the new Association will be notified by the SERP Manager.

3. ASSOCIATION OFFICERS

Election of officers should take place as per each Association's bylaws. One member should be elected as the president and one as secretary/treasurer. Other officers are selected as necessary. Any officers should serve terms no longer than 2 years and only serve 2 terms in a row. After a one year break, they may run for office again. There must be an active SNL/DOE employee on the executive committee.

3.1 Election of Officers

SERP must be notified when new officers are elected to an Association. This enables SERP to update and publish the Association Listing.

3.2 Association General Meetings

The president or appointed delegate of each Association is expected to attend all Association general meetings, held at a minimum of twice a year. In addition to activity information, important legal, insurance and policy issues shall be discussed at these meetings.

3.3 Officer Orientation

After approval is granted as a SERP Association, officers are required to attend an orientation with the SERP Manager. Organizations cannot operate as an authorized Association until the orientation meeting has
attended. The officers will monitor and coordinate the activities and membership of their Association. They are responsible for the Association's leadership and direction and are required to insure adherence to bylaws and SERP policies.

4. NAMING AN ASSOCIATION
All Associations shall be named "Sandia _____________ Association." Copies of items such as news articles, flyers, and brochures should be sent to the SERP Office prior to distribution.

5. AMENDING ASSOCIATION BYLAWS
Association bylaws are reviewed periodically. Associations interested in implementing changes to the current bylaws, should submit proposed changes to The Sandia Representative for approval. Bylaws adopted by Associations, must be consistent with SERP bylaws, policies and procedures.

Deviation from the policies and procedures outlined in the SERP bylaws or Association bylaws may result in disciplinary action. If injury results from violation of these policies, Association officers may assume personal liability.

6. LEGAL STATUS
Associations are governed by SERP and therefore have no independent legal status. Associations' involvement in political activities, such as signing petitions in the Association's name, sending group representatives to political meetings, and providing financial assistance for political activity is not allowed.

7. INSURANCE
One of the invaluable benefits of an Association's affiliation with SERP is that Sandia offers liability insurance which covers most Association functions.

7.1 Insurance Guidelines
1. The Association president is responsible for properly insuring Association sponsored functions. If there is any doubt whether an Association function is covered, contact the SERP Office to determine insurance eligibility prior to the function's commencement.

2. Association athletic contests and tournaments must have prior SERP Office approval and are limited to activities held on site or at other approved sites.

3. Some Associations and their members may be required to carry additional liability insurance based on the risk associated with the activity.
4. Members whose homes or recreational vehicles serve as the focal point of an activity must have property or homeowner's insurance. SERP insurance does not cover Association events held on an individual's personal property including, but not limited to, homes, recreational vehicles, boats or cabins.

8. ALCOHOL/ILLEGAL SUBSTANCES

The consumption of alcoholic beverages at SERP-sponsored recreation activities is strictly prohibited. Violations of this policy shall result in disciplinary action up to and including permanent ban from all further SERP participation.

9. FINANCIAL REPORTING AND GUIDELINES

The following forms must be submitted to the SERP Office quarterly.

- Original bank statements
- Original receipts for expenditures
- SERP Association balance sheet (see Appendix B)

For consideration of financial support, Funding Request Forms should be submitted by April 1 of each year for the upcoming fiscal year. Association approved funding will be issued annually.

Types of costs which may be considered for funding requests:

1. Facility rental expenses
2. Non-cash prizes of token value
3. Association equipment
4. Office supplies (postage, paper, tickets, special event support, etc.)
5. Guest speakers
6. Fees for sports leagues

Types of costs not considered for funding requests:

1. Alcoholic beverages
2. Cash prizes
3. Social functions
4. Party decorations
9.1 Bank Account

Associations wanting to establish a checking account should contact the Internal Revenue Service and receive a tax identification number then proceed with opening an account.

9.2 Bookkeeping

Correct and auditable bookkeeping records will be maintained by an Association officer. All Associations must employ a check and balance system that insures responsible and appropriate use of funds. Elected officers are held accountable for fiscal activity. Association checks should be endorsed by two authorized Association members. **Associations failing to submit quarterly balance sheets to the SERP Office risk losing Association status and funding.** An audit may be requested at any time at the request of the Sandia Representative.

9.3 Contributions and Donations

Associations may not make contributions to charitable or other nonprofit organizations. Individual SERP Associations can accept donations from SERP members and guests.

10. DISSOLUTION

In an event of an Association's dissolution, all Association possessions and funds will be returned to SERP. Dissolution requires Sandia Representative’s approval. If an Association is considering dissolving, the SERP Manager should be contacted. To initiate the process of dissolution, an Association must submit:

1. A letter to The Sandia Representative, SERP Manager, and Sandia Representative requesting dissolution approval. Reasons for dissolving should be included in the content of the letter.

2. Financial status information.
   a. Income Statement
   b. Final Balance Sheet

Upon approval of dissolution, the SERP Manager shall meet with the Association officer responsible for Association financials. A final reconciliation of the Association account shall be done at this meeting and the final balance sheet will be turned in to the SERP Office.
B. CLASSES OVERVIEW

SERP classes are activities coordinated but not taught or run by SERP employees. Individuals or businesses may contact the SERP Manager with their class or activity ideas. SERP serves as the administrative liaison for instructors for collecting payments, requesting rooms for functions, and mailing out registration materials as needed. SERP evaluates instructors and businesses via participant evaluations and by sending SERP employees to activities. The procedures for establishing classes in SERP follow.

CLASS ESTABLISHMENT PROCESS

Initial contact - Instructor or interested company may contact the SERP Manager to express interest and ideas for new classes or activities. Initial contact may also be made by the SERP Manager to the instructor or company as needed.

Information gathering - SERP Manager will seek information about the class via the New Activity Information Sheet (see Appendix C). All pertinent information will be completed including but not limited to class cost, times, style or format, location, insurance concerns, and instructor qualification.

Investigation - SERP Manager will seek out other similar activities in the area in the event that the same class is offered at Health Prevention, SNL, UNM, YMCA, or other local business or facility. If an equivalent is found, the SERP Manager will attempt to draw a reasonable comparison of all like classes.

Reporting - SERP Manager reports ideas for new classes to The Sandia Representative. SERP Manager also reports any pertinent findings from the Investigation stage.

Approval - The Sandia Representative can approve any class or activity that it deems appropriate under the goals of SERP. It is the responsibility of the Sandia Representative to address any liability or insurance concerns with SNL. No financial seminars will be permitted.

Initiation – The SERP Manager will contact instructor or company sponsoring the class or activity. Times, fees and details of the class will be confirmed. The instructor shall provide the SERP Office with all pertinent information regarding registration for the class. The class will be promoted and advertised by the SERP Office.

Administration - Participants call the SERP Office to register for classes or activities. Information packets for the class are sent to all individuals who request it. Participants must return payment for the class before a space will be held for them in the class. Payment for classes are made payable to the instructor or company and can be made in the SERP Office. Final class rosters are prepared for the instructor along with any payments collected. The instructor is responsible for picking up class rosters and payments (see Cash Handling
Procedure, page 17). The instructor is also responsible for collecting any fees due at the time of the class.

Evaluation - All individuals who are pre-registered for any class or activity are mailed a Class/Activity Evaluation (see Appendix D). All evaluations returned are reviewed by the SERP Manager and are filed for instructor and SERP Committee inspection. Classes or activities with repeated negative comments will be re-evaluated by the SERP Manager and The Sandia Representative.

C. RENTAL PROGRAM OVERVIEW

SERP has two rental programs available to employees, a video/DVD library and an outdoor equipment rental program.

The video/DVD library consists of "how to" and special interest videos. The range of subjects is large. Video/DVDs can be checked out by SERP members free of charge for three working days.

The Outdoor Equipment Rental program was established in 1991 to provide camping and sports equipment for rent to employees at nominal costs. The generation of income from the program has allowed for program expansion.

Rental procedures for video/DVDs and equipment follow.

1. OUTDOOR EQUIPMENT and VIDEO/DVD RENTAL

1.1 Reservations

1. Equipment may be reserved either in person or over the phone up to one month before pick-up date. Video/DVDs may be held for the renter for one day if the video/DVD is in the SERP Office at the time of inquiry.

1.2 Pick Up

1. Renter must present proof of base affiliation (badge, ID, vehicle pass).
2. Anyone who is in a category required to pay the SERP fee must have a current SERP fee or pay at that time.
3. Renter must fill out all information on the rental sign-out sheet or video check out sheet including social security number and signature (see Appendices E).
4. Persons renting canoes or snowboards must also sign a Equipment Rental Release form (see Appendix E).
5. Rental fee must be paid in full at time of pick-up. All monies collected are placed in the SERP cash box. (See Cash Handling, page 17).

6. Renter will be offered instructions and parts lists as appropriate for the equipment rented.

1.3 Equipment and Video/DVD Return
1. Renter must return equipment or video/DVDs to the SERP Office during open office hours and all pieces must be accounted for by a SERP employee.

2. Any problems with equipment will be noted on the rental form. SERP employee will initial and date form for date of return and renter will receive a copy of rental form as receipt.

3. Late fees will be charged if videos/DVDs are not returned on time.

2. REPLACEMENT, REPAIR, AND CLEANING

If any equipment, upon further inspection, is returned dirty, the renter will be contacted by phone and a cleaning fee will be charged to that renter.

If any equipment, upon further inspection, is returned with broken or missing pieces, the renter will be contacted by phone and a repair fee will be charged to that renter.

If any equipment is not returned or is returned damaged beyond repair, the renter will be charged a replacement fee at the retail price for that piece or reasonable substitute.

If any person fails to pay the replacement, repair or cleaning fee, that person’s rental privileges will be suspended until all past due charges are paid.

All monies collected for replacement, repair, or cleaning of equipment is placed in the SERP cash box (see Cash Handling, page 17).

3. INVENTORY

The SERP Office keeps a running inventory of all outdoor equipment and video/DVDs and formal inventories are done in April and September.

Damaged or worn equipment that is still in reasonable condition for use but not for rental is sent to Sandia Reclamation. Any equipment damaged or worn beyond reasonable use is thrown away. Any damaged video/DVDs are thrown away.

All equipment and video/DVDs that are classified unusable are evaluated by the SERP Manager and disposal is documented on a SERP Equipment Disposal Form (see Appendix F).
D. SANDIA NATIONAL LABORATORIES LOGO SALES and TICKET SALES

LOGO SALES –

Merchandise with the Sandia logo affixed will be available for sale in the SERP office. These items may be sold to individuals for personal use or may possibly be used for a team celebration or other official Sandia use.

All items sold will be approved by the Sandia Representative before stock is purchased.

All items must be purchased from an approved vendor, as the Logo is trademarked and permission to reproduce it must come from the Executive Office.

Prices will be established to cover only the cost of the item and the cost to administer the program. The intent is not to make a profit on the items.

TICKET AND OTHER SALES –

SERP will have available for sale discounted movie, tram ride and other tickets. These can be sold to members of SERP at any time. As is reasonable, three will be sporting event, concert and other event tickets also available at a discounted price.

SERP will sell discounted City Bus passes and other discount items as appropriate.

All sales must be approved by the Sandia Representative in advance of the offering for sale.

E. CASH HANDLING PROCEDURES

A cash box/register will be used to collect daily income. The following are the policies for cash handling.

1. Cashiers are to count and sign for their banks at the beginning of their shift in the presence of a manager.

2. Cashiers are to initial the cashier log and set up the register before beginning a shift.

3. Cashiers are to ensure that a beginning register reading was done by management, if one is available.

4. Cashiers are to ensure that the correct date and time is set on the register.

5. Cashiers are required to ring in all sales immediately with no delay.
6. If register does not have a register display showing charges and totals facing customer, a receipt is to be provided.

7. Cashiers are to close the register drawer between each transaction.

8. Cashiers are to place bills on ledge of register until transaction is completed.

9. Cashiers are not to leave the registers unattended with the key inserted. When unattended, cash registers are to be locked and all keys removed and secured.

10. Only one person is to work from a single cash drawer.

11. Cashiers are to ring in sales accurately. They are responsible for knowing the prices of items.

12. Cashiers and managers are to count closing cash in each other's presence and co-sign daily receipts.

13. Cashiers are to be held accountable for over/shorts.

14. Over rings are to be approved by management as they occur. They should be documented on the over ring record. The void key is not to be used.

15. Cashiers are not to read their own registers at the end of their shift.

16. Cashiers are subject to unannounced audits at any time.

17. All credit cards accepted for payment must have a current date and be signed. The cardholder’s copy of the receipt must block out all but the last 4 digits of the account number and suppress the expiration date.

18. Charge sales are to be rung up similarly to cash sales. Each transaction is to be accompanied by a supporting receipt.

19. Cashiers should notify a manager immediately if a customer believes they have been shortchanged.

20. Cashiers are to place ‘cash pulls’ in a tamper proof deposit bag and initial before giving to manager to place in safe.

21. There should be no commingling of personal and business funds.

22. No personal items should be kept at the register station, including, but not limited to: wallets, purses, backpacks, coats, etc.
23. Cashiers may not ring up their own purchases.

The SERP Office serves as a collection point for instructor fees for classes, league or membership fees for Associations, SERP fees, and rental fees. All checks for classes and Associations are made payable directly to the instructor, business, or Association. These monies are not deposited through any SERP accounts. The monies are reconciled at the time of pick up by the instructor, Association treasurer, or their designee (see below). All other monies collected are deposited daily to the appropriate SERP account.
F. SERP PROGRAM FEES

1. PAYMENT OF SERP FEES

Staff verifies patron's eligibility.

Patron completes release/non-Sandian form (see Appendix A).

SERP staff reviews release. Further verification of eligibility may be requested at this time.

SERP staff collects all monies for SERP fee. Patron will not be allowed access to SERP activities until dues are paid in full.

SERP staff issues receipt for all cash collected for SERP fees. Receipt is given to patron and copy of receipt is attached to cash.

SERP staff completes bottom of non-Sandian form with amount paid, date received, and initials that the staff member accepted payment.

All monies collected are handled according to the cash handling policies. (See Cash Handling Procedures, page 17).

2. ASSOCIATIONS

Patron completes release/non-Sandian form (see Appendix A). If patron is required to pay annual SERP fee, see Payment of SERP Fee.

Patron pays all league fees or membership dues in full. Cash, check or credit card is acceptable. No patron will be permitted to play in any leagues or participate in Association activities unless total is paid in full.

SERP staff issues a receipt for cash taken and gives receipt to patron. A copy of the receipt is attached to cash.

Payment is recorded on team roster or Association membership roster. All monies are placed in the SERP cash box (See Cash Handling Procedures, page 17).

Association financial officer or designee requests the release of funds.
3. CLASS FEES

1. Patron completes release/non-Sandian form (see Appendix A). If patron is required to pay annual SERP fee, see Payment of SERP Fee.
2. Patron pays all dues for class. Cash, check or credit card is acceptable. No space will be held in the class for patrons that have not paid in full.
3. SERP staff issues receipt for cash taken and gives receipt to patron. A copy of the receipt is attached to cash.
4. SERP staff records payment in class book to reserve space for patron.
5. All monies are placed in the SERP cash box (See Cash Handling Procedures, page 17).
6. Instructor requests the release of funds.

4. EQUIPMENT FEES

1. Patron completes release/non-Sandian form (see Appendix A). If patron is required to pay annual SERP fee, see SERP Fee Payment.
2. Renter completes equipment sign-out sheet.
3. Renter pays fee indicated on sign-out sheet. Cash, check or credit card is acceptable. Total due must be paid in full before equipment will be released to renter.
4. If equipment is returned damaged, renter is placed on Damaged/Dirty Equipment Contact List. The renter is notified either by phone or in person that they are responsible for damages incurred during their rental and all fees must be paid as soon as possible. They may not rent equipment until all damages are paid.
5. Renter pays damages due. Cash, check or credit card is acceptable.
6. SERP staff writes receipt for cash and a gives receipt to renter. A copy of the receipt is attached to cash.
7. All monies are placed in the SERP cash box (See Cash Handling Procedures, page 17).

5. SALES OF SNL LOGO MERCHANDISE

Patron selects item(s) to be purchased.
Patron pays total due. Cash, check or credit card is acceptable. No merchandise will be released unless patron pays all charges due.
SERP staff issues receipt for cash taken and gives receipt to patron. A copy of the receipt is attached to cash. Patron is given all merchandise that has been paid for in full.
All monies are placed in the SERP cash box (See Cash Handling Procedures, page 17).
G. PARTICIPATION OVERVIEW

At the end of each fiscal year, the SERP Office tallies the total number of participants for the ending year. To give meaning to the numbers generated, a format of how each activity is counted is provided. The examples provided are to serve as a guideline for calculating activity participations and so that the totals may be compared to other years that were calculated within these same guidelines.

1. TRACKING PARTICIPATION

1.1 Classes

Class participations are counted by the number of enrollments at the time of the class.

1.2 Associations

Association participation is determined by the number of persons listed on the Association membership roster or season rosters. For Associations with multiple teams, the total number of persons listed on rosters is counted. For Associations with more than one season per fiscal year, the number of persons listed on rosters for both seasons are counted. Therefore, persons playing in both seasons are counted twice, once for each season.

1.3 Outdoor Equipment

Outdoor equipment rental program participation is calculated by the number of daily rentals. This is determined by the number of items rented times the number of days the item(s) are rented. Example: 3 items are rented for 2 days = 6 daily rentals.

1.4 Video/DVD Tapes

Video/DVD check-out participation is determined by the number of video/DVDs rented throughout the fiscal year. The number of days the video/DVD is rented is not considered because of large variances in the number of days a video/DVD is checked out.
TEAM CAPTAIN ROSTER PACKAGE

PLEASE READ AND FOLLOW ALL INSTRUCTIONS BELOW WHEN TURNING IN YOUR ROSTER.

1. Complete top portion of roster form.

2. Complete the following sections in the main roster:
   - Player’s name
   - Work Phone
   - Home Phone
   - Mail Stop
   - Employer Company
   - Sandia Sponsor – contact information

3. Turn in release forms and SERP fees for players who are not current. A copy of the release form is included in this packet. You may check the status of players in the SERP office. *All players on your roster must have current paperwork and fees at the time the roster is submitted. Anyone without proper paperwork will be deleted from your roster.*

4. Turn in all forms and fees. All SERP fees must be paid on a separate check from Team fees.

THIS PACKET INCLUDES:
INSTRUCTIONS, RELEASE FORM, ROSTER AND ADDITION/DELETION FORM.
Release Form for Participation in SERP-Sponsored Activities

NOTE: This waiver must be completed and signed by the participant (or parent/guardian if under 18). One member per release form, please. This waiver will cover your participation in SERP-sponsored activities for one year.

Please check the appropriate box to explain your eligibility and complete the following information:

- SNL employee – no charge
- Permanent on roll employee of DOE – no charge
- Active duty military – must pay $18 SERP fee
- Civilian employee at KAFB – must pay $18 SERP fee
- On Site Contractors to SNL, DOE or KAFB - must pay $18 SERP fee

Employer name

- Retired SNL or DOE – no charge
- Spouse – no charge
- Dependant (must be under 23 years of age) – no charge

Only fill out the fields that pertain to you:

Full Name  Badge Number  Sandia email address

Home Phone  Work Phone  Mail Stop

Home Street Address  City  State  ZIP

For spouse and/or dependent:

Full name  Day time phone  SERP sponsor

I hereby request to be permitted by SERP to participate in recreational program activities administered by it. I hereby acknowledge that my participation in such activities is entirely voluntary on my part. My participation does not arise out of or in the course of any employment with Sandia Corporation and it is not a requirement of any such employment. Such participation is solely for my own pleasure and benefit.

In consideration of the acceptance of my participation in such activities, I hereby release Sandia Corporation, the United States Government, SERP, and all officers, directors, employees, and agents (as a group and as individuals) of any of the foregoing, and any fellow recreational program participants, for any liability for any injury or damage sustained by me while participating in such activities or during my transportation or travel involved with such activities.

Signature  Date

Please return form to: MAIL STOP: SERP 1021  Do not fax!

For SERP Employees Only:

SERP fee: $_________  Date: _______ / _______ / _______  Accepted by: ________________________
Roster ADDITION/DELETION form
(circle one)

ASSOCIATION:______________________________ LEAGUE:__________________

TEAM NAME:______________________________ COACH:_____________________

PLAYER’S NAME:___________________________

WORK PHONE:_____________________________ HOME PHONE:_________________

MAIL STOP:______________________________ COMPANY NAME:_________________

----------

SERP OFFICE USE ONLY

Release form 
Yes No Date:________________

SERP Fee 
Yes N/A Date:________________

Date added to Roster:______________________
ROSTER FOR __________________________________________________________________________

(ASSOCIATION)

SEASON/YEAR: ___________________  LEAGUE: ___________________  TEAM NAME: ______________

<table>
<thead>
<tr>
<th>PLAYER'S NAME</th>
<th>WORK PHONE</th>
<th>HOME PHONE</th>
<th>MAIL STOP</th>
<th>EMPLOYER COMPANY</th>
<th>RELEASE FORM</th>
<th>SERP FEE</th>
</tr>
</thead>
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</table>
ASSOCIATION BALANCE SHEET

ASSOCIATION: ____________________________________________________________

Prepared by: _______________________________ Date: _______________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Deposit or Check #</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>What was this for – be Specific!</td>
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</tbody>
</table>

Starting Balance =

Checking Balance =

Savings Balance =

Total Association Balance

ORIGINAL BANK STATEMENT AND ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS DOCUMENT.
New Class/Activity Information Sheet

Instructor: ________________________________________________________________

Location of class/activity: ________________________________________________

Fees for participation: ____________________________________________________

Estimated number of participants/members: ________________________________

Method of Advertising: __________________________________________________

Purpose of activity or group: ______________________________________________

Instructor or group will provide: ___________________________________________

Participants must provide: ________________________________________________

Liability and risk management: ____________________________________________

Unusual liability address by SNL Representative: _____________________________ Date: ____________

Cost to SERP: ___________________________________________________________

Additional Information: ________________________________________________

Approved by:

Serp Manager ___________________________ Date ___________________________

General Manager _________________________ Date ___________________________

Sandia Representative ______________________ Date _________________________
Class/Activity Evaluation Form

Thank you for your recent participation in the SERP program. I hope you found it to be a worthwhile and enjoyable experience. In our continuing effort to improve program offerings, I’m asking you to fill out the form below and return it to the SERP office within 10 working days. Thank you in advance for your help.

Activity:____________________________   Instructor:_________________________   Date:_______________

Please list positive aspects of the class/activity:

___________________________________________________________________________________________
___________________________________________________________________________________________

Please list any negative points:

___________________________________________________________________________________________

Rate the Instructor(s) on:

<table>
<thead>
<tr>
<th>Knowledge of Material</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to Teach</td>
<td>Excellent</td>
<td>Good</td>
<td>Average</td>
<td>Below Average</td>
<td>Poor</td>
</tr>
</tbody>
</table>

Did the class meet your expectations? _____________________________________________________________

If no, why not:________________________________________________________________________________

Did you enjoy the class?_______________________________________________________________________

If no, why not:________________________________________________________________________________

Would you recommend this class be offered again?___________________________________________________

Would you recommend this class to others?_________________________________________________________

What else do we need to know?___________________________________________________________________

_____________________________________________________________________________________________
### SERP Outdoor Rental Equipment Reservation and Sign-Out Sheet

<table>
<thead>
<tr>
<th>Inventory #</th>
<th>Item</th>
<th>Rental Fee</th>
<th>Late Fee</th>
<th>Damage Fee</th>
</tr>
</thead>
<tbody>
<tr>
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**Totals**

<table>
<thead>
<tr>
<th>Pick up Date</th>
<th>Return by</th>
<th>Date Returned</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Reserved by ______________________
Signed out by ____________________
Signed in by ______________________

1. The signee is solely responsible for any damage to, loss of, or theft of the above mentioned equipment (at the retail replacement or repair cost).
2. The signee is responsible for providing consumable goods (fuels, batteries, mantles, etc.) for use with the equipment.
3. There is a DAILY late fee for equipment not returned by the above mentioned return date.
4. Any equipment returned wet or dirty will be charged a cleaning fee. If the wetness and/or dirtiness caused any damage to the equipment, the appropriate repair/replacement fee will be charged.
5. Equipment will be inspected by SERP staff within one week of the date returned. Fees for cleaning, repair, or replacement will be assessed at this time.
6. No equipment will be considered returned unless it is received by and signed in by SERP staff.
7. I agree that the property listed above is rented in “as is” condition and state that each item was personally inspected, examined, and found by myself to be in usable and undamaged condition. I have received a parts list for items with several pieces and I have inspected the above mentioned equipment and found it to contain all parts listed. Any exceptions to the parts list or condition of this equipment will be listed on the reverse of this form.
8. Payment is due in full at the time of pick-up. Refunds will not be given for equipment rented and returned unused prior to the return date, or for equipment that was not in good working order and not noted on the reverse of this form.
9. I agree to pay all rental charges, collection fees, attorney fees, court costs, and/or any other expenses involved in the collection of any charges due to SERP from me which may arise from this agreement.
10. I agree to hold harmless and/or indemnify and defend SERP and their officers, agents, servants, and employees from any liability, costs, or expense resulting from accidents or injuries to, or for the death of any person directly or indirectly arising from my use or my permission, express or implied, to use the rental equipment.

**By signing my name below I am indicating that I will receive the rental equipment listed above on the pick-up date shown and that I have read, understand, and agree to abide by the terms of this rental agreement.**

Name __________________________
MS __________
Work Email ____________________

Address ______________________________________
Home Phone ____________________

Work Phone ____________________
Signature/Date __________________________
SERP DISPOSAL FORM

The following information must be completed and this form must be signed by the SERP manager before any equipment belonging to the SERP Office can be removed from inventory, sent to SNL Reclamation, or thrown away.

Item Description:__________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Reason for disposal (provide detail):___________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Item will be disposed by:

Thrown away________________________   SNL Reclamation_____________________________________

Stolen (explain)___________________________________________________________________________

Date of report:_________________________

I feel that the item(s) described above is/are not suitable for use in the SERP program. By signing below I am giving my authorization for this item to be removed from the SERP inventory for the reasons stated above.

SERP Manager _________________________________________       Date_____________________

Approved by Sandia Representative_________________________       Date_____________________