

Deeside Orienteering Club Free Run Vouchers

Voucher Issue

The Fixtures Secretary issues the free run vouchers for an event to the Organiser.

The Organiser retains their own voucher and delivers vouchers to the event Planner and Controller.

Vouchers are valid for use at DEE summer evening or local events (level D).

To use the voucher, the holder simply hands it in at registration.

Voucher Processing

After an event, the Organiser:

- notes the number of free run vouchers when completing the event accounts form and
- sends the free run vouchers (along with the completed event accounts form, entry slips, risk assessment, receipts, list of helpers and event takings) to the Treasurer.

If the vouchers are in a suitable condition to be reused, the Treasurer will return to the Fixtures Secretary.