

REGIONAL SUPERINTENDENT GUIDELINES

ALSA regional championship shows are designed to showcase llamas and alpacas from ALSA sanctioned shows within a geographical area. The shows are possible through the organization and work of dedicated volunteers. These guidelines should assist superintendents complete a successful show.

1. ALSA is a volunteer organization. The superintendent, show staff and helpers are volunteers. No one should be paid or given complimentary benefits for their help. For example you should not give the volunteer clerk a complimentary ad in the show program or a complimentary stall for their animal.
2. An exception to rule 1 above would be paying an individual or group to provide obstacles for the performance and driving division classes. Building and transporting obstacles requires more than volunteering time. Suggested maximum payment is \$250-300. Another exception would be to pay the reasonable travel expenses of a volunteer who travels from out of town to serve as show clerk. These payments may be made at the superintendent's discretion from the seed money provided by the ALSA office and must be accounted for as stated in paragraph 5 below.
3. Judges must be paid according to the ALSA Handbook. Judges are not volunteers. They are paid independent contractors.
4. Superintendents receive an advance payment, currently \$500, from the ALSA office prior to the show. This advance is provided for the superintendent to pay expenses that must be paid prior to the show or to pay vendors who choose not to wait for payment from the ALSA office. Examples are: Vendor wants to be paid when the stall bedding is picked up. The photographer requests payment at the show. The printer requests payment when the show program is picked up. Most of these pre paid expenses will not be charged as Superintendent expenses in the financial report to the ALSA Board but will be charged to other expense categories.
5. Superintendents must submit an accounting to the Regional Committee Chairperson for the treasurer showing how the advance was spent. Receipts or other evidence of payment is required for all expenses. If you prepay more expenses than the total of the advance, you must submit your request for reimbursement on an "Alpaca and Llama Association Request for Payment and/or Reimbursement" form. The form is available on the ALSA website. This request must be submitted within 15 days after the Regional show. No reimbursement will be made for expenses without a receipt.
6. Superintendents are required to submit a final accounting for all revenue and expense of the regional show to the Regional Committee Chair within 15 days after the show. A standard report form will be provided by the Regional Committee Chair and should be used. Each income and expense should be reported on the appropriate line of the report. This allows the Regional Committee Chair, the ALSA treasurer and the directors to compare the financial operations of the regionals. This information can be useful to you in finding new revenue sources or looking at ways to keep expenses under control in your region.
7. All checks for entry and stall fees must be made payable to ALSA and sent to the ALSA office no later than 15 days after the show, along with the show results and a copy of the final accounting. Superintendents should keep copies of the show results and all financial records for their own files in case anything gets lost in the mail. "The only exception would be when a Regional Championship is held in conjunction with another event and ALSA is splitting costs with another entity that is collecting and paying the stall fees."
8. Superintendent's goal is to have revenue exceed expenses. ALSA is supported by member dues, revenue from shows and points recording fees. Every activity should pay for itself. Each regional show should pay its own expenses. As a superintendent you should prepare a budget based on historical financial reports from your region. This should be your spending guideline. If you identify new revenue sources this may allow for investing in new programs.
9. Superintendents should arrange for an area or backdrop where exhibitors can have photographs taken of their animals and winning ribbons. Exhibitors should be asked to share their photographs with the superintendent for possible use in articles or posting on the ALSA website.
10. Superintendents should enjoy this experience. You volunteered for an adventure. You should make new friends, renew old friendships and strengthen present friendships. With careful planning, proper monitoring and meticulous execution you will have a successful show. That success will pay dividends of satisfaction. Thank you very much for volunteering!

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