

Transmittal Application Process and Instructions

Club, Lot Owner or Employee Responsibilities:

1. Complete the transmittal application available from the Activity office or the Venture Out website at www.ventureoutvresort.com.
2. Provide detailed information, including drawings or photos that clearly define your project ideas. Address any space issues including, if additional space needed, and complete the Clubs Requesting Space, Courts, or a New Building Form. Attach a copy of the Clubs Requesting Space, Courts, or a New Building Form to the Transmittal.
3. Estimate costs as closely as possible, keeping in mind preparation work or other factors that might be involved in your project, such as electrical needs, water supply, foundation or concrete work, building materials, and other miscellaneous items. The Planning Committee is available to assist in this requirement.
4. Clubs must have support from the club's President and/or Executive Officers and their Social Board Liaison. Attach any club motions if applicable to the transmittal.
5. Lot owners or employees are encouraged to seek guidance from the General Manager or the Activity Director.
6. Transmittals may be submitted to the Activity Director at any time, but must be submitted by **November 15th** for budgetary considerations of the upcoming budget year.
7. Club representatives, lot owners or employees submitting a transmittal application may be asked to attend the Transmittal Committee meeting to answer any questions Board members may have prior to approving or denying the transmittal.
8. The Transmittal Committee will provide periodic updates to the person submitting the transmittal on the status of the transmittal in the evaluation process. Transmittal updates will be posted at the Post Office bulletin board.
9. If the Transmittal involves donor funding, complete the Donor Information Sheet Form. Attach a copy of the Donor Information Sheet to the Transmittal.