

## **Management System Software and/or Merchant Account Usage Procedure With Groups Outside OLA**

Outside groups, through the affiliated unit of OLA, will have access to the organization's management system software for event registrations and payments. Outside groups will identify the OLA unit it desires to work with and make contact for approval. Acceptance of affiliation will be reported to the OLA Board and OLA Association Manager. It is expected the OLA unit will assist the Outside group with registration form development, monitoring and reporting.

The Outside group will have a separate line item in the OLA Enterprise Funds Breakout and event funds will be deposited and recorded by the OLA Association Manager.

Money to pay expenses will be generated by the event of the Outside group. Payment for event proceedings will be approved by the Outside group chair and the affiliated unit chair of OLA prior to submission to the OLA Association Manager for payment. For the use of the organization's management system software and the Merchant Account for event registration, there will be a 5% charge of the total registration fee. Affiliation with an OLA unit will reduce the time required by Association Manager so no additional charge would be applied, unless communicated in advance. Should the affiliation be directly with OLA, then an additional fee (2.5% or a flat fee per hour) to be negotiated would be charged for the Association Manager's time to work with the Outside group.

Should the Outside group desire to work in the future with OLA and retain funds within OLA for those events, intent to do so must be made known to the OLA affiliated group, approved and then brought forward to the OLA Board. Should the Outside group dissolve with funds left in the account, those funds will go to the affiliated OLA unit and the Enterprise budget line will be eliminated.