



BRANCH CLASS REFERENCE SHEET



A branch class with **4** or more Boston Branch members is entitled to liability insurance coverage purchased by the Branch to cover classes and Branch-sponsored activities.

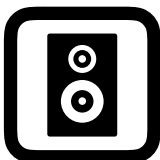


A branch class with **8** or more Boston Branch members is entitled to an annual event subsidy of \$265 for musicians, hall rental, etc. Email your Executive Committee class liaison or **treasurer@rscdsboston.org** to request a subsidy. Allow one month for approval.

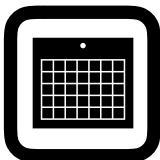


A branch class with **12** or more Boston Branch members is entitled to an additional annual event subsidy of \$100.

All SCD classes in the areas covered by the Boston Branch (MA, NH, VT, ME, and upstate NY) are eligible for Branch publicity and the use of Branch equipment, regardless of member count.



To reserve Branch sound equipment, email **equipment@rscdsboston.org** at least 30 days before your event to inquire about availability. If the equipment manager delivers the equipment and/or provides sound assistance, please consider offsetting their travel costs. (\$20-50 is appropriate, depending on distance traveled and the event budget.)



To list an event on the Branch calendar, email **calendar@rscdsboston.org**. Allow one week for the event to be posted. If you would like to post and edit your own events, email to request editing access to the calendar for your class. Instructions are online.



To update your class listing at rscdsboston.org/class-massachusetts.html, or to update an event listed on the website, email **webmaster@rscdsboston.org**. There should be only one contact person for each event and class.



All Branch classes and events are required to have a first aid kit accessible. Your function space may already have a first aid kit; if it doesn't and you'd like the Branch to subsidize the cost to supply one, email **president@rscdsboston.org**.