

ACTIVE MOMS AND TOTS POLICIES



WELCOME

The founders of ACTIVE MOMS AND TOTS have been involved in many local support groups and organizations over the years. From these experiences, they feel that they have found the right balance of policies and freedoms so that all members can have a great time, get the support they need, and still remain in a safe environment.

One common thread we've learned from memberships in other groups is that there must be a few basic policies in place. Although many of our policies are common sense, we've learned that it is necessary to put them in writing so that everyone understands that we are serious about them. These policies are for your safety and the safety of your children. In addition, they help our group remain active, which is the kind of group we want to have.

Our policies can be modified at any time and it is your responsibility to review the message board for update notices. If at any time a policy is adopted that you do not believe you can adhere to, please remove yourself as a member of the group. If you need further information on any of the policies, please contact the founders at founders@activemomsandtots.com.

We encourage feedback and are always open to suggestions to improve the group. Please email your ideas, questions, concerns, and suggestions to founders@activemomsandtots.com. It is up to the founders to determine if and how the requested changes will be incorporated. Whether or not your ideas are incorporated, you will receive a response from us.

By logging into the ACTIVE MOMS AND TOTS Meetup site, you agree to all policies in the most recent revision of this document.

HOW TO JOIN

This group is free to join. Complete the profile and submit the request to join. We strongly suggest posting a photo, but it is not required. We require meeting all pending members before acceptance into the group. We do this so we can verify that you are who you say you are and not a pedophile or internet lurker. We also want you to have the opportunity to see if this group is right for you before committing to join.

If you do not attend an event within 30 days of requesting to join, your membership will be declined. You are welcome to reapply for the group when you can attend an event.

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STAYING ACTIVE IN THE GROUP

This is an active moms Meetup group. In order to remain a member, we require **one** of the following:

- Attend a minimum of 2 events each month
- Host an event

In detail:

Attend a minimum of 2 events each month: there will be at least one event each weekday on the calendar, RSVP and show up to two or more each month. If you attend an event and cannot find anyone from the group or an organizer is not at the event, you must RATE THE EVENT and comment about the event so we know you attended (see RATING EVENTS section for instructions), this will ensure that you get your attendance credit for the month.

Host an event: if none of the events work for you because the time or location is bad, setup an event yourself and email it to the organizers to add to the following month's calendar. It doesn't have to be at your home, you can setup a coffee social or open gym play time at a local play gym (see instructions for hosting an event later in this document).

Exceptions: We know there are times when the family is sick, you are on bed rest, the kids are going through the terrible twos, naptime keeps changing, and you just cannot get out of the house to attend an event. Send an email to founders@activemomsandtots.com to request an "Attendance Exception". Include the duration you will be unable to actively participate (to the best of your knowledge) and we will not remove you from the group during that time. Staying active on the message board is a great way to keep in touch when you are out-of-town or home-bound. When the exception has expired we will start tracking your attendance again, unless you contact us.

Inactivity notification:

We really do track attendance for all active members each month. If you do not attend the required two events or host for two consecutive months you will receive an email reminder of the policy. You will have 2 weeks to fulfill the requirement, request an exception or sign up for an alumni membership.

ALUMNI MEMBERSHIP

Are your children going to school and you are working now? Are you moving out of town and still want to keep in touch with your AMAT friends? We now have an Alumni membership available for previously active members in these situations. An Alumni membership costs \$12/year, due each May (pro-rated if you become an Alumni member outside of May). What do you get with an Alumni membership?

- You will continue to have access to the message board and calendar
- The organizers will no longer verify if you attended 2 events or hosted 1 event each month.
- You will not be removed from the group if you do not attend the minimum two events or hosted one each month.
- *Alumni Member* will be added to your title in your profile.
- You will continue to receive RSVP reminders for events that you have not RSVPd for; unfortunately we have no way of filtering Alumni members out of the email reminders.
- Becoming an Alumni Member doesn't mean you can "No Show" to events you RSVPd "Yes" to. If you RSVP Yes and your plans change you need to update your RSVP. See the No Show Policy for additional details.
- The organizers reserve the right to remove anyone from the group for not following the other policies in place.

Alumni renewals are due by May 31st each year and will be posted as an event on the May calendar so you can pay via paypal. An email reminder will be sent at the beginning of the month to all Alumni members. Those who have not paid by May 31st will be removed from the group without any further notification.

Alumni members will still receive RSVP reminders for all events they do not RSVP to, we have no way of filtering out Active members from Alumni members in the event RSVP reminders.

HOSTING AN EVENT

We need people to host events! Don't worry; you won't have to invite the whole group to your house for dinner (unless you want to). Hosting can be done in a variety of ways:

- Playgroups
- Kid's Crafts
- Backyard Party
- Holiday Event
- Field Trips
- Mom's Night In or Out

You do not have to host at your house or pay for anything! You can host at an indoor play center, set up a tour at one of your favorite businesses, book a room at the library for a craft, play at the park, or virtually anything else you can think of! Hosting means you pick the activity, location, time, and act as the main contact for that event. If it's a tour or a guest speaker, you are responsible for organizing the event. You will work directly with one of the Organizers to coordinate the event announcement and calendar placement.

If you want to host at your house, you may limit your event to a maximum number of moms and kids, set your own timetable and provide snacks or ask that guests bring a snack to share.

To host an event, email founders@activemomsandtots.com with the following information:

- Date
- Start and end time
- Locations address and phone number. If you can provide directions, that would be helpful too.
- Maximum number of guests (if applicable)
- Description of the event
- Your contact information

If you host an event at your home, please include the following information:

- Pets?
- Baby-proofed to what age?

We want to be able to accommodate as many people as we can to keep our group active. We understand that it is not always possible to make it to two events every month so hosting an event is an easy way to fulfill our staying active requirement while staying at home or going out and doing something you planned to do already!

RSVP FOR EVENTS

Guest Count

You and your children should be included in the headcount, unless otherwise noted in the event. Your children and other people you bring count as guests. The computer automatically generates a total headcount. It is important to include a contact number in your RSVP so we can reach you if there is a last minute change to the event.

RSVPing

Please RSVP for events and, if your plans change, update your RSVP as soon as possible. In particular, if you RSVP "yes" and you find that you cannot attend, change your "yes" to a "no" as soon as possible

Some events do not allow for a "maybe" RSVP, so please RSVP "yes" only if you're committed to attending. Also, occasionally events will have a maximum allowable number of attendees. Please don't take up spots unless you will be at the function.

The organizers assume "maybe" RSVPs will not show. They will not be included if special arrangements for the event are necessary, such as reservations at a restaurant. If you RSVP "maybe" to such events, we cannot guarantee space will be available for you should you decide to attend.

Your RSVP and EVENT RATINGS are how we keep track of attendance. Because of the large number of events we have each month an organizer may not always be present. By rating the event afterwards we are able to confirm you were there and give you credit for it. If you do not RSVP for the event, you may not be able to RATE the event (a Meetup feature) and we will have no way to know you were there unless you send us an email.

Pre-payment

Some events require prepayment to attend. Payment options are as follows:

- Pay-pal is available when you RSVP for the event
- Check/Cash given to Liz M or Krista H only or mailed to Liz M as described in the event details.

Payment will not be accepted at the event unless prior arrangements have been made. Contact Liz M or Krista H if you have questions.

Refunds will be issued for prepay events if:

- You change your RSVP to a "no" prior to the RSVP deadline AND email the organizers that your plans have changed to founders@activemomsandtots.com
- You change your RSVP to a "no" after the RSVP Deadline, but before the event AND we have enough members show up to cover the minimum charge for the event.

Refunds will not be issued to anyone who "NO SHOWS" an event that requires payment.

No Shows

Please honor your commitments to our group as you would other any other appointment you would have on your calendar. If you RSVP "yes" and do not show to an event and do not contact the host or an organizer to let them know you are unable to attend, we will consider this a "NO SHOW". Most of the time this is not a real problem- for instance, if someone was to No Show to Storytime in Tukwila the Storytime would go on. This is a public event, not created by AMAT.

However, there are some special AMAT ONLY events (such as the Park Building, Signing Playgroup, Member Hosted Play Dates, Gym Starz and Tot Trek) many of which have minimum attendance or payment requirements. These events require pre-payment in order to attend and/or special effort to setup. "No Showing" to these events can create a money issue and may take a spot from another member who could have attended. It may discourage members from hosting events at their house. It is not fun to plan an event at your home or other venue and have no one show up.

Anyone “NO SHOW”ing to capped or special AMAT only events will be reminded of the RSVP policies via email. If “NO SHOWING” continues after being reminded of the policies it will be assumed you do not respect others schedules and you will be removed from the group.

To avoid the “NO SHOW” issue make sure you have the organizers’ cell phone numbers programmed into your cell phone or written down in your address book. Also, note the host’s contact phone number in the event details. If you need to cancel at the last minute (less than 2 hours before the event starts) you need to call the host preferably or one of the organizers so she can contact the host.

RATING EVENTS

Our organizers work hard to fill the calendar with events to keep the members active. We use our past experiences and known haunts as well as try out new places based on member’s feedback and suggestions. If we don’t hear from you about the event, we have no way of knowing if you liked it and want to do it again, hated it and would never do it again, or just thought it was ok.

If you RSVP’d “yes” or “maybe” to an event and the event has passed, you will receive an email from Meetup asking you to rate the event. This is very important! Please take a moment of your time to complete the information - it’s rather quick to complete. Don’t worry about figuring out how many people attended (it’s the first question on every survey), make a guess. The fields we are most concerned about are the comment sections. Let us know what you liked, what you didn’t like, and what would have made the experience better for you.

In some groups you may be encouraged or even harassed to rate everything a 5 because event ratings affect the group’s Meetup rating. NOT IN THIS GROUP! We want your honest feedback so we can make things better.

If you have trouble connecting with the group at an event please, rate the event and let us know. We really hate missing people at events but occasionally it happens. When we are aware that it has happened we make extra efforts to meet you at the next event.

Rating events is also important for attendance. We have so many events; an organizer may not be at every one to take attendance. In these cases we rely on your rating comments to verify you were there. If there are no rating comments we may not count the event in your attendance record.

PHOTOS AT EVENTS

If you take photos at any group event please post them in our group Meetup photo gallery only. Do not post any group photos on your personal public internet site, including facebook or a blog unless you have permission from the parents of the children in the photo.

If you do not want photos of you or your child posted in our group Meetup photo gallery, it is your responsibility to notify anyone taking photographs. If you ever find a photo of you or your child posted on Meetup that you would like removed please email an organizer and she will remove it.

If you find a photo of you or your child posted on the internet outside of Meetup it is your responsibility to contact that person and ask them to remove it. If the person refuses to remove the photo you may email the founders@activemomsandtots.com and we will also request the photo be removed on your behalf. If the person still refuses, we cannot force them to take it down. We can however, remove them from the group.

BEHAVIOR AT EVENTS

FOR THE KIDDOS:

We all need to remember to focus on the behavior and not on the individual. Each mother is responsible for her own child's behavior. We have to remember that there is not a right or wrong way of parenting; we are not to judge each other. When disciplining, please remove the child from the immediate area. There is a difference between inappropriate and malicious, we understand that and want all our children to be in a safe and welcoming environment.

AGGRESSIVE BEHAVIOR (hair pulling, hitting, kicking, wrestling) - if any of these behaviors occurs, then that mother should remove her child from the area. After a short bit of time, this child can resume the activity. If the behavior continues, then that child and mother shall leave for the day.

BITING, SPITTING ON OTHERS, URINATING IN PUBLIC AREAS- If a child ATTEMPTS any of these behaviors, then that child should be removed from the area by his/her mother, and after a short time can return to the activity. If another attempt is made then the child and mother will leave for the day. If a child is consistently having behavioral problems that have warranted their removal from several activities, the mother may be asked to refrain from attending events until that child's aggressive or anti-social behavior is under control. If a child is deemed a danger to themselves or other children on a continual basis, the mother may be asked to leave the group.

FOR THE ADULTS:

- No member shall use obscene or abusive verbal language directed toward any other member of the group or their child/children.
- No member shall use physical or obscene gestures toward any other member of the group or their child/children.
- Members shall refrain from harassment regarding other members of the group in person, via phone or e-mail.
- All members shall be considerate and respectful of the property of other members.

If one member has an issue with the behavior of another member's child, that member needs to express their concerns to the child's mother. If the situation continues after approaching the mother, then the organizers should be notified of the situation at founders@activemomsandtots.com. If the organizers choose to become involved, they will setup a meeting with all parties involved. The organizers will act as mediators to assure everyone can state their case as well as defend themselves if needed.

The founders reserve the right to remove any member who violates any of the above policies.

VISITORS AT EVENTS

Visitors include anyone not belonging to the group; such as your spouse, care-giver, extended family or friends. You are welcome to bring visitors to public events (coffee shops, zoo outings, essentially any public place). However, if you want to bring a visitor to a private event hosted at a member's home, you must ask the hostess if it is ok. Don't expect anyone to say yes.

There are times you cannot attend an event and want to send someone else in your place with your child/ren; such as your spouse, a care giver or relative. For public events there is no problem. It is helpful if you say in the RSVP who will be attending with your child and to post a photo of the person in the photo gallery, in the Caregiver and Guest Album so we know who to look for and can say hi when they arrive. Never send someone in your place to a private event (at a member's home), unless you have permission from both the host and group organizer.

MESSAGE BOARD GUIDELINES

This is a great forum to chat with other moms, make new friends, and have fun! In order to create a supportive and positive environment, there are some policies we observe when posting on the Meetup site. By making posts, you are agreeing to abide by the following standards:

- Respect everyone's opinions. Even though you might not agree with someone, that doesn't mean they are wrong or deserve to be belittled. Remember that what works for you may not work for everyone else. Give everyone the same courtesy you would expect in return.
- No profanity or explicit content.
- No pictures that might be considered "inappropriate".
- No posts that could be interpreted as threatening or harassment.
- No advertising or product promotion is permitted except for in specified areas.
- No links that solicit for donations, advertise a product, or promote for personal gain are allowed in the general areas of the message board. Please post in the specified areas only.
- Organizers have the right to remove a post if it does not meet the standards.
- You have the right to edit any of your posts.
- If you have started a thread that you want to close, please post a message indicating "THREAD CLOSED".
- Understand that posts made by members do not necessarily reflect the views of the organizers.
- Posts submitted to the ACTIVE MOMS AND TOTS Message Boards are not considered confidential.
- The Message Board is a place to get advice and support from your fellow moms. The organizers are not qualified to deal with serious issues like depression, abuse or other harmful situations. If you are involved in a situation like this, we recommend you contact a professional in your area, a trusted friend or family member, or call 911 (when the danger is immediate).
- When posting news reports or articles, please post only a few sentences for the reader's information and reference, and include a link to the rest of the content on the original site. Do not post articles, news reports, copyrighted photographs, graphics, images, audio, or other copyrighted material in its entirety unless you have obtained written permission from the relevant copyright owner(s).

On the lighter side....our vision is to make our community one of the most supportive and most positive it can be! Here are some ways you can help us do that:

- Be positive and encouraging at every opportunity.
- Do everything you can to make others feel welcome.
- Keep an open mind as others talk about their beliefs, goals and opinions- you might learn something!
- Give everyone the benefit of the doubt that they are trying to help and have good intentions.
- Tough love can be a helpful kick in the pants, but "tough" does not equal "mean".
- Welcome all types of personalities and encourage people to be themselves.

The founders reserve the right to terminate board participation or membership for failure to comply, or for any other reason we see fit. If you see a post that violates these Standards and Guidelines or have any questions, please contact founders@activemomsandtots.com.

HOME BUSINESS SELLING

We provide a dedicated message board thread for advertising your business as well as in your profile. Please do not email or contact members outside of this forum to promote your business.

If you are hosting a party (such as Tupperware, Usborne, Body Shop etc.) it can be posted in the "Upcoming Home Parties" thread.

Both of these threads can be found in the message board index.

ANIMALS / ALLERGIES

Animals:

Some members are allergic to animals so it is important that you include what pets you own and how they are secured in event notices if you choose to host an event at your home.

Allergies:

Food allergies are very common today so it is important that children not roam with food that could be exchanged with other children at events. It is also important that a child's parent be asked before sharing food.

SICK CHILD POLICY

Please be considerate of the other families and keep your child/ren home if they have any of the following symptoms in the preceding 24-hour period:

- Vomiting , Diarrhea
- Fever (99.0 or higher)
- Sore Throat
- Green, runny nose
- Watery, red or inflamed eyes (such as "pinkeye")
- Contagious cough (such as "croup")
- Rashes or unidentified sores
- Hives or allergic reactions

If you are unsure whether your child should attend events please contact your child's physician to find out if your child is contagious. If your child is contagious please stay home.

If you or your child(ren) have not been vaccinated for Pertussis, better known as whooping cough, we ask that your family stay home when showing **any** cold like symptoms such as sneezing, coughing or runny nose. Whooping cough symptoms are similar to the common cold, but it can be extremely dangerous to the infants we have in the group.

PRIVACY POLICY

When you sign up for this group we request basic information from you including your email, phone number and address. We request this information so that we may send you important group information. Your personal information is only made available to the founders and organizers of the group. We will never share or sell your information with a third party.

REMOVAL FROM THE GROUP

The founders of the group reserve the right to remove anyone from the group for any reason. Anyone removed from the group can reapply for membership, however acceptance back to the group is not guaranteed and at the founders' discretion.