



LBWVB Handbook (Lady Boy Water Volley Ball)

- 1. Purpose and Principles – LBWVB and Its Objectives**
- 2. Legality – LBWVB Operating within the Laws of Thailand**
- 3. Facilities – Hosting Venue Criteria and Requirements**
- 4. Artwork / Design & Printing**
- 5. Teams and Venues – Terms & Conditions for participation**
- 6. Methods of Fund Raising - Relationship of Costs to Income**
- 7. Accounting – Transactional Income and Expense Reporting**
- 8. Organization & Logistics – Equipment, Auction/Raffle Items**
- 9. Pre Event Logistics**
- 10. Event Day plan**

Annexes

Annex A - Legal advice – see Pages 39 & 40

Annex B - Water volley ball rules/Format – English & Thai

<http://lbwvb.com/about-us/> Scroll to end

Annex C - Accounting (spreadsheet) template upon request

Chapter 1

Purpose and Principles

LBWVB

and

Its Objectives

1. Purpose and Principles – LBWVB and Its Objectives

1.1. This is a guide to assist organizing LBWVB or any similar event. The information contained in this guide has been collated over 4 years of first-hand organizing experience.

1.2. Many components have already been organized and established (with local contacts). Therefore these components can be used as a basis for future events. These include Hotel, Artwork/Design, Printing, Auction/Raffle items.

1.3. LBWVB is a charity fund raising event. It is unique and the only such charity event in the world today which focuses on Transgendered participants contesting a Water Volley Ball competition. It is not a charity in its own right. Additionally, it is not a commercial venture. There is currently no formal committee but there are a number of people, who prefer to remain anonymous, who advise and assist.

1.4. Transgender persons in Thailand have extremely limited opportunities in both, their personal lives, and professional aspirations. Additionally, there is minimum opportunity for Transgendered persons to improve the social and cultural perceptions of others. LBWVB was specifically created to assist in improving the perception of others in society by increasing the positive social presence of Transgendered persons.

1.5. Since its inception, LBWVB has had 3 primary goals;

- a. Raise funds for Charity.
- b. Improve the image of Lady Boys through their positive visible charitable contribution.
- c. Fun for Participants and Attendees

- 1.6.** The objective is to allow the Transgender (Lady Boy) community a unique opportunity to show their personal, social responsibility by supporting Thai charities through helping raise funds.
- 1.7.** Teams of 5 (4 + 1 reserve) can be created from 2 primary sources:
- Venues with LB staff including Cabarets.
 - Independent teams. LBs forming their own teams. Shop assistants, office employees. Sponsored by Hotel, Business.
- 1.8.** 6 Teams allows all teams to play each other “Round Robin”. 8 Teams play in two groups of 4 Teams. Winners of two groups playing in a Final. 9 Teams is 3 Groups of 3 with Knock Out Final.
- 1.9.** LBWVB does not pay salaries, nor ‘out of pocket’ expense nor compensate those who assist with the event. Their voluntary efforts are a significant free contribution to the funds raised. These expenses must be freely given, to maintain the integrity of the event and its charitable nature. Conversely if these expenses were to be charged the contribution to Charity would be significantly reduced.
- 1.10.** Only direct costs, related to the event may be charged:
- Hotel. ie. Event location.
 - Printing/Promotion – Posters, Tickets, Programs/Flyers, Beer condoms, Banners, Certificate frames etc.
 - Prize money – Teams, and others specified, for the event.
 - Other unavoidable costs – security, gratuities, etc.
- 1.11.** The Event is independently organized and financed. Teams are event participants and not organizers, nor owners, of the event itself. To enter the event, teams must agree to the terms of participation. Chapter 5.
- 1.12.** The event should always demonstrate a positive image. The event should appeal to a broader audience as a unique fun day out, to raise significant funds for Charity.

1.13. LBWVB distributes the net funds to the deserving, recommended charities, determined by the following charter:

- a. Charities should be registered having a good reputation.
- b. Charities able to provide a Tax receipt for Company sponsors upon request. LBWVB will advise amount and Company.
- c. Charities should be able to propose specific projects for which the funds will be used.
- d. Charities are asked to have a representative attend, the evening of the event, to receive donated funds.
- e. Charities need to provide 'receipt' acknowledging the donation.
- f. Charity should provide a Logo for use in promotional material.
- g. Charity should welcome a 'follow up' visit to demonstrate how the funds were used.

1.14. Today, the event is aimed more at 'Lady Boy devotees'. In the future the event should be seen as a more general fund raiser, which appeals to a wider audience. Lady Boy devotees are a limited niche group, who in the longer term, may not provide sufficient support. Expanding into a broader audience creates new opportunities to maximize funds raised.

1.15. LBWVB has received tentative enquiries from Laos, Cambodia, Japan, Korea, Philippines and South America. An International event would be fantastic but the logistics and expenditure would provide new challenges.

1.16. National 'play offs' with winning teams competing in a Thailand World Final. Teams could adopt national costume for this event and become ambassadors for their own National Transgender community. Sponsorship opportunities from National Airlines & Hotels would be required and the necessary ground work would be extensive.

Chapter 2

Legality

LBWVB Operating within the Laws of Thailand

See pages 39 & 40 for Legal advice

2. Legality – LBWVB Operating within the Laws of Thailand

- 2.1.** The LBWVB event is organized by non-Thai citizens and therefore any activity involved in operating, or organizing, the event may be construed as ‘working’ by Thai authorities,
- 2.2.** In reality the authorities may be more tolerant as long as the funds are raised privately, for charity, and correctly accounted for. To ensure the highest level of protection for those involved, it is preferable to operate legitimately.
- 2.3.** Official Fund raising should be performed under a recognized legal organization NGO (Non-Government Organization). Rotary Club is an FPO (Foreign Private Organization) qualifying under the NGO rules. (see legal advice pages 39 & 40)
- 2.4.** The cost, and the administration, of a separate NGO would be expensive, time consuming and prohibitive to the primary objectives of LBWVB. If the charity was to operate, as an NGO, a minimum permanent deposit of 200,000 Baht would be required. Additionally Directors would require expenses to be compensated. Therefore, to ensure the maximum distribution of funds raised, the decision was reached to operate as a project, under the oversight of Rotary as a registered FPO.
- 2.5.** The Event is not directed, nor controlled, by Rotary Club. Rotary may recommend suitable charities which LBWVB may consider. Rotary provide significant background assistance and ‘hands on’ help at the event itself. Rotary may use the publicity, from the event, as they have positively supported the event each year.
- 2.6.** The LBWVB event is ultimately a private party held within a hotel. Currently it is a one day event. The event must adhere to accepted code of conduct and operate within the laws of Thailand.

2.7. LBWVB has been extremely successful from conception. The unique appeal and concept has further potential to expand beyond the local competition structure currently adopted, but detailed planning will be required to ensure the event structure remains solid and attractive to Competitors, Individual Sponsors and most important, for the future, Company Sponsors. With sufficient Company Sponsors the reliance on individuals is reduced.

LBWVB	2012	2013	2014	2015	Totals
Carry Forward, Bank Interest		58112	95318	211002	
Donations	54462	160990	96024	83493	394969
Company Sponsor		280000	339702	310000	929702
Individual Sponsor	178313	392310	505878	244107	1320608
Tickets	91186	149230	196564	145680	582660
Raffle/Auction	63580	156620	135300	49200	404700
Merchandise/DayPass/Other		38283	39000	0	77283
Gross Annual Receipts	387541	1235544	1407787	1043482	
Expenses	(104429)	(140226)	(196784)	(150823)	(592262)
Charity Contribution	(225000)	(1000000)	(1000000)	(750000)	(2975000)
Balance Carry Forward	58112	95318	211002	142659	142660
Funds Current Year Exc Cfwd	387541	1177432	1312469	832480	3709922

Summary:

Expenses are 16% of Total annual receipts

Ticket sales cover all expense ensuring Sponsorship goes to Charity.

A Carry forward represents the income often received after the Charity cheques have been produced. Eg. Merchandise, Auction, Raffle, Last minute Tickets, Donations

Chapter 3

Facilities

Hosting Venue Criteria and Requirements

3. Facilities – Hosting Venue Criteria and Requirements

3.1. The day time matches, and evening Gala, are currently held as a private party, at a swimming pool, within a hotel. This could be changed to an alternative format provided it continued to adhere to Thai Laws and Regulations.

3.2. The current event format of water volleyball requires the following criteria to determine a suitable venue:

- a. Central convenient location. Currently in Pattaya but could be Bangkok or any other major city.
- b. Ability to accommodate.
 - i. Daytime up to 300 people – Teams, Supporters, Guests.
 - ii. Evening up to 250 for a buffet dinner – all seated.
Teams/Guests/Charity representatives
- c. Swimming Pool. Available for the day. Hotels with 2 pools are ideal so as not to disrupt paying guests. A straight edged Pool ‘playing’ area, which may be cordoned/roped off, to provide an area of less than 1.5 meter depth (many participants cannot swim) and 20 meter long and 5 meter wide.

3.3. Contract negotiation with the hosting venue should be based on an ‘all inclusive’ charge Per Head. This all inclusive charge based on:

- a. Overnight Storage of equipment, assist set-up and ‘knock’ down
- b. Changing facilities upon Team arrival.
- c. Towels for contestants and 2 or 3 Changing rooms 5 to 7pm
- d. Day time seating with shade
- e. Contingency plan for bad weather
- f. Security – supplemented by 2 Police officers
- g. Sound Music system and Public address – day and evening
- h. Volley Ball net supports – allowing top edge of net to be 2.3 meter from bottom of pool
- i. Bar service & Cashier to sell Drink coupons.
- j. Day Time snacks.

- k. Hotel requested not to sell Drink Coupons, nor drinks, unless the person is wearing an event wrist band.
- l. International & Thai evening Buffet with seating for all guests
- m. Maintain Low Season hotel rates, for the event weekend, if held in High Season.
- n. Permits from City Hall if having Fireworks,
- o. Parking and Guest Room for organizers – doubles up as secure storage and spare team changing room for the evening.

3.4. LBWVB has adopted the following successful format:

- a. Initial meeting agrees, in principle, terms & conditions and date. A 33% deposit is paid. 3 months prior another 33% is paid. The remaining 34% is paid 1 month prior to the event.
- b. If cancellation by more than 1 month, by either party, any money paid is reimbursed.
- c. If cancelled by LBWVB, within 1 month prior to the event, no reimbursement.
- d. If cancelled due to external factors (Political/Religious etc.), then 100% reimbursed.
- e. If the total number of attendees cannot be initially confirmed agree a 'base line' of 150 people. Below this 'base line' the event is uneconomic.
- f. If the number of actual attendees exceeds 150 then a supplementary invoice must be paid.

3.5. The date is driven by a number of external factors;

- a. Weather (Raining season – July to October)
- b. High season (November to February) unsuitable for the Hotel.
- c. Songkran (April)
- d. Low season rates (March to October)
- e. Hotel availability
- f. Miss Tiffany International Queen Competition in November.

Late October, early November has proven to be the most suitable time. Maximum capacity, at the current venue, is 300 Day and 250 Evening.

Chapter 4

Artwork

Design & Printing

4. Artwork / Design & Printing

4.1. All the artwork and designs need to consider where Posters will be displayed. Many venues utilize 'dark lights' so it is recommended to use bold white lettering. The font size should be bold / large enough to be able to be read from a distance of 3 meters.

- 4.2. The following have been used to successfully promote LBWVB:
- a. **Posters** Large self-adhesive (A2/A3). These posters should include date, location and contact information. One for each of the teams / venues, hosting Hotel.
 - b. **Posters** Smaller (A4) for other supportive venues such as restaurants etc. These posters should include date, location and contact information. Basically a smaller version of (a).
 - c. **Tickets** should be Credit / Business card size with counterfoil. All tickets should be pre-numbered to maximum 250 (2015).
 - d. Ticket numbers need to be assigned to 'sales outlet'. Venues, LBWVB, Hotel, Rotary.
 - e. **Receipt Pads** 25 per book - top and carbon copy. In Thai and English. Pre-numbered assigned to each 'sales outlet' venue. Top copy to customer and carbon retained by 'sales outlet' venue. As funds are given to LBWVB the carbon copy will be endorsed to confirm receipt. Up to then it is the funds are the 'sales outlet' liability and not LBWVB.
 - f. **Banners** (x2) 3 x 2 meters. Prominently displayed at the event and used as a 'back-drop' for Photos. Banners show Logo for each team / venue, Company sponsors, Charities and Hotel
 - g. **Drink coupons** eliminates the need for 'Bins' and avoids disputes. Attendees 'buy' refreshment with the coupons. Number of coupons required should be calculated on the following;

- i. A coupon is valued on a base drink unit. Currently 30 Baht for a soda. Other drinks are a multiple of that base. 60, 90,120 etc. Estimate number of attendees (Teams/Sponsors/Ticket buyers) In 2015 there are 200.
- ii. 1000 Baht/person x 200 Attendees. = 200,000 Baht. Divide by 30 Baht per coupon = 6667 coupons. Print 7,000 coupons in books of 10 coupons of 30 Baht. 700 Books. Each book valued at 300 Baht.
- iii. Print books, in different colours, to help keep track of sales. 150 Books White, Pink, Blue, Green, Yellow etc.
- h. **Auction, Raffle** list prizes – display items at the event.
- i. **Score Numbers** – use 2 sets of laminated A4 sized Numbers that can ‘flip over’. Numbered 0 to 9 and 0 to 9 - score from 00 to 99. If both 0 to 9 could also be used for Raffle. 1-99
- j. **Score sheet** (A3) to record actual match results and scores.
- k. **Dummy cheque** for presentations to Charities. Payee ‘Charity’, from LBWVB and amount per recipient.
- l. **Wrist bands** (hospital style) with inserts worn by all attendees. Inserts Colour coded to denote Team, Sponsors, Ticket buyers and Day Time only. May be red, blue, yellow, green and white Prevents ‘free loaders’.
- m. **Beer condoms** or Stubbies (100 in number) locally sourced and printed. Distributed to venues. The condoms should have LBWVB Logo and Team names. A strong background colour and contrasting text should be used.
- n. **Certificates of Merit** need to be printed and presented, 1 for each for team, Hotel and Charities. Certificates for teams framed in team colour and all the others (Charities, Hotel, Company Sponsors) framed in Gold.

Chapter 5

Teams and Venues

Terms & Conditions for participation

5. Teams and Venues – Terms & Conditions for participation

5.1. Clearly define what is expected by the participating teams, prior to the event. The event provides free positive publicity and promotion. The following lists the elements that should be defined, and agreed to, by all Teams & participants:

- a. Entry fee, equal to an individual sponsorship, **Reimbursed** if venue makes their direct sales target for Sponsors and Tickets. Many competitions such as Quiz nights, Pool Competitions, all the way up to Formula 1, have an entry fee.
- b. Teams agree to positively promote the event via their venue.
- c. Teams agree to display posters prominently.
- d. Sales of both sponsorships, and tickets, to be shared 50% between Team venues and LBWVB. Eg Target 60 Sponsor 100 Ticket, Teams sell 30 Sponsors & 50 Tickets between them. LBWVB sell the other 30 Sponsor & 50 Tickets.
- e. Teams agree to complete Receipts for every sale made. Receipts are pre-numbered and assigned to venue.
- f. Teams agree to complete Ticket Counterfoils for all Tickets sold whether they be a Sponsor ticket or a Direct Ticket sale.
- g. Teams and venues are custodians of any money received and agree to regularly pass on the full amount to LBWVB.
- h. Teams are comprised of 5 players maximum – only 4 team players are permitted to be in the pool at any one time.
- i. Teams agree to a maximum of 6 official Cheerleaders who receive a free 'day time' only ticket. Excludes the evening.
- j. Extra Cheerleaders / supporters will be charged as a normal ticket sale and entitles holder to the day and evening.
- k. Teams agree to select 'Team Names' which relate to their team colour. Eg. 'Green Hornets' Green bikini. Team names should inspire the Cheerleader squads to be creative.
- l. Teams agree to wear LBWVB approved standard bikinis in a solid colour. These items can be purchased for 150 Baht each. LBWVB can purchase, on behalf of teams, for consistency.

- m. Bikini style and colour helps to identify teams which assists team recognition and cataloguing all the photos. The style of the bikini is a halter neck to avoid costume malfunctions.
- n. Teams can place discrete approved logos on their bikinis, but not so large as to obliterate the team colour.
- o. Teams must arrive by 12.30pm, on the day, and be available in team colours for official photos at 1.00pm
- p. Teams are to be fully prepared and on time, for their scheduled matches, commencing 1.30pm. Schedule will be distributed.
- q. Teams are to confirm 5 team and 6 Cheerleader names, one week in advance of the event. An LB may be voted Miss LBWVB and therefore the names are required.
- r. Venues are especially asked to actively promote the event by telling customers, sell sponsorships, tickets and donations.
- s. Participants agree to photographs, from the event, to be used in Media and LBWVB Website promotion.

5.2. The minimum basic team cost is based on 2015 estimate. (See Table). If teams choose to spend more that is their own decision. Seek Funding outside the official event from Customers/Companies. Cheerleaders - 6 Free Day time tickets. Winners based on use of Team name, Support and general presentation. Invited to the evening.

5.3. Drink costs to be paid by individuals. Normally paying attendees, and supporters, are pleased to buy teams drinks (via the coupons) which are all at less than normal bar cost.

5.4. Venues participating should benefit from the positive publicity, and active promotion, which should create additional trade. Such publicity is not normally available to venues or would require an expensive commercial campaign. It is for Charity which is a positive position.

5.5. All attendees are required to behave in a publically acceptable manner. Any inappropriate behavior will result in disqualification and the

person, or team, asked to leave. Adverse behavior undoes all the positive benefit that the Event tries to create for all involved.

5.6. Teams have the option to have a 3 x 3 meter Tent/Gazebo. Cost about 5,500 or rent for 1,250. LBWVB may consider buying 6 and rent at 1,000 Baht per team. Provides weather protection for customers.

5.7 The Event is planned to finish by 10.00/10.30pm allows attendees time to patronize participating venues. Ensures minimal loss, to normal business operations, by local venues directly involved. If the winning team is local, their Winner’s party should be very successful. Winning visiting team could pair up with local teams to celebrate at that venue.

Cost/Benefit to teams - approximation:

Costs	Unaided	Visitor	Local	Note
Bikini @ 150 Each x 5	(750)	(750)	(750)	Standard style
Evening @ 300 each x 5	(1500)	(1500)	(1500)	Optional
Cheerleader @ 450 x 6	(2700)	(2700)	(2700)	Creative Option
Entry Fee @ Sponsor	Waived	(4000)	(4000)	Sponsorship
Reimburse. Meet Quota.		4000	4000	Sponsor/Ticket
Net Cost	(4950)	(4950)	(4950)	
Minimum Prize	5000	5000	5000	Team/Venue
Maximum Prize	10000	10000	10000	Team/Venue
Net Cost/Gain Min	50	50	50	Worst case
Net Cost/Gain Max	5050	5050	5050	Team/Venue
Gifts to Teams/Manager	10000	10000	10000	6 x Gift bags
6 Team Ticket value	9000	9000	9000	
Promotion/Publicity	Free	Free	Free	TV/News/Web
Travel Bkk/Pattaya Return		(6000)		2 x Mini Van
6 Team. 3 Rooms 2nights.		(6000)		2 Share room
6 Cheerleader. 2nights.		(6000)		2 Share room
Private Customer support		18000		Company
Minimum Benefit	19050	19050	19050	
Maximum Benefit	24050	24050	24050	

Chapter 6

Methods of Fund Raising

The Relationship of Costs to Income

6. Methods of Fund Raising and the Relationship of Costs to Income

6.1. Fund raising is, by far, the hardest and most time consuming activity. Research, planning, preparation and communication required. Ideally 85% of the Total should be raised well in advance. The first step is to scope the actual intended Fund Raising. There may be a number of planned targets. **Soft, Hard, Extreme.(S.H.E).** Consider the variables. Set a target and consider how to reach it or evaluate known sources of funds, estimated costs and derive the target. The following is based on 2015 projections.

Income plan and source:

- i. How much is the event targeting to raise for Charity?
- ii. What limits are on the number of attendees (Hotel capacity)?
- iii. How many Individual Sponsorships planned to be sold? Produce a list of possibilities and their success conversion rates. Banked (100%), Confirm (80%), Prospect (50%), Suspect (25%).
- iv. What percentage/number, of Individual Sponsors, will require their complimentary ticket? Reduces number for actual sale.
- v. Estimate complimentary Tickets. Teams, Cheerleaders, Sponsors, Charity. These significantly reduce actual Tickets for sale
- vi. How many Tickets planned to be sold over and above comps?
- vii. How much can be raised from Company Sponsors?
- viii. Who are the proposed Company Sponsors?
- ix. Raffle & Auction. Raffle free or sell tickets. Gift contributions?
- x. Consider Merchandising. Weigh up Volume to costs.

Expenses:

- i. Agree total Hotel Cost, per attendee, for the evening. Currently the Hotel absorbs both the day time and evening costs and charges based only on the evening number.
- ii. Establish 'fixed' costs. Print, Prizes (Teams/Awards) Gifts, Other.
- iii. Entertainment is a great addition to the overall spectacle but can be expensive. Look at freely contributed acts.

- 6.2.** Fund Raising. To date funds have been raised through;
- a. **(15%)** Tickets Sales. Based on feasible numbers with Hotel.
 - b. **(34%)** Individual Sponsor - complimentary ticket if attending.
 - c. **(40%)** Company/Event Sponsors. 25,000 Baht units.
Includes complimentary ticket and promotion. Tax receipt issued, if required, from a registered Charity. These are the significant contributors who do so as it is Charity orientated.
 - d. **(2%)** Donations Various. Cash or items for the Raffle/Auction.
 - e. **(9%)** Auction/Raffle. Auction - unique items. Raffle - inclusive or sell tickets. Auction/Raffle income only known **after** the Event. Include or exclude in the Charity contribution?

6.3. Tickets are based on the total feasible numbers agreed with the Hotel while allowing for **97** Comp Tickets assigned below.
Batch Ticket numbers. 001 to 050 Venues, 051 to 100 LBWVB.
Batch Comp Tickets **101/200** – Comp not included in the Raffle.

Hotel contracted numbers (2015) - 200 Day, 165 Evening.

- 36 - Assigned for 6 Teams x 6. (If 8 teams 48)
- 36 - Assigned Cheerleaders of 6 daytime. 1 Squad attends evening
- 12 - Assigned for Company Sponsor representatives attending
- 10 - Assigned for – Referees (4), Photo (3), DJ, Auctioneer, Artist.
- 6 - Assigned Charity representatives attend evening only
- 100 - Assigned Complimentary day time tickets.

- 40 - Assigned to 60 Individual Sponsors. 67% normally attend.
- 60 - Tickets for sale – always some ‘no shows’. Unused tickets created.
- 100 - ‘Purchased’ tickets.

- 170 - Day and Evening. Only 1 Cheerleader squad attends evening
- 200 – Daytime. Hotel agree on excess/no shows.

- 6.4.** Maximizing funds raised through Sponsorship (Individual and Company) requires some thorough data analysis. Create a data base of contact names from:
- a. Previous contributors.
 - b. Forums dedicated to Lady Boys.
 - c. Social contacts.

Note: Complimentary Tickets should be non-transferable – if not actually required they may be resold by LBWVB.

- 6.5.** Costs the following (%) are charged ensuring the integrity of the Event while maximum benefit to charity:
- a. **(45%)** Hotel – 350 Baht per person. Plus Service/Tax at 10%.
 - b. **(15%)** Printing and promotion. Posters, Tickets, Receipt Pads, Beer condoms, Dummy cheque, Banners, Drink coupons.
 - c. **(35%)** Prize money (2015). 5 x 2000 Winners, 5 x 1500 Runners Up, 1000 Others. Miss LBWVB/Cheerleader squad.
 - d. **(5%)** Other – Security (Police), Gratuity, Fireworks, Certificate Frames, Volley Balls etc.

6.6. Costs limited to about 15% of the gross funds raised. Example: Raise funds of 885,000 with expense of 135,000 (15%) giving net to Charity 750,000 (85%)

6.7. Costs should be recovered through Direct Ticket sales and that portion of Complimentary Sponsor tickets attending. LBWVB is responsible, as organizers, to ensure Sponsors do not perceive that they are subsidizing the event. Sponsors only contribute if Charity orientated.

6.8. Uncharged expenses. Many other, indirect and hidden, expenses would be incurred if a commercial event. These are all given freely as the Event is for Charity. These include;

- a. Audit - external professional
- b. Accounting
- c. Administration & Organization
- d. Travel & accommodation
- e. Legal fees
- f. Artwork & Design
- g. Ad hoc printing - Certificates etc
- h. Web site hosting and maintenance
- i. Team Trophies
- j. Equipment
- k. Gift sets for Teams, Manager & Winning Cheerleader squad.
- l. Auction items
- m. Raffle items
- n. Photographers
- o. Referees
- p. DJ/Commentator, Auctioneer, Ticket stewards
- q. Entertainment
- r. Celebrity to present team awards

These represent expenses not charged of about 300,000 Baht (2015 estimate). It would be difficult to contribute to Charity if all expenses were charged. Similarly all involved are contributing either financially or by participating.

Chapter 7

Accounting

Transactional Income

and

Expense Reporting

7. Accounting – Transactional Income and Expense Reporting

7.1. There are 2 Accounts for receiving funds:

- a. PayPal – LBWVB@Hotmail.Com – PayPal issues a confirmation of transaction to both parties. However a prompt Email response, to the sender, is a common courtesy. It is also necessary to periodically Transfer money from PayPal to the Bank account. Transfers of less than 5,000 Baht incur charges.
- b. Kasikorn Bank, The Avenue, 2nd Road, Pattaya. Account number: 546-2-10730-9. There is no ATM card on the account. All transactions are either signed for or via Internet Banking. Every entry should have a Receipt number. Receipt numbers are from ‘sales outlet’ Team venues, Rotary, Hotel and LBWVB.

7.2. Cash Funds (Bank) are collected in 2 major ways:

- a. 3rd Party - participating venues, Hotel etc. The customer ‘buyer’ must be given a numbered Receipt. Receipt books are assigned to each Sales outlet – Venue, Hotel, Rotary, LBWVB.
- b. Direct – cash or bank deposit. The contributor will be assigned or given a receipt and an email to confirm.

7.3. Each transaction must be recorded in full. Currently an Excel spreadsheet is used (see attached). Information in **Red** is not to be disclosed except to official auditor(s). This is to respect individual anonymity.

Table	Column Description	
A	Receipt Number or PayPal – all cash transactions have a numbered receipt or are an Exp (Expense) with invoice.	
B	Sold By – Venue (sales outlet), Direct to LBWVB	
C	Date Transaction – Date actually sold by each sales outlet	
D	Description – Used for Expense items	
E	Date Deposited – Cash Deposit date to Bank	
F	Name contributor – Real name	
G	Forum Name – or Supplier name for expense	
H	Forum (if applicable)	
I	Type Entry	D – Donation
		S – Personal Sponsor
		C – Corp Sponsor
		T – Ticket
		A – Auction, R - Raffle
		I – Incidental
		P – Players
		EH – Hotel expense, EP - Print EG – Gifts, EO - Other
J	Team Sponsored (Personal Sponsors) – use team codes below	
K	Ticket Number – if ticket not required leave blank. XXX denotes unassigned.	
L	Ticket Type	Complimentary
		Buy
		Not required
M	Issued Ticket – Yes/No. Number assigned. Distribute night before	
N	Amount Gross	
O	Cash – C. /PayPal - P	
P	Currency received	
Q	PayPal Fees	
R	Email &/or Phone number. Required in case of changes/emergency.	

- 7.4.** The codes used, on some columns, facilitate accounting and automated reporting & reconciliation. 2015 Team Codes:
- CB – Check In Bar.
 - TC – Cockatoo.
 - KB – Kings Bar.
 - PP – Independent Laem Chabang.
 - SF – Stringfellows.
 - TJ – TJ’s Bar.
- 7.5.** The Team Codes and Ticket numbers assist in producing:
- a. List of Sponsors by Team – Used to create Certificates. Enables Teams to thank their sponsors.
 - b. Ticket Number listings in both Numerical order and Forum name for Ticket Control at the Event & issuing Raffle Tickets.
- 7.6.** The spreadsheet enables the monthly reconciliation of the Bank and PayPal. Reconcile at least every week for 6 weeks prior to event. The external audit will require both original Transaction and Deposit date to reconcile the Bank and PayPal accounts.
- 7.7.** Currently, in addition to the Excel Spreadsheet another, optional, Accounting system is used, ‘Quicken 2004 Gold edition’. By maintaining two different, separate, systems helps ensure errors are quickly identified. Enables limited Forecasting (enter pledges with future date), Cash Flow.
- 7.8.** Audit should be carried out by a qualified Western CPA. The accounts are in English so any audit should be in English. Thai accounting has a slightly different format to the Western standard.

Chapter 8

Organisation & Logistics

Equipment **Auction** **Raffle Items**

8. Organisation & Logistics – Equipment, Auction / Raffle Items

8.1. There is currently no formal committee but there are a number of people who do provide help, support and advice, many of whom also contribute. Many of these people prefer to remain anonymous.

8.2. As the Event is in its 4th year many of the organizational and logistic issues are in place. A time line of activities is critical to ensure good planning. The key organization activities are:

- a. Hotel management is normally negotiated up to 9 months prior to the event. The hotel agrees to the terms discussed and provides a contract to be signed. The current hotel has always been very flexible and supportive.
- b. Artwork and Design is finalized, and agreed to, 9 months prior to the event. This is required for tickets, posters and flyers. There are a number of contacts to help with this and prior year designs may be useful. If teams unconfirmed it is recommended not to include them on the poster/s. Delaying the poster/ticket printing reduces promotion and selling time.
- c. Team applications are finalized 6 to 9 months prior to the event. Teams can be venues employing Lady Boy staff or independent groups of Lady Boys forming their own team. Teams must commit to 'Terms of Participation'.
- d. Independent teams need to find a 'Sponsor' to pay their entry fee, bikini, evening wear. Suggestions can be made on how they can also sell tickets and find sponsors – via workplace, friends etc. LBWVB will assist in finding support.
- e. Teams are comprised of 1 manager, 5 team players (4 in the pool at one time) 6 Complimentary tickets for day and evening.
- f. Cheerleaders x 6 receive complimentary tickets to the day time only. In 2015 the 'Best Cheerleader Squad' will be invited to the evening as part of their prize.

8.3. A participating Team is expected to positively promote the event.
With the support of LBWVB

- a. Poster to be prominently displayed in venues and other locations. Hotel, Restaurant etc
- b. 10+ Beer Condoms, given for free to venues, promoting both their venue and the event.
- c. Venue staff need awareness on When, Where, How much for Sponsor and Ticket.
- d. Venues will also be supported Selling Sponsors and Tickets.
- e. Venues agree to sell 50% of both Sponsors & Tickets. If 60 Sponsors required then venues jointly commit to sell 30. Similarly 60 Tickets to sell, venues jointly agree to sell 30.
- f. Receipt completed for every sale. Top copy to customer and retain carbon copy as receipt and confirmation.
- g. Complete Ticket counterfoil.
- h. Pass funds on to LBWVB on a periodic basis. LBWVB will endorse carbon copy to confirm cash received.

8.4. LBWVB will contact proposed charities to help identify a specific project and assess its viability.

- Charities are invited to attend the evening to receive their cheque.
- Charities need to send a 'Letter of Thanks', as an official receipt, stating how the funds will be used.
- Registered Charities should be able to provide an official Tax receipt, if required, for Company sponsors.
- Charities to provide their Logo to be used on internet & promotion.
- Where possible a 'follow up' visit will be made to see how the funds were used.

Chapter 9

Pre Event Logistics

9. Pre Event Logistics

- 9.1.** Check the equipment, in dry storage, well before the event.;
- a. Net
 - b. Zip Ties – used to secure net.
 - c. Jubilee clips/screwdriver – may be needed to attach net.
 - d. 2 Volley Balls minimum – waterproof. (Yellow/Blue)
 - e. Whistles (4) for Referees
 - f. Boundary Markers – Floating rope lane markers in Blue/White.
 - g. Match Schedule printed on A3 paper.
 - h. Match Score Flip Over number Boards.
 - i. Match Score stands – borrow.
 - j. Spare posters
 - k. Marker pens (Black/Blue), and
 - l. Merchandising if applicable.
 - m. Fireworks
- 9.2.** Most of the Logistics are now in place but some items may only be actionable closer to the event.
- a. Create an outline day time agenda. Matches 1pm to 5pm.
 - b. Create an evening agenda. Buffet starts 7pm, Team Presentations, Entertainment, Charity presentations (by Company Sponsors), Raffle, Auction. Close event.
 - c. Ticket number listing – by both ticket number, and by Forum Name, for ticket duty stewards
 - d. Auction item listing and any pre event reserve bids noted.
 - e. Spare posters displayed at the event
 - f. Spare tickets – last minute sales. Ensure do not exceed hotel contracted limit
 - g. Spare beer condoms for sale at the event
 - h. Wrist bands and colour inserts
 - i. Printed drink coupons for the Hotel
 - j. Cheques – actual cashier cheques to Charities and large dummy presentation version

- k. 2 Banners 3 x 2 Meters. Logos for LBWVB, Corp sponsor, Teams, Charity and Hotel.
- l. Fireworks – subject to a City Hall permit via the Hotel.
- m. Gift Bags containing gift packs for each team player – Number of teams x 5 players each.
- n. Gift Bag for team managers – One per team.
- o. Gift Bag for best Cheerleader squad (6) and Miss LBWVB (Optional)
- p. Prize money in colour coded envelopes – 5 Winners, 5 Runners Up, Other teams, Miss LBWVB, Cheerleader squad.
- q. Certificates framed – one for each Team, Charity, Hotel and Corp sponsors.
- r. Trophies. Winners and Runners up.
- s. Raffle Tickets. If included give to each paying attendee.

9.3. The Auction provides an additional opportunity to increase funds at the event. The Auction items all need to be sourced – 5 to 8 items is preferable so as not to monopolize too much time. The items should ideally be freely donated without a recommended retail price. If an item has a retail price then any bids will be limited to that amount.

- 9.4.** The Auction items should be unique, special and desirable.
- a. Sporting memorabilia
 - b. Painting/Cartoon
 - c. Photo Album of prior year
 - d. Special bottle of drink
 - e. Imported Pool Cue.

Team managers may assist by ‘spotting’ bids at the Auction.

9.5. Raffle items need to be sourced. This involves asking many restaurants and/or donations from individuals, etc. ‘Beg, Borrow or Steal’. Most people and businesses approached, in previous years, are very positive.

9.6. Raffle ticket included in the Event ticket price. Attendee given Raffle Ticket at Entry. Limit prizes to about 200 to 1000 Baht. Simple 'give away' items to include dining vouchers. Number of winners should be a maximum of 20% of total – 100 Paying Attendees = 20 prizes. Only Paying attendee's numbers (Sponsors/Ticket buyers) should be entered. Excludes Teams, Corp Sponsors, Charities.

9.7. Raffle ticket is sold separately. Decide how many Raffle tickets are to be sold, and the ticket price. Increase 'value' of prizes to suit ticket price and consider 'buying' star prizes. Include Bottles of Wine/Spirits, Restaurant Vouchers, Cosmetics, Accommodation voucher, Entry ticket to Attraction/Cinema.

The Raffle is another opportunity to raise funds at the event. It must show a positive return and not be subsidized by the event.

9.8. Public Relations are critical as media will focus on the sensational. Communication and promotion is the key to Fund Raising.

The following channels have been used successfully by LBWVB:

- a. Forums:
 - i. Review Forums for people showing interest and PM them
 - ii. Post updates and news on Forums,
 - iii. Respond to Forum/PM and Email questions promptly..
- b. Direct:
 - i. Provide Sales support and encouragement to venues
 - ii. Posters displayed in other supportive locations – Hotel, Restaurant,
 - iii. Rotary. Present annual plan and enlist their support – Sponsor, Tickets – normally 10+ tickets.
 - iv. Event Sponsors. Review other opportunities for existing and new. Look at other events to see who sponsors them – Tiffany Universe/Miss Tiffany International Queen
 - v. Contact Companies for Sponsorship. May require a presentation and Cost/Benefit analysis. Corporate Social Responsibility, Promotion, Comp Ticket. A registered Thai company, donating to a Thai registered Charity, gets 200%

Company tax (currently 20%) relief so can claim back 40% of their contribution. Contribute 25,000 Net cost 15,000.

vi. Contact Local Media – Newspaper and TV.

vii. Contact prior year sponsors directly via Email or PM.

c. WebSite:

i. Maintain LBWVB web site – maintain current year with up to date information.

ii. Website Updates. There are 3 major updates required.

First is installing a 'place holder' Icon for the next event and any associated available information.

Second is after the event. Moving the current year to past events - include Score Card/Results, Post resized photos in Team galleries, Publish accounts, Copy of Certificates showing Sponsors, Charity Thank you letters etc. IT support required.

Third is to edit Charities and Sponsors for the current year

Media:

Prepare, in advance, an editorial for the event while omitting the results.

The editorial must include:

- Date and Location.
- Participating teams, Company sponsors, Charities, Amount raised.
- Winners, Runners Up. Winning Cheerleader Squad, Miss LBWVB
- Other notable occurrences of the day and evening.

After the event it can be quickly edited to include results, photographs selected, and given to the Media. They reserve the right to edit accordingly.

Chapter 10

Event Day Plan

10. Actual Event Logistics

- 10.1. The following day 'volunteers' are required with a clear briefing:
- a. **Referees – 4 persons.** The rules are kept simple and are in the attached 'Association' document link. The rules are also in English & Thai. Every year the Sportsman Pub, in Soi 13, has given Polo shirts for the referees to wear. Perhaps other businesses could offer similar.
 - b. **Ticket stewards.** Need to be at the Hotel by 12.00. In previous years Rotary has helped, checking entry and marking off the Tickets to go into the Raffle (if included). Attendees given a Wrist band against ticket. Wrist bands are colour coded by:
 - i. Teams
 - ii. Cheerleaders (day time only)
 - iii. Sponsors Individual and Corporate
 - iv. Ticket buyers.
 - v. Other Comp

The busiest time for ticket duty/arrivals is 12.00 until 2.00pm. 4 people in pairs doing 2 x 30 minutes sessions is 1 hour per person. Need to quietly tour the event looking for people without a wrist band. Politely explain that it is a 'private function' asking them to pay for a ticket or to leave.

- c. **Professional Photographers.** Three selected by LBWVB are given complimentary tickets. 24 hours after the event 6 photos required for the media. All Teams group photo, Winners, Runners Up, three ad hoc action photos taken from the event. Media eg. Pattaya Mail/TV have press passes.
- d. **DJ and announcer.** Provide background music. Commentate on matches and results. Complimentary ticket.
- e. **Organizer.** Open the event. Keep to the event schedule. Introduce the Teams. Introduce the Charities and those presenting to Charity. Introduce entertainment. Oversee Auction and Raffle. 'Meet and Greet' Sponsors etc.

- f. **Security.** The hosting venue will provide basic security. Recommend having official (Police) security on 'stand by'. Any misbehavior by Teams, or attendees, results in expulsion from the event.

10.2. Event Schedule:

Daytime:

Doors open 12.30. Photos 13.00. Matches start at 13.30pm.

If 8 Teams 6 Matches per Group of 4 - final between 2 Group winners.

Total 13 Matches of 15 Minutes. Final 30 Minutes. Total 3hrs 30 Minutes.

If 6 Teams 15 Matches of 15 minutes. Total 3hrs 45 Minutes.

Tight time management required to complete matches by 17.00/17.15pm

To allow Hotel set-up. Time for change, rest period, before the evening.

Evening:

19.00. Gala Buffet – perform Raffle

20.00. Entertainment 1

20.15. Auction

20.45. Entertainment 2

21.00. Charity Presentation.

21.30. Team Presentation, Miss LBWVB, Winning Cheerleader squad.

22.00. Close & Fireworks subject to permit.

Attend Party at participating venues.

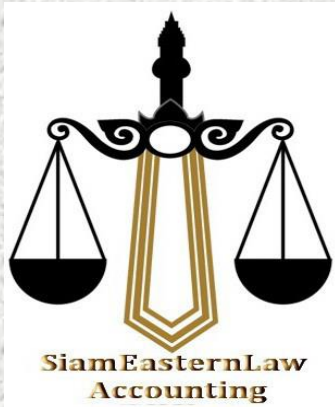
Annexes

Annex A - Legal advice – attached – pages 38 & 39

Annex B - Water volley ball rules – also in Thai

<http://lbwvb.com/about-us/> Scroll to end

Annex C – Accounting (Excel) template available



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Thailand Non-Government Organization (NGOs) Registration

A Non-Government Organization (NGO) is a term used internationally for a private sector organization that is involved in charitable or public interest concerns and does not operate for a profit.

Bangkok's strategic location at the center of South East Asia and as host of the United Nations Thailand, has made Thailand a popular location for NGOs.

However, Thailand law does not provide for the registration of NGOs per se. Rather, NGOs are classified as either

Thai registered Foundations or
Foreign Private Organizations.

Foreign Private Organizations vs Thailand Foundation

International NGOs are permitted to register their presence in Thailand and apply for work authorization without registering a local entity.

In this instance, NGOs are classified to Foreign Private Organizations.

However International NGOs seeking to conduct operations in Thailand are normally advised to register a Foundation. This is because there are

administrative obstacles to operating an international NGO in Thailand with no local entity registration.

Foreign NGOs seeking to operate as Foreign Private Organizations (FPO) are required to seek approval from the Committee on Consideration of the Entry of FPOs. The Committee will grant a foreign NGO a limited permit to operate in Thailand. The process of arranging for work permits and visas for foreign employees/volunteers to stay in Thailand are separate processes.

However NGOs operating as FPOs will often encounter legal and financial obstacles with regards to every day issues. Therefore in situations where the NGO will be engaged in significant work or financial activity in Thailand, it is generally more advisable to register a local Foundation established under Thai law:

Thailand Registered Foundation

NGOs may register a local juristic entity known as a Foundation to pursue their objectives and conduct operations in Thailand.

Thailand Foundations are non-profit entities registered with the Thai Ministry of Interior for public benefit purposes such as charity, religion, arts, science, literature and education and other activities that may serve the public's interest.

To register a Thailand foundation will require at least 3 board members who manage either Thai or foreign nationals working for the foundation on a voluntary basis and a minimum bank statement of 200,000 Baht acquired donation.

Nevertheless it may be sensible, although not a legal requirement for one of the board members to be a Thai national, as the NGO is bound to benefit from a board member who is fluent in Thai and who understands Thai customs and procedures. Additionally, officers of the Foundation are required to obtain a police clearance from the police agency of their country of residence.

If you would like any further information, please do not hesitate to contact me.

Best regards,

Surasak Klinsmith

Senior Legal Consultant

Siam Eastern Law and Accounting Co., Ltd.