

Rotary Club of Hinsdale

GREETERS' DUTIES

Greeting our members and guests warmly and sincerely *Builds Good Will and Better Friendships!*

Arrive at Community House by 11:45 a.m. Confirm that box (footlocker), flags, and banners are in our meeting room (usually the "North Room"). The Community house staff should bring the items, but in case that is forgotten, they are stored backstage (stage right) in the big auditorium.

Put up American flag, the Four-Way Test banner, our Club Banner, and the Trading Banner display by the podium. Put gavel and bell at podium for president's use.

Set up Greeter Table as follows.

Put out badge box with badge directory. Put on the *Greeter* badge.

Attendance sheet on the table with date of meeting. Check that all present are marked. Give the completed sheet to the secretary. If secretary not present, get it to his office when you can or call for instructions. (Jim Curto)

Ask guests to complete a blue Guest Card.

Assist visiting Rotarians with filling out the appropriate pocket tag, which serves as a name badge, their make-up card for their home club, and as our record.

Label an envelope for lunch money. Guest fee is \$15. No charge for guests of club (e.g. Merit Scholars, their parents, teachers, etc., speakers) or prospective club members. Give this envelope to treasurer. If treasurer not there, get it to his office when you can or call for instructions. (Chuck Snyder)

Put out envelopes for fines, Scooter fees (\$5 for leaving early). Check with Sergeant-at-Arms for fine rules.

Sell tickets for 50-50 raffle. \$2 for 3 tickets. \$1 for 1 ticket. Split the money. Half to treasurer. Half to president along with tickets for winner.

Assign people for these tasks, then advise president, so he can call on them: • Pledge of Allegiance, • 4-Way-Test, • Invocation

Greet Rotarians and guests with a smile and a handshake.

Help speaker as needed.

After meeting, collect badges, take down flags and banners, put items away in box (footlocker).

Attendance sheet and Guest Cards to Curto. Money envelopes to Snyder.