

Door Greeter's Policy Statement

- Feb. 2022

1. Review the Door Greeter's PDF and advise of any known scheduling conflicts.
 - a. References:
 - Shag Club Website provides a PDF Door Greeter's schedule for 2022-23
 - The weekly Newsletter letter provides reminders for scheduled Door Greeters
2. Contact a Shag Member on the Door Greeter list that will take your date and time if you are unavailable. Advise Rich Ryland (rfryland@gmail.com) and Laura Hertz (hertz110@gmail.com) of all changes.
3. Door Greeter's Responsibilities:
 - a. Confirm each member or visitor signs the attendance sheet. A member's or visitor's signature confirms their acceptance of the club terms
 - One person per attendance sheet line
 - Collect the appropriate funds:
 - Member \$5
 - Visitor \$7 (\$10 starting on March 5th)
4. Sell the 50/50 tickets and collect the appropriate funds – See Red 50/50 Bags for Ticket prices
 - a. Following the 50/50 drawing, fill out the amounts on the back of the attendance sheet and meet with one of the following to document the Club's income.
 - Rich Ryland
 - Bill Moran
 - Ken Hughes
 - Jeff Helton
5. Distribute the documented funds in an envelope to Bill Moran or one of the above. Envelopes are located in the black Door Greeter bag. Send a **readable** phone pic of the attendance sheet (front and back) to Bill Moran (423-718-8767). Give the black cash box, black bag, Red 50/50 bucket and sign in notebook to one of the above.