

## **Door Greeter/Door Prize Duties and Responsibilities**

### **Duties:**

The door greeter is appointed by the Board. Duties include:

- \* greeting members, non-members and guests attending the monthly club meeting
- \* handing out tickets for the door prize
- \* procuring items to be given as a door prize

### **Procedures:**

1. Attend the monthly general meeting
2. Greet non-members and guests; try to determine their interests. Introduce and seat them with members who best match their interests whenever possible. Make them feel welcome and that their needs/questions are met
3. Hand out tickets to those attending the meeting (usually while they are eating dinner)
4. Be prepared to hold the drawing after the speaker has finished their presentation

### **How to obtain items for the door prize drawing:**

1. The door prize portion of the meeting is allotted \$25 per month
2. Use E-Bay as the main source to acquire items for the drawing. Go to the search line and type in "fly fishing accessories" (exclude "bid" items when looking). Standard practice is to look at the first twenty pages of the "time ending soonest" portion. This provides several hundred items to look at when purchasing for the club. These twenty pages will give you ideas to find items at different prices. Look for "Free Shipping" and grouped items for one price whenever possible
3. Type in "fishing flies" in the search line, again paying attention to the number of flies, free shipping, etc. They can then be packaged with any inexpensive fly boxes purchased or donated
4. Try to get as many items for the least amount of money as possible
5. Print out the purchase summary from E-Bay and give to the Treasurer for reimbursement
6. Use Pay Pal or E-Bay for purchasing; they have procedures if items don't arrive or are sub-standard
7. When needed, purchase a new roll of tickets from an office supply store (Office Depot, Staples, etc.). Give the sales receipt to the Treasurer for reimbursement
8. Can also get donations from other sources (retailers, members, etc) for the drawing

### **Hints:**

- \* check E-Bay or your on-line source on a weekly basis.
- \* try to have two to three months of door prizes available at all times because of shipping times
- \* choose items commonly used or may be lost or worn out by anglers
- \* look for grouped items selling for one price — you can use them individually if you choose
- \* keep all receipts and give them to the Treasurer for reimbursement.
- \* consult the Board for Directors for guidance or if any questions