

Door Greeter/Door Prize

Duties of the Door Greeter (Job Description)

The door greeter is appointed by the board. His/her duties include meeting and greeting members, non-members, and guests attending the monthly club meeting. This person will hand out door prize drawing tickets to those members who are wearing name tags. In addition, this person is responsible for procuring items that can be given as a Door Prize to the ticketed membership on a monthly basis.

Procedures: (This is how to do the job)

1. Be sure to attend all club meetings and be available to greet members and guests during the social period of the pre-meeting.
2. Hand out tickets to those who have name tags
3. Greet non-member/Guests and speak with them to determine interests. Introduce and seat them with members who best match their interests whenever possible. Make them feel welcome and that their needs are being met.
4. Be prepared to hold the drawing at intermission by completing the ticketing process.
5. Hold the drawing and give the door prize to the winner.

How to get the items for the door prize drawing:

1. The door prize portion of the meeting is allotted \$25 per month.
2. At times, a new roll of tickets must be purchased. Go to an office supply establishment (Office Depot for example) and purchase the necessary roll of tickets. Give the sales receipt to the Financial Secretary for reimbursement.
3. Use E Bay as the main source for acquiring items for the drawing. Go to the search line and type in the phrase "fly Fishing Accessories." Exclude the bid items when looking. Standard practice is to look at the first twenty pages of the "time ending soonest" portion. That provides several hundred items to look at when purchasing for the club. Look at twenty pages to get ideas to find various items at different prices. Look for "Free Shipping," and multiple items for one price whenever possible.
4. It is possible to get donations for the drawing, but it can be difficult.
5. Look at "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 that may have been purchased.
6. Try to get as many items for the least amount of money as possible.
7. When the items arrive, select a number of them and put them in a zip lock baggie for the drawing.
8. Print out the purchase summary from E bay and send or give that to the financial secretary for reimbursement.
9. Always use Pay Pal for purchasing since both E bay and Pay Pal have procedures if items don't arrive or they are sub-standard.

Hints:

1. Look at E bay or your source on a weekly basis.
2. Try to have two to three months of door prizes available at all times because of shipping times.
3. Choose items that are commonly used and may be lost or worn out by the fly fisher.
4. Sometimes one item may cost more than \$25 so look for multiple items for one price. That will allow the purchase of a net, for example, at a very reasonable price.
5. Be sure to keep all receipts and give them to the financial secretary for reimbursement.
 6. If there are questions, consult the board for guidance.