

## **Racine Founders Rotary Club Greeter Duties**

1. Arrive by 6:45 a.m.
2. Place on greeters table:
  - a. Badge Box
  - b. Supply Box
  - c. Member sign-in sheet (inside badge box)
  - d. Guest sign-in sheet (inside supply box)
  - e. Pens
  - f. Any information regarding upcoming events
3. Place on the Podium
  - a. Rotary Bell
  - b. Gavel
  - c. Basket for proud money
  - d. All 3 items are in large supply box
4. Greet everyone who comes through the door with a handshake and a smile. You are fined \$1.00 for each infraction of this rule.
5. Collect \$14.00 for breakfast from each Visiting Rotarian. Any questions see the treasurer. Guests of our club eat for free.
6. Announce guests at the appropriate time during the meeting. Keep in mind that you are fined \$1.00 for each mispronunciation. Helpful hints: have the hosting member introduce his/her guest, and make sure guests write legibly when signing in.
7. After the meeting, put away everything that was put out. Make sure to gather up badges for any of the long lingering members who haven't turned them in at that time. Both boxes are kept in the coat closet on the shelf above the filing cabinet.
8. If you are unable to fulfill your duties on your assigned week then it is up to you to find a suitable replacement and inform the club president of this change.