

Finance (will train as required)

Currently held by Jeff Parker

- Signatory on checking account
- Write checks for club expenses, as needed
- Weekly commitment at breakfast and during week to deposit / withdraw funds at club bank, as needed
- Obtain initial cash from PNC bank for ticket sales and 50/50 drawing
- Tix sales \$\$ go into cash box
- Initial \$\$ for 50/50 carries over from week to week
- Count receipts from tix sales
- Count receipts from 50/50
- Pay restaurant for the food. \$\$ from tix sales
- Split 50/50 receipt in half for the drawing. Remainder to be deposited in the bank.

Roster (will train as required) Currently done by Nancy

- Ongoing automated process. Maintenance occasionally needed. to sort and possible clean up the data base.
- On-line registration process for those wishing to give out their information (names, tele number, where from, place staying in Gulf Shores)
- Automatically populates the database
- Roster shared with those who provided information via email

Nametags (will train as required) Currently done by Nancy

- Weekly commitment at breakfast
- For our guests that do not have one or have forgotten theirs
- Have our guests place their full name and hometown on nametag
- Punch holes in nametag and give them beads as their landyerd, and a marker for their names
- Purchase supplies as needed

Publicity on club activities to local publishers (i.e. Mullet Wrapper, Welcome Centers, City Offices & Snowbird FB sites) (will train as required) Currently done by Nancy

- One time commitment
- Need not attend breakfast or even be in Gulf Shores to complete
- In late November or early December send email to the various local publishers information on our breakfast schedule
- This information will carry over from year to year with changes only required for the date, times, and maybe some other logistical items.
- Follow-up as needed to the publications to ensure information is published

Website & Facebook maintenance (will train as required) Currently done by Nancy

- Weekly commitment, some required during the summer and prior to arrival in Gulf Shores
- Post all group activities and pertinent information on the website & FB
- Maintain as needed with necessary additions and/or corrections

Low County boil (will train as required) Currently we are doing tix sales only, by Nancy

- 3 to 4 week commitment, from early January until the event in mid-February.
- Meet with other snowbird club volunteers in January to obtain the tix and go over all the logistics and assign duties by state. May require a 2nd meeting prior to event.
- Meet after event to recap activities
- See if you can round up other team members within the Minnesota group to participate in the boil with tix sales, set-up, preparation, serving, and clean-up the day of the event
- Sell your allotment of tix and collect the money at the weekly breakfasts until sold
- Obtain additional tix (if required and requested) would be available to obtain thru the committee in charge of the boil.
- Turn in all the \$\$ collected and any unsold tix to the committee in charge of the boil.

Calendar draw (will train as required) currently done by Nancy

- 2-3 week commitment, (pre-sale and breakfast sales only)
- Attend meeting with other Sno-bird clubs to obtain the tix.
- If you wish round up some table mates to help with tix sales
- Sell the allocated tix to our group either pre-sale or in-person at the weekly breakfast
- Collect \$\$ at time of sale
- When sold return ticket drawing stubs & moeny to the committee in charge of this event.

Ticket sales Coordinator (will train as required) Currently done by Nancy

- Weekly commitment 7:15 – 8:00a Tuesday's
- Put a team of volunteers to sell the tix at the door upon arrival each breakfast
- 2 required per week, set up rotation schedule for others
- Can be shared with others anywhere from 2 weeks -4 weeks
- Check-in attendees based on pre-registration list
- Collect breakfast fee & give out chip as their entry
- Turn the unsold chips to Jeff Poferl
- Turn the \$\$ collected to Jeff Parker

Breakfast sign-up management (will train as required) Currently done by Nancy

- Weekly commitment (done remotely during the week as registrations come in via email)
- Some computer skills required
- Automated system currently in place
- Sort the automated data received and give Nancy Poferl or the restaurant breakfast coordinator the number registered for each weekly breakfast

• **Manual breakfast sign-ups (will train as required)** Currently done by Jill Griffith-McRaith

- Weekly commitment at each breakfast
- Some computer skills required to add attendees to the online pre-registration list

- Done for those who cannot do the online registration process

50/50 (will train as required) Currently done by Jeff Parker and Keith McCarthy

- Weekly commitment at breakfasts
- Training available if required
- Upon guests arrival and prior to breakfast, sell the 50/50 tixs
- Place ½ ticket in pails, ripped in individual tix's, the other half goes to purchaser
- Nancy will announce periodically you are out selling
- Return tix stubs in pails to Jeff Poferl
- Return 50/50 money collected to finance person

Table Colors (will train as required) Currently done by Michelle Parker

- Weekly commitment
- Upon your arrival and prior to breakfast place table colors on each table
- Table grid of colors is supplied to assist
- After breakfast and before you depart pick-up all table colors and take them with you for use the next week.

Golf Planning (will train as required) Currently done by Scott Smith

- 1 x time commitment
- In March-May, arrange with the local golf pros or managers the courses we will play for the upcoming season
January-March on Mondays and Thursdays
- Secure time slots beginning at 10:00 at each course
- Confirm the group prices we will be paying. Confirm whether tax is or not included.
- After all courses have confirmed dates, times, costs supply this information to the golf Registration committee.

Golf registration (will train as required) Currently done by Nancy and Jeff Poferl

- Ongoing commitment November thru March
- Computer skills with Google sheets necessary
- Email capability necessary
- Publish the golf schedule on Facebook and Website for the upcoming year Sept 15 with notation that tee time requests can be sent beginning November 15.
- Upon receipt of requests begin filling in the tee sheets (with individual names for each time) and finish no later than December 15th
- Publish the January schedule no later the December 15th
- Publish February dates no later than January 15th and March dates no later than February 15th
- On an ongoing basis, maintain the monthly schedule for additions, changes, deletions and any other maintenance items required up to 3 days prior to sending it to the course.
- Any and ALL changes to the schedule by the players themselves within 3 days of the event, must be coordinated directly with the course.
- 2-3 x days prior to our scheduled event, send our tee sheet with email to the course we will be playing.

Logo wear (will train as required) Currently done by Steve and Connie Bennett

- Weekly commitment at each breakfast
- Take orders and collect money for MN/AL logo wear
- Coordinated orders with local manufacture
- Pickup orders when completed
- Bring to breakfast and for individuals to deliver

Puzzles and Book exchange (will train as required) Currently done by Cliff and Diane Whitson

- Weekly commitment at breakfast
- Display books and puzzles on table provided at breakfast weekly
- At the end of breakfast collect the remaining books and bring to next breakfast
- At year end bring remaining books to thrift store or either welcome center

Ticket takers (will train as required) Currently done by John Swanson

- Weekly commitment at breakfast
- Stand at beginning of breakfast service line and collect chips
- After all served return chips to Jeff Pofert

Reunion (will train as required)

- Has not been done for years
- Arrange a gathering of MN snowbirds at a central location in mid-summer/fall
- Secure venue, meal options, price, and available outside activities for this date/function
- Develop an invitation to the event
- Coordinate with Organizer the details for the event for posting on our snowbird site.
- Gather the responses by a certain date and coordinate this with the venue.
- Coordinate activities the day of the event

Greeter (will train as required) Currently done by Rosie Harmsen

- Weekly commitment at breakfast
- Greet all our guests as they arrive
- Instruct newcomers of the logistics (i.e. getting coffee prior to buffet, 50/50 tickets, nametags, table color explanation, pre-registration process (online and/or manual)
- Give them a copy of the weekly agenda, if available, which is supplied by the organizer