

RESPONSIBILITIES – PROCEDURES – POLICIES GUIDE



CREATED: MARCH 2012

REVISED: March, 2023

LAKESIDE GEM & MINERAL CLUB

RESPONSIBILITIES- PROCEDURES-POLICIES GUIDE

The following is designed to work in concert with and not in opposition to the Lakeside Gem & Mineral Club (LSGMC) By-Laws. Where a conflict exists, the text of the By-Laws shall supercede this document until such time as the By-Laws are amended. This document in its original form was adopted by a majority vote of the Club Board of Directors.

RESPONSIBILITIES:

Leadership: Members elected bi-annually guide the chapter.

Major office positions which require election are:

- President
- Vice-President
- Secretary
- Treasurer
- Two (2) Directors

The Board of Directors, as defined in the By-Laws, includes the elected officers, immediate past president, Federation Director, and Bulletin Editor.

Minor office positions can be held by members who volunteer or are elected and include but are not limited to:

- Federation Director
- Bulletin Editor
- Membership Secretary
- Librarian
- Historian
- Field Trip Chairman
- Program Chairman
- Refreshment Chairman
- Webmaster
- Junior Club Advisor
- Door Prizes & Speaker Gifts Coordinator
- Silent Auction Coordinator
- Sunshine Chairman
- Benton County Fair Chairman
- Annual Show Chairman
- Publicity/Advertising Committee

Members: A club member in good standing may be nominated to stand in for any Board member who is unable to attend club or Board meetings. The nominated stand-in shall have voting rights. (Added – March, 2023)

Position Descriptions:

The position descriptions for the President, Vice-President, Secretary, Treasurer, Club Directors, and Federation Director are stated in the By-Laws. Additional duties of the Treasurer and other office positions listed above are described below.

Treasurer:

In addition to the duties described in the By-Laws the treasurer shall:

- maintain and reconcile the checking and savings account balances
- maintain funds in separate accounts for various club activities (show, fair, Geode, auctions, junior club, etc.)
- collect income from club projects and make deposits of those monies
- reimburse members for approved club expenses
- maintain a record of all receipts
- provide change (coins and bills) for cash boxes for fair, show, and auction
- collect money for dues
- maintain a file of active club membership and addresses; coordinate with the Secretary and Geode Editor to maintain a current membership list

Bulletin Editor:

Obtain minutes from the club and the Board (secretary provides) to place in the monthly newsletter, when possible keep current, short if space is an issue

Keep track of current events from club activities to post and inform members, track immediate information on first page

Indicate program and describe for the current month, refreshment reminder, task for the club bragging table (some of these may be selected by the editor; plan with Board to simplify things)

Where possible indicate upcoming shows

Keep current on email (kept on Yahoo account as Geode) and mailing lists obtained from the membership person

Maintain a junior page in the newsletter for their minutes, reports, and interests

Request articles of different types from members (usually a direct request to an individual works occasionally): lapidary, rock collecting, field trips, shows, special interests

Send Geode to members on email list and to the webmaster to post as pdf files

Keep current on the newsletter exchange and send a letter requesting update as needed

Membership Secretary:

Accept and provide applications for membership in accordance with the provisions of the By-Laws. Transmit the money for the dues with a receipt to the club treasurer. Distribute membership cards and keep membership records. Make a timely report of membership changes to the Bulletin (The Geode) editor. At periodic intervals, notify the NFMS Directory chairman of membership changes. Prepare name badges to be used at the regular monthly meetings and at the annual gem & mineral show. Prepare badges for the dealers and demonstrators for the annual gem & mineral show. Notify members whose annual dues have not been paid by December 15 of each year.

In addition, the duties of the membership secretary shall include the following:

- Be a greeter at the door for all meetings or arrange for a replacement when needed.
- Prepare new member packets and provide to new members.
- Receipt all yearly dues monies, using a triplicate receipt book. The membership secretary will also register names, addresses, and telephone numbers of all members.
- Will give the original receipt to the member, first copy to the Treasurer with the monies collected. Second copy remains in the book as a permanent record.
- Shall keep a current membership list.
- Shall provide current membership list to the Bulletin Editor for periodic publication.
- Shall prepare a renewal notice to be published in the October issue of the Geode.

Librarian:

The duties of the Librarian shall be to:

- Maintain an inventory of the books, magazines, videos, etc. owned by the club
- Keep the library items until the monthly club meeting at which time he/she will bring requested items to the meeting
- Have a sign-out record for club membership to use to sign-out library items
- Contact members who may be delinquent in returning a library item to insure that items are returned in a reasonable and timely manner.

Historian:

The duties of the club historian shall include maintaining a photographic record of club activities, and maintenance of certificates or other documentation as directed by the club President. Other duties include: collects, organizes, maintains, and documents all LSGMC activities and archives them for posterity.

Field Trip Chairman:

The field trip chairman is responsible for collecting and disseminating information about locations for the field trips. The chairman is responsible for maintaining the club's two books for rockhound maps.

In addition, the duties of the Field Trip chairman shall include the following:

- By April decide when and where field trips will be taken during the year. This includes coordinating with other members and getting people to lead the trips.
- Appoint or solicit leaders for the field trips. Leaders will be responsible for leading everyone to the collecting sites and/or providing maps and descriptions on how to get to where they're going.
- Get as much information about the collecting and camping areas. Get the information to people going on the trips. This information includes: a) the type of rock collecting equipment needed (picks, shovels, bar, etc.), b) camping or overnight facilities (where and what to expect), c) type of weather expected (cold/hot/rainy, etc.), and d) type of materials we expect to find.
- Write up a description of the trip, equipment needed, camping and overnight facilities, and send it to the Geode Editor two months before the trip is taken. i.e. The trip description for trips in June need to be in the May Geode, so the editor will need the write-up by April 21st, so it can be published in the May Geode.

Program Chairman or Committee:

The duties of the program chairman (or committee) shall be as follows:

- Provide a program at each monthly club meeting or alternate location approved by the club President, except when the club has other activities planned (e.g., picnic or Christmas party). The programs shall pertain to subjects of interest to the club, last about one hour, and be approved by the club President.
- The chairman (or committee) shall encourage other members of the club to present programs and solicit ideas for programs.
- Contact and negotiate with non club members to present programs; arrange for any support equipment needed by the guest speaker(s); and arrange for any gift or money, if required, to compensate the speaker(s). In the event that the person presenting the program requires a fee for the services the program chairman (or committee) shall obtain approval from the Board for such expenses.
- Supply directions, if necessary, to enable guest speaker(s) to find the club meeting location; and/or supply transportation for the speaker(s), if necessary.
- Make arrangements with the Club President for the program time at the club meeting, and introduce the speaker(s) to the club before the program.

Refreshment Chairman:

The duties of the refreshment chairman shall be as follows:

- Prepare a Sign-up Sheet at the beginning of the calendar year and solicit volunteers from the general membership, or contact members with regard to providing refreshments at the normal monthly meeting.
- Be sure at least four or five families are signed up to provide refreshments for each meeting. This number is based on the average number of members attending each meeting and may fluctuate with changes in membership.
- Notify the Bulletin editor (or give him a copy of the list) who is providing refreshments each month. The deadline to notify the editor is the 15th of each month.

- Call and remind those families that they are providing the refreshments prior to the meeting.
- Purchase supplies as needed: cups, napkins, plates, spoons, coffee, tea, etc. Turn in the bills to the Secretary.

Webmaster:

Responsible for setting up and maintaining the LSGMC website, this includes but is not limited to: making sure that the web server hardware and software is running properly; designing the website; creating and updating web pages; replying to user feedback monitoring traffic through the site; and sometimes responding to email generated by the site. The webmaster is responsible for ensuring annual club payment to maintain the domain name and procuring the web server hosting service. If there is a significant increase in the annual fee over the previous year, the issue will be brought before the Board prior to taking action. The Webmaster will insure the security and privacy of the club members as much as possible. Any time that security or privacy issues arise pertaining to maintenance or updating of the website, the issue will be brought to the Board prior to taking action. Present website statistics at Board meetings as requested.

Junior Club Advisor:

Act as interface between Junior and Adult clubs. Function as Junior Club advisor for all activities, and work with parents to provide meaningful and educational information and programs for the benefit of all of the Junior Club members. Work with members wanting to earn “Future Rockhound of America” badges. Teach members about rocks, minerals, fossils, and other facets of the lapidary hobby. Keep the Junior Club functioning and seek help from the Adult Club when necessary. More details on the operation of the Junior Club are found in Appendix A.

Door Prize & Speaker Gifts Coordinator:

The coordinator shall be responsible for obtaining door prizes & gifts by either (a) soliciting donations from club members, or (b) obtaining Board approval to purchase items. The coordinator shall distribute tickets for the drawing at each meeting. The coordinator will also distribute gifts to guests and guest speakers, in coordination with the program chairman. The coordinator shall maintain a supply of key chains and associated materials for gifts to visitors.

Silent Auction Coordinator:

A silent auction is conducted at monthly club meetings to support the club. A coordinator places donated club items on the table alongside items brought in by members. A limit of 5 lots per member can be placed on the silent auction table. The auction duration is determined by the coordinator or club president. Once the auction is closed monies for donated club items are collected by the coordinator and provided to the club treasurer. Members keep the proceeds from their sales. There will be no auction held during the months of January (Rock Bingo night) and December (Christmas party night), and any month when outdoor tailgating takes place.

Annual Show Chairman:

The duties of the show chairman for the annual show are numerous. Details associated with the tasks required to organize the Club members for the annual show are found as Appendix B.

Benton County Fair Chairman:

The duties of the show chairman for the Benton County Fair in the Fall are similar to those required for the annual show but primarily focus on soliciting members to put in a display case for the week of the Fair and to man the booth during the week of the Fair. Other activities include arranging for members to help set up and tear down the displays and booth before and after the Fair, arranging to have grab bags and other materials for sale at the Fair, working with the Club Treasurer to obtain startup monies and receive monies each night during the Fair, and getting admission tickets for members who volunteer to man the Club booth.

Sunshine Chairman:

The chairman shall send cards to members whose families have medical needs or who have experienced a recent death in the family.

The duties of the Sunshine committee are to maintain an awareness of the health, well-being, and status of club members. Contacts will be maintained with members who have become ill or otherwise unable to attend meetings and perhaps need assistance from other club members. Get well cards will be sent as needed, and an update will also be provided at Club meetings when appropriate.

Publicity/Advertising Committee

The duties of the Publicity Committee shall primarily be focused on increasing public awareness to the existence of our club and its activities. The following recommendations were made by previous individuals performing this function and can be considered as suggestions for the committee. These are perhaps one-time events that need to be checked and/or updated yearly. Additional ideas are always welcome and should be discussed with the Board of Directors before implementation if funds are required.

1. Add Lakeside Gem & Mineral Club to the Club listing in the Tri-City Herald. This listing is published the first Sunday of each month in the “Desert Living” section of the paper. Review this section of the Herald for details. If you indicate that a permanent listing is requested, then you won’t need to submit it each month one week in advance of the scheduled listing.
2. Contact the Chamber of Commerce in Pasco, Kennewick, Richland, and West Richland and include our club in their “club list” with a contact name and phone number. You might want to determine how they have their listings (e.g., hobbies, clubs, arts & craft, etc.) to better define how we are listed (e.g., Lakeside Gem & Mineral Club, Lapidary, Rockhounding, Faceting, etc.)

3. Put club brochures in the bulletin boards/racks of the following: libraries, chamber of commerce, community house, senior centers for Pasco, Kennewick, Richland, and West Richland, etc.
4. As of November, 2010 the Club has become a member of the Tri-Cities Visitor and Convention Bureau. Work with them to maintain our listing on their website, provide club brochures and business cards for the information racks at the Visitors Center, and work with their staff to update club information and advertise Club activities such as the Annual Show or other special events.

The following listings are more appropriate for when the club has a special event such as the annual show, special program (lecturer), maybe the summer auction, etc.

1. Provide input for the Tri-City Herald Calendar, which comes out every Friday, and must be submitted to the Herald by Tuesday of that week. The process is the same as for club listings discussed above but you must select what heading is appropriate (e.g., lecture, art & crafts, etc.). Also, see if we can get something into the Herald "Discover" quarterly publication. This is a 'things to see – places to go' type of publication.
2. There is a calendar of events on one or more of the "cable" TV stations, just as there are community event spotlights featured on some of the radio stations like KONA. Contacts there would have to be identified and pursued.
3. Contact the local libraries to determine if we could put something in their display cases sometime in advance of the April show. At these facilities scheduling is done well in advance so contact them months ahead of the planned activities.

Members Responsibilities:

Requirements for membership are specified in the By-Laws. Dues for a single person are \$20.00 per year and dues for a family are \$25.00 per year as of July, 2010. Dues will be prorated per quarter over the course of the calendar year. For a single person this equates to \$20/\$15/\$10/\$5, while for a family the rates will be \$25/\$20/\$15/\$10. The beginning of each quarter corresponds to January 1, April 1, July 1, and October 1.

Membership Privileges: include but are not limited to...

Monthly meetings

Holding a major or minor office

Working on the board of directors

Access to the club website

Use of club library

Access to Club equipment

Participation in club field trips

Participation in the annual show and show at the County Fair

Use of club equipment and resources

PROCEDURES/POLICIES: These procedures and policies resulted from actions approved by the Board or by the general membership.

By-Laws:

The By-Laws shall be reviewed bi-annually, during the third quarter of the year for any changes. Any changes shall be placed before the membership during the fourth quarter of the year for an acceptance vote. Once approved and accepted a new copy of the By-Laws shall be filed with the State of Washington.

Meetings:

Meetings are generally held on the first Wednesday of each month at 7 pm.

Robert's Rules of Order are generally followed, but are not required.

Meetings begin with the normal business meeting followed by refreshments; the program follows the refreshment break. In the case of a special program, the meeting may begin with the program.

Elections are called and held annually as specified in the By-Laws. Biographies of nominees may be posted in the September and October issues of The Geode, if desired.

Policies:

The club shall send a memorial gift of \$50 to the NFMS Scholarship fund upon the death of a member of the club.

CHANGES TO THIS DOCUMENT: This document may be altered, amended, or repealed, and a new document may be adopted. This would be accomplished by a majority vote of the board members in good standing with those present at the time of the vote. Voting can be by oral consensus or by ballot.

ACCEPTANCE OF THESE RESPONSIBILITIES, POLICIES, AND PROCEDURES:
This document has been drawn up, agreed upon, and adopted by the Lakeside Gem & Mineral Club.

Signed by:

Patrick Donohue signature on file 3/2023

President Date

Peter Kovich signature on file 3/2023

Vice-President Date

Sally Lyon signature on file 3/2023

Secretary Date

Caroline Bowdish signature on file 3/2023

Treasurer Date

APPENDIX A

LAKESIDE JUNIOR ROCK CLUB OPERATING PROCEDURE

Provided by Thora Trumbo, Junior Club Advisor, 2008 - 2017

SCHEDULE

The Junior Club meets on the second Tuesday of each month, except in July. The October meeting is usually when the election of officers for the next year is held and is frequently associated with a silent auction that is held that month. The December meeting is typically an annual Christmas holiday pot luck dinner and holiday fun. All other meetings involve club activities which vary broadly to maintain member interest and continue to educate the membership, as well as foster passion for the hobby.

LESSONS

Activities at the monthly meetings may include any of the following: guest speakers, guest demonstrations, crafts, field trips, educational art projects, lessons on the various physical and earth sciences, mineral forms, mining, fossils, etc; library and other educational resources are utilized as needed and include hands-on lessons and experiments in areas such as identification and classification of specimens, collection and display protocols, lapidary skills, roles of elected officers, holding an annually elected office, preparing research for public speaking, etc.

MONTHLY MEETING PROCEDURE

A meeting minutes form is provided by the Junior Club Advisor for use by the Junior Club leaders to insure all important subjects are covered at a meeting.

MEMBERSHIP DUES

October is the beginning of the club calendar year. Dues are to be paid at the October meeting. Dues are \$5.00 per individual or \$25.00 per family. Dues will be prorated per quarter over the course of the calendar year. For a single junior club member this equates to \$5/\$4/\$3/\$2. Membership is required to participate in field trips. Guests are invited to join upon their second visit to a club meeting.

WHO MAY BECOME A JUNIOR CLUB MEMBER

The Club is generally designed for children between the ages of 8 to 16 years. Any child who has an interest or desire to learn about the hobby is encouraged to join. Children younger than 8 years may be admitted with the participation of a parent and consent of the Junior Club Advisor. Preschoolers must sit with a parent. Children over 16 years are encouraged to join the Adult club for more challenging activities. Boy and Girl Scout troop members may attend to earn their rock badge. Homeschooled children are also welcome. Regular attendees may bring guests to all meetings, with the exception of the December meeting.

PARENT OR GUARDIAN RESPONSIBILITIES

There is no babysitting service and parents may not drop off their children. Parents must remain in attendance at all meetings. Parental assistance in club activities and student involvement is appreciated. Parental assistance is important, especially with younger members or during behavioral challenges. Parental assistance in set-up, clean-up, and special events makes difficult jobs easier and helps facilitate learning by all. Parental advice and input in club activities is welcomed. Being watchful of opportunities for guest speakers, demonstrations, field trips, and other points of interest is encouraged. Communication with the Club advisors is desired at all times. Parents are responsible for their children at all times; we do not require police background checks of adults that are attending club activities, but do recommend background checks for future advisors, for general safety. Advisors are either adult Club members or willing helpers, hopefully knowledgeable in the fields of gems, minerals, and fossils.

FUTURE ROCKHOUNDS OF AMERICA

The Lakeside Junior Rock Club is a member of the Future Rockhounds of America (FRA) which is sponsored by the American Federation of Mineralogical Societies. One of the goals of the FRA is to provide resources to Junior Club leaders to maintain the interest of their members. The FRA has developed a free badge program of guided activities to provide youth leaders with 53 individual activities in 9 areas: Rocks & Minerals, Earth Resources, Fossils, Lapidary Arts, Collecting, Showmanship, Communication, Field Trips, and Leadership. In 2008, 6 new areas were added with 32 more activities on Earth Processes, Earth in Space, Gold Panning & Prospecting, Gemstone Lore & Legend, Stone Age Tools & Art, and Rocking on the Computer. Kids can now earn badges in each of 15 overall areas. Those earning a minimum of 6 of the 15 badges earn a "Rockhound" badge as a mark of accomplishment and distinction. Details of the program may be found on the "Kids Corner" section of the AFMS web site: www.amfed.org/fra/fra_badge.htm.

APPENDIX B

POSITION DESCRIPTIONS FOR THE ANNUAL CLUB SHOW

SHOW CHAIRMAN

The Show Chairman's job is to delegate responsibility and then provide the atmosphere of leadership to develop incentive, personal ingenuity and imagination for club members to get the job done. A positive attitude is contagious.

CHECK LIST OF GENERAL DUTIES OF THE SHOW CHAIRMAN

1. Select a Show Committee and have an organizational meeting.
2. Conduct all Show Committee meetings.
3. Establish and maintain good communication with all Show Committee Chairmen.
4. In charge of preparing a realistic budget and working within the budget.
5. See that good records are kept and maintained for future Show Chairmen.
6. Make an exciting presentation to your club at each meeting. Keep them apprised of the progress.

SHOW COMMITTEE SECRETARY/TREASURER

The Show committee Secretary/Treasurer should be a person with experience in typing and taking notes. It is very important that a complete and accurate record of all discussions at committee meetings be kept.

This should also be a person who is familiar with financial matters and capable of formulating accurate financial reports.

CHECK LIST OF DUTIES FOR SHOW SECRETARY/TREASURER

1. Type and distribute minutes to all committee members.
2. Keep track of attendance at meetings.
3. Prepare and keep an updated list of "things to do".
4. Keep a file on, and answer all correspondence.
5. Send out meeting notices or call to remind members of a meeting.
6. Have up-to-date financial reports for all committee meetings.
7. Inform chairmen immediately on items exceeding the budget.
8. See that Club Treasurer pays all bills promptly.
9. See that all funds generated are accounted for and turned over to Club Treasurer.
10. Purchase show liability insurance, if needed.

FACILITIES CHAIRMAN

General duties of this chairmanship are to secure all physical facilities, contract for a food concession and provide show security.

CHECK LIST FOR FACILITIES CHAIRMAN

1. Secure show site (in writing with dates and costs). Have names and phone numbers of all personnel involved in decision making process regarding use of building.
2. Arrange for on-site camping, if available, or determine nearest available camping facilities for out-of-town dealers, displayers and demonstrators. Identify a Show "Host".
3. Set up security for show time surveillance. Check with local police to see if free walk throughs by uniformed police are available.
4. Set up security inside of the building for overnight surveillance. Ask local police to do evening drive-bys.
5. Arrange for a food concession at show site (simple menu and fair prices).
6. Provide for adequate seating at food concession (coordinate with show Set-up Chairman). Arrange to keep area clean if a food concession person does not provide this service. If needed, provide garbage cans and bags. Know what to do with collected trash.
7. Have good directional signs to food concession and easy to read menu signs.
8. If not provided by site owner, responsible to see that restroom facilities have adequate paper products.
9. Responsible for site being left in as good condition as when received.
10. Responsible for obtaining key to site and returning key. Responsible for opening up and locking up site.

DEALERS AND DISPLAYS

Generally the duties of this chairman is to negotiate with and bring under contract the dealers and/or tailgaters for the show and to arrange for displays and special exhibits. Vendor contracts shall require a majority vote at a designated meeting of the Board of Directors.

CHECK LIST FOR DEALER/DISPLAY CHAIRMAN

DEALERS AND/OR TAILGATERS

1. Determine space available and number of dealers and/or tailgaters desired.
2. Determine amount of front footage and cost for each dealer or tailgater.
3. Prepare and send out contracts.
4. Collect signed contracts and payments. Account for payments and transfer to Club Treasurer.
5. Assign space. Coordinate with show Set-up Chairman on tables and chairs needed.
6. Be available to show dealers and tailgaters to their space and help deal and tailgaters with set-up if needed.
7. Check with dealers and tailgaters during the show.
8. See that dealers and tailgaters get a "thank you" after the show.

DISPLAYS

1. Arrange for displays from your club.
2. Contact other local clubs and ask for displays.
3. Arrange for some Featured Outstanding Displays.
4. Assign display space.
5. Check to see if any dealers want display space.
6. Be prepared to supply show cases and possibly case liners and lights for those requesting them. This may require organization of a work party prior to the show if case liners need to be constructed.
7. Coordinate with Show Set-up Chairman on equipment and available space.
8. Greet displayers and show them to their display space.
9. See that every displayer receives a case favor, ribbon or thank you certificate.

DEMONSTRATIONS, SILENT AUCTION, AND KID'S EVENTS

General duties of this chairmanship are to select and secure demonstrators of the lapidary and jewelry arts for the show, run a Silent Auction during show hours and provide some activities for kids. If possible, involve the Junior Club in helping with activities for kids.

CHECK LIST FOR THE FOLLOWING DUTIES

DEMONSTRATIONS

1. Work with show Set-up Chairman to establish available space.
2. Attend as many shows as you can to look for new and innovative crafts.
3. Get firm commitments from prospective demonstrators.
4. Be sure to have adequate power and lighting.
5. Coordinate with Set-up Chairman for tables and chairs for demonstrators.
6. Be sure demonstrations are continuous as much as possible. If it is necessary to leave temporarily, leave a sign stating when demonstrator will return.

SILENT AUCTION

1. Work with show Set-up Chairman to determine available space and equipment needed.
2. Request donations of material for Silent Auction and arrange for pick-up.
3. Schedule Silent Auction table helpers.
4. Have trustworthy people available to handle monies received.
5. Have adequate supplies of paper and pencils available.
6. See that all proceeds are accounted for and delivered to Club Treasurer.

KID'S ACTIVITIES

1. Coordinate with Junior Club Leader. Junior Leader to schedule helpers for Kid's Activities.
2. Work with show Set-up Chairman to determine available space and equipment needed.

3. Work with Junior Club Leader to decide what activities are to be offered.
4. Determine the supplies needed and secure same.
5. Account for any monies received from activities and deliver to Club Treasurer.

SHOW SET-UP AND DISMANTLE CHAIRMAN

General duties of this chairmanship are to plan the show layout, assemble necessary equipment, arrange for set-up and dismantling crew and supervise the processes.

CHECK LIST

1. Make accurate scale layout of facilities to be used.
2. Determine number of displays, dealers, demonstrators and special booths (Silent Auction, ticket sales, kid's activities, etc.).
3. Work with other chairmen such as dealers, demonstrators and displayers.
4. Arrange for adequate electrical for dealers, demonstrators and displayers.
5. Arrange for work party at storage facility to pick up all needed materials and transportation to Show site, including cases, liners, lighting, electrical supplies, 2x4s, plywood, etc.
6. Arrange for tables and chairs for dealers, demonstrators, etc. Work with Facilities Chairman to rent necessary materials.
7. Obtain skirting for all dealer tables and display tables from storage.
8. Schedule work party prior to show to build or repair equipment that will be needed for the show.
9. Arrange to have an adequate number of people available to help with set-up and dismantling including transfer of needed equipment from storage to site and from site back to storage.

ADVERTISING AND PROMOTION CHAIRMAN

General duties of this chairmanship are to advertise the show. Work with other chairmen to obtain detailed information to be used in advertising.

CHECK LIST FOR ADVERTISING AND PROMOTIONS

1. Prepare fliers and arrange for distribution. This would include mailing to other clubs and placing in business windows around town.
2. Send Tri-City Herald show information for What's Happening column and work with them to get all paid advertising into the paper at desired frequency and schedule and within budget allowed.
3. Work with KNDU and KVEW to get commercial times set up and budget established. Encourage them to send news crews out to Show to cover the event for the public.
4. Send information to any radio station that announces local happenings.
5. Arrange for reader board messages around town.
6. Send show dates to Lapidary Journal, Rock & Gem and Northwest Newsletter through NFMS Show Coordinator.
7. Get fliers out to local schools via the ESD123 office in Pasco and get fliers out to the local Boy and Girl Scout offices.

8. Arrange for directional signs to show site and for a sign in front of the site.
9. Provide signs for all dealers, demonstrators, special booths, etc.
10. Have information on club and junior club available for pickup at the show.
11. Work with Tri-Cities Visitors and Convention Bureau to get information about the Show posted on their website, reader boards, and available at the Visitors Center.

TICKET SALES AND DOOR PRIZE CHAIRMAN

General duties of this chairmanship are to secure tickets and arrange for sales and salespeople. Duties also include securing door prizes and coordinating door prize drawings. If a raffle is to be held, this chairman will have the responsibility of coordinating ticket sales and the drawing.

CHECK LIST

TICKET SALES

1. Purchase tickets (different color each day).
2. Arrange schedule for salespeople.
3. Be sure to use people who are trustworthy, congenial, and are capable of handling money and making change.
4. Keep track of tickets sold and prepare a report to show chairman. Each day list number of first ticket sold and last tickets sold for total admissions that day.
5. Provide rubber hand stamp for those with one-day admission for easy access back into the show.
6. Provide passes for dealers, demonstrators and workers.
7. Account for all monies collected and transfer to Club Treasurer.

DOOR PRIZES

1. Determine number of door prizes needed.
2. Solicit donations of door prizes and display them at show.
3. Purchase tickets to be used for door prizes.
4. Coordinate with set-up Chairman for needed space and equipment.
5. Set up rules for door prize drawings.
6. Schedule people to help with ticket distribution and drawings.

RAFFLE (IF DONE)

1. Select raffle item(s).
2. Purchase tickets.
3. Determine raffle ticket price.
4. Determine raffle rules.
5. Coordinate with Set-up Chairman for needed space and equipment.
6. Schedule people to sell raffle tickets
7. Arrange for display of raffle item(s) at show.
8. Account for all monies collected and transfer to Club Treasurer.