

## Morning Star Rotary Weekly Meeting Responsibilities

- I. **Sergeant-at-Arms** – This person is responsible for collecting club breakfast fees and accounting for money collected.
  - a. Arrive at 7:00am to meet club Sergeant-at-Arms.
  - b. Assist club Sergeant-at-Arms with preparing table for member arrival.
  - c. All supplies needed will be in a black bag secured by club Sergeant-at-Arms.
  - d. Locate blue money purse for \$100 seed money used for change and distribute on table.
  - e. Locate Membership, Visiting Rotarian and Visitor sheets from black bag and place on table.
  - f. Locate Guest name badges and Visiting Rotarian tags from black bag and place on table.
  - g. Collect \$10.00 from each Rotarian as they arrive at the table. Meeting speakers are guests of the club and do not pay. Prospective members get three free breakfast.
  - h. Each arriving Rotarian should initial the Membership sheet. This sheet will be used to determine meeting count and attendance credit. Note: Be sure that each member signs in.
  - i. At start of meeting (or approximately 7:35am) perform count of paying members and non-paying non-members. Document on tally sheet supplied by club Sergeant-at-Arms.
  - j. Count \$100 for meeting seed money and place back into money purse. Keep \$1, \$5 and \$10 bills as seed money.
  - k. Count the remainder of the money collected. This amount should match the number of paying members times \$10. For example: If you have 35 paying members, you should have collected \$350.
  - l. Document amounts on tally sheet.
  - m. Give collected money to club Sergeant-at-Arms for verification and documentation.

- II. **Meeting Set-up & Breakdown** – This person is responsible for meeting setup and breakdown.
- a. Arrive at 6:50am.
  - b. Locate storage box in meeting room closet.
  - c. Put badge box, 50/50 box and brochures on front table, and club sign (from behind credenza) on tripod where people entering approach the table.
  - d. Put meeting bell and small banners on podium.
  - e. Assemble two banner stands.
  - f. Place Rotary banners on stands.
  - g. At completion of meeting – put all from storage box back into it.
  - h. Put sign behind credenza.
  - i. Disassemble banners and stands and place on credenza, and put tripod nearby.
  - j. Place storage box back into closet.
- III. **Greeter** – This person is responsible for greeting members and guests.
- a. Arrive at 7:00am.
  - b. Locate greeter badge in box and place on person to identify self as greeter.
  - c. Stand at entry way of meeting room.
  - d. Greet member or guest with a firm hand-shake and hearty good morning.
- IV. **\$2 Per Week** – This person is responsible for collecting and recording \$2/week monies.
- a. Arrive at 7:00am.
  - b. Sit at front table next to Sergeant-at-Arms.
  - c. Locate \$2/week log sheet and envelope.
  - d. Collect money (\$2 or whatever amount member chooses) and then locate name on the log sheet and record amount.
  - e. Tally money collected and record on \$2/per envelope.

- V. **50/50** – This person is responsible for managing the weekly 50/50 drawing.
- a. Arrive at 7:00am
  - b. Locate 50/50 ticket roll and container.
  - c. Sell tickets to members and others.
  - d. Typical price is \$1.00 per ticket, \$2.00 for 3 tickets or \$5.00 for an arm length (you can use Butch Marci's arm).
  - e. Tickets should be placed in the container to be drawn during club meeting. One half ticket to member and the other half in the container.
  - f. One half of the money collected goes to the club, the other half is divided into prizes.
  - g. Give club half to club Sergeant-at-Arms.
  - h. Member responsible for 50/50 determines prize amounts: for example, for a \$30 purse divided amounts could be 1 prize of \$20 and 1 prize of \$10; or 1 prize of \$15, 1 prize of \$10 and 1 prize of \$5.
  - i. During the meeting and from the direction of club president the 50/50 person will be called on to have winning tickets picked from the container.
  - j. Person with the winning ticket gets the prize money.
- VI. **Invocation** – This person is responsible for providing an invocation before the start of weekly meetings.
- a. At the start of the meeting and from the direction of the club president an invocation is given.
  - b. An invocation can be religious or non-religious (preferably non-denominational), most importantly in the spirit of Rotary.
- VII. **Introductions of guest and visitors** – This person is responsible for introducing weekly guests and visitors.
- a. Collect Visiting Rotarian and Visitor sheets from front desk.
  - b. At the direction of the club president introduce each visiting person to the club.
  - c. Candy as a reward for guests and visitors is optional.
  - d. Give Visiting Rotarian and Visitor sheets to club President after the meeting.