

## ***Rogue Valley After Five – Weekly Rotary Duty Instructions***

### **Greeter**

- Arrive at 5:15PM if possible, 5:30PM at the latest
- In the closet located nearest the restroom, the following meeting materials can be located:
  - o United States Flag and Gold Base
  - o Oregon State Flag and Gold Base
  - o Three Rotary Banners (Rotary Mission, 4-Way Test, Rotary Flags Banners)
  - o Wooden Podium with Rotary Wheel affixed to front
  - o Badge Case
  - o Sign in Sheet
- In whatever order tickles your fancy, please allocate the meeting materials to their appropriate stations as follows:
  - o Position podium at front of room
  - o Extract Rotary bell and gavel from podium and place on podium; remove netbook & projector and place on table in middle of room
  - o Place US and OR flags in their bases; locate at front of the room
  - o Open badge case and place on table located nearest entry
  - o Place sign in sheet and pen near badge case (sign in clip-board can be found in podium)
  - o Hang the flag banner above podium at front of room; hang mission and 4-way test banners next to entry
- Upon completion of these tasks, please affix the “Greeter” button to your persons and spend the balance of the time preceding meeting ensuring members receive their badges and guests are prompted to sign in.
- Directly preceding commencement of meeting, please escort the sign in sheet to the president for announcement of guests.
- Upon the ringing of the bell indicating the beginning of the meeting, you are thereafter relieved of your Greetarian duties. Good job.

### **Pledge**

- Okay, now pay attention; things are about to get complicated...
- When indicated by the president, place your right hand over your heart and begin reciting the [Pledge of Allegiance](#).

### **Inspirational**

- Please select a brief sentence, phrase or quote that you deem to be motivational or encouraging. It can pertain to the speaker’s topic for that evening, it can speak to the key tenets of the Rotary organization, or it can simply be a snippet that resounds strongly with you.
- *\*please note that should the Inspirational volunteer be MIA, there is a book of inspirational quotes located in the speaker’s podium.*

### **Break Down**

- Greeter, but in reverse, and without the button.
- Just kidding. Please do the following in whatever order your heart desires:
  - o Disassemble US and OR flags from their bases. Wrap flags around poles and place them and bases in the closet nearest the loo.
  - o Remove hanging banners from walls, wrap around poles and place in closet
  - o Ensure all members have deposited badges in the badge case, close the case and place in the closet
  - o Place sign in clip board in speaker's podium
  - o If netbook and projected were utilized, place back in the podium
  - o Place podium in closet
- Great job. Now go home.

Please let me know if you have questions or edits.

Thanks,  
Krystl Tonkin  
Rotary Club of Rogue Valley After Five