

Inventory of materials for each front desk Property Box

- Tickets
- Red Magic Markers
- Membership Applications & Tri-fold Garden Club Brochure
- Sheet with important information: names & cell phone #'s of scheduled volunteers; other needed information.
- Property information sheets AM & PM Shifts, Cell #'s.
Put the sheet into the Clip Board
- Brown expandable envelopes for Money. Manila envelope is for cash & checks to give to Treasurer. Paper clip money in \$200 chunks. Paper clip checks & **include sheet with ticket information.**
- Paper clips & notepad; pens
- Extra Name Tags for volunteers
- **Return the box to Club House.** Leis--- enough for one shift
- GCUK Pins- responsible to return them to the Club's magnetic Board

Return Leis and Table Cloth in the Box to the Clubhouse.

Take the manila money envelope out of the Box & give it to Edna Waldorf, Treasurer or Marilyn Rogers, President.

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