

SOUVENIRS

(Minimum 2 years sobriety)

Standard Duties

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide specific leadership in their specific areas to initiate action to its successful conclusion

Officer Duties

- The Committee will begin soliciting for a logo and choose logo to be used. They will also decide on colors to be used for all material. This should be done very early on in the year.
- Get several bids from vendors.
- Vendors must submit a written bid with all charges attached. This should include all color separation and set-ups, and delivery, if needed. You can use more than one vendor, as you see fit. The prices vary, so use resources.
- You will need samples of all cups, t-shirts, brand names, etc. to bring back to Committee for approval. Some vendors will show you their best shirts and substitute material for another.
- You will need to work with Publicity to be sure of identical logo to go on the programs, as well as your materials.
- Amount to order and prices will be approved by the Committee.

At the Conference, you are responsible for:

- A crew to sell. This is a round-the-clock job. Have back-up arranged for time you will be away. Money changes hands, so be sure of your crew. It is suggested that you have two people in each crew on Friday and Saturday. Set up on Friday at 10:00 a.m. and stay open about one-half hour after all main speaker meetings and on Sunday one hour before the speaker meeting.
- If souvenirs remain unsold on Sunday, you must get together with Committee Chairperson to decide if you will mark down the prices.