

Spring Fling Committee

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. This is important in order to maintain group cohesiveness, to participate and exchange ideas, and to maintain a quorum when voting on issues.
- 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 leadership in their specific area and to initiate action necessary for a successful conclusion.

Officer Duties

- Solicit for current year logo entries.
- The Committee will pick logo to be used no later than June meeting, and decide on colors to be used.
- You will need samples of all cups, t-shirts, etc. to bring back to Committee for input. The committee may vote on what type of shirts and sweatshirts should be ordered and brand names. Use a reputable company. Get bids from vendors. California T-shirts has been used for several years.
- Work with Publicity to ensure logo on souvenirs is identical to program logo.
- Vendors need to 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.
- Amount to be sold will be decided by the Committee. Look at matrix for previous year sales.
- Decide on prices, working with the committee members and general chairperson.

At the Conference, you are responsible for:

- A crew to sell. 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 helping in your booth at all times. Set up is on Friday at 10:00 a.m. Sales begin Friday at noon and on Saturday at 9:00 a.m. Sunday sales are before and after the 10:00 a.m. speaker meeting. You should stay open for at least one-half hour after all main speaker meetings.
- If souvenirs remain unsold on Sunday, you must get together with Committee Chairperson to decide if you will mark down the prices.