

Elkhart Rotary

Instructions for Two Fellowship Table Hosts

SET UP:

- Both table hosts need to be at the Matterhorn to set up no later than 11:30 a.m.
- All items noted below can be found in a closet located on the right-hand side of the hall leading from our meeting room to the restrooms.

HEAD TABLE:

- Place the bell and gavel to the right of the podium.
- Hang the blue Rotary banner on the nail to the right of the podium as you face it.
- Hang the Four-Way Test banner to the left of the podium as you face it.
- The American flag should be placed to the left of the podium (the Matterhorn staff usually does this).
- Check with the President to see how many Rotary gifts of water bottles need placed under the podium for the speaker or other guests. They are also in the storage closet.

FELLOWSHIP TABLE: Put these supplies on the fellowship table:

- Four black badge boxes (Note – handle boxes with TWO hands to keep them from falling open).
- “Rotary Dollars” shoe box with guest name labels, visiting Rotarian pocket badges and pens. If members purchase Rotary Dollars and want them charged to their quarterly billing, please make a notation next to their name of the amount of dollars they received. They can also pay for them and the money put into the box until the end of the meeting.
- Large blue Rotary 3-ring binder. These items are in the binder and one of each should be put on the Fellowship table. Remember to put the current date on each form.
 - Attendance sheet – has names and numbers for members. Be aware that new members are likely NOT to be in alphabetical order. They would have received a number that someone has earlier vacated.
 - Visiting Rotarian sign-in sheet – collect \$7.00. They will want a make-up form filled out and signed to take back to their Club.
 - Guest sign-in sheet for Rotarians who have invited a guest(s). Club member may pay \$7 per guest or charge it to their quarterly billing. Method of payment must be entered on guest sheet.
- It is wise to have some dollar bills on hand to make change. Unfortunately, we cannot provide a cash box for this purpose.
- Put all monies in the Rotary Dollars box until the end of the meeting.
- If members turn in their dues payments or attendance make-up slips, these should also be put in the box.

PROCEDURES TO BEGIN THE MEETING:

- The newest member working the Fellowship table should check in the Elkhart Club members by crossing out their number on the attendance sheet. This person must also monitor the Rotary Dollars and mark the amount of dollars taken next to the member’s name.
- The second (more experienced) Fellowship table worker will oversee the Guest Sign-in form, the Visiting Rotarian Sign-in form, make-up forms and the Honorary Rotarian Sign-in form.
- They should \$7.00 from each **visiting** Rotarian. Honorary Rotarians, speakers and Club guests such as our monthly high school students do not pay.
- Members who have invited a guest may request to be billed. Indicate “Bill” or “Paid” on the Guest Sign-in form.

- The person overseeing the various Sign-in forms will be called to the podium immediately after the invocation, pledge and Four-Way Test. He/she will introduce all Honorary and Visiting Rotarians (include the Club name and town). Next, call upon Club members who have invited guests. The Club member will introduce his/her guest(s). Memorial students are introduced separately on their first visit by their sponsor. Thereafter, they will be introduced with other Rotarian guests.

AFTER THE MEETING:

Before members start leaving, separate the name badge boxes onto two different tables to minimize congestion upon departure. Put the lower numbered boxes on the regular table and the higher numbered boxes on the small table on the opposite side.

The person in charge of the Guest Sign-in forms should take the completed attendance sheet, sign-in forms, cash, checks, make-up forms, etc. from the Rotary Dollars box and give them to Steve Poe, Club Treasurer. He will be moving around the room collecting fines from the baskets. If you do not know Steve, President, Linda Rupnow, or Fellowship Chairperson, Pam Duncan, can direct you to him.

Remove banners, flags, gavel, etc and return them to the storage closet.

Before returning the badge boxes, it is a good idea to make a quick run around the room and collect badges from members who are still remaining. Make sure everything is returned to the storage closet before leaving.

If you have any questions or need assistance, please find your Monthly Fellowship Host or the Fellowship Chairperson, Pam Duncan.

THANK YOU FOR YOUR SERVICE TO ELKHART ROTARY!!!