

PCN Club Night, Visitor/Member Entry Procedure

1. Entry table should be positioned straight on, to the entrance. Possibly 2 committee and/or buddies are to be present at the entrance table to welcome and process entry.
2. Ensure 2 copies of the Entrance Record sheets are available.
3. Welcome all comers with enthusiasm.
4. Mark off the Entrance Sheet eg tick where applicable member/non-member.
5. Fill out the Entrance Fee on the Entrance Sheet.
6. Deposit the entrance fee into the kitty.
7. Where necessary write out temporary name tags for visitors to wear.
8. When applicable, along with either the Treasurer or Treasurer buddy, tally the income and ensure it matches the amount written on the Entrance Record Gathering sheet.
9. Once correct the Treasurer/Buddy will complete a receipt and both parties counter - sign the receipt.

Wednesday 9th May 2018.

Wendy Strathearn, Treasurer.