

HOSPITALITY COMMITTEE DUTIES

June meeting: Pass around a sign-up sheet for monthly Coordinator and two Hostesses. (Excluding December and June)

Follow up After June meeting begin contacting non-attending members to complete monthly volunteer list

Send the completed list of hostesses to Newsletter editor and the Yearbook Editors by their summer deadlines

Contact each month's team of volunteers a month before the next meeting, sending them a list of their responsibilities

Send a thank you to volunteers following each meeting.

Susan Barkley
May 18, 2002