



**STATIONERY & NOTECARD
JOB DESCRIPTION – JUNE 2017**

PURPOSE: To sell LOP stationery as a continuous fund raiser. This has been ongoing for over 20 years.

TIMEFRAME: Sell at the Firebelles monthly luncheons on third Thursday of the month. Go to clubhouse about 30 minutes early to setup and sell as people come in for luncheon and stay after luncheon for more sales. Can go to other events to sell. Obtain permission from person in charge of event. At the end of day of sales turn over all proceeds to the Treasurer. After luncheon stop by ADMIN to see if they need any of our cards/collect any monies they have collected.

SPECIAL SKILLS: Basic math; be able to make change. Be prepared to answer basic questions. SMILE!

WHAT WE SELL: Photo Notecards, large and small. Post-it-notes, just moved photo cards, note paper, basic notecards. Envelopes, I have added a line of handmade cards to enhance sales.

HELP: Events like 4th of July I require the help of 3 or 4 Firebelles. (Please)

FREE NOTECARDS: Upon request as Thank you to speakers at luncheon as needed.

Revised July 2017 by Janna Gunn