

Operating Guidelines
Merchandise Chairperson

1. Attend general meetings.
2. Be available before and after general meetings to sell club merchandise.
3. Maintain inventory of club merchandise as follows:
 - A. hats
 - B. small patches 3"x2"
 - C. large patches 7 1/2 "x13"
 - D. name badges (MAFCA)
 - E. magnetic signs (must get approval from Board to purchase)
1. Order name badges from MAFCA as needed.
2. Check with the Treasurer for the current year's budget allocation. Advise President or Board Member if budgeted allotment needs to be increased for the current year.
3. Order jacket back patches and small shirt patches when needed. All Awards at 7335 Greenback Lane, Citrus Heights (729-0505) has a digitized disk on file for this logo patch, which can be made in any size. (Janie Felkins has a backup copy of this digitized disk.) The last order cost per patch was \$30 for 25 patches with a notice that the price would be increasing significantly. Check with the Treasurer if funds are needed for any patch order.
4. Contact the club President for assistance with any questions not answered in this guideline.