

## **Operating Guidelines**

### **Club Property Custodian**

The Club Property Custodian maintains track of all club owned property as well as physically inventories said property on a regular basis. The Club Property Custodian acts as the clearing house for all Club owned equipment and is the point of contact for club members wishing to use club equipment for club functions.

1. The Club Property Custodian shall develop and maintain a listing of all club owned property.
2. The listing of club owned property shall be kept electronically with a hard copy provided to the list keeper.
3. The Club Property Custodian shall make a physical inspection of all club property once per calendar year and will provide an updated inventory report to the Board of Directors at the October board meeting.
4. The inventory report shall describe the property, list its current condition as well as any needed repairs with a recommendation for disposal, repair or replacement. The list shall also include the current storage locations and persons charged with using or storing the equipment.
5. Club Property Custodian shall ensure that all club owned property is marked "property of the Sacramento Capitol A's".
6. Contact the Club President for any assistance with questions not answered by this guideline.