

Operating Guidelines
Christmas Santa Party Chairperson(s)

1. Do the following in September:
 - A. Call Jerry Bengel (362-3183) to confirm the reservation for the large clubhouse for the first Friday in December beginning at 4:00 p.m. (for set up). Jerry makes this reservation in July when he reserves the room for the general meetings.
 - B. Make a flier and send a digital copy to the Editor to put in the *Ah-oo-gha* and on the website.
 - C. Make a sign-up sheet for attendees to pass around at the October and November general meetings. Ask Secretary to put you on the agendas for those meetings. Have attendees note number of children they will bring. Put this note on the sign up sheet: Santa requests that all children wash their hands after eating.
 - D. Attend the September Board Meeting to do the following:
 - 1) Secure Board volunteers to supply turkeys and hams.
 - 2) Remind Officers and Board Members they are responsible for setting up and cleaning up. Let them know what time they need to arrive.
 - 3) Confirm the budget allowance for the party. This needs to cover everything except the rental of the large clubhouse.
 - E. Find a Santa. Tom and Cathy Urban (635-1242) have been Santa and Mrs. Santa for several years through 2012.
2. Do the following in October:
 - A. Tree and tree stand—find out how much it will cost and how it will be delivered (someone may need to pick it up). Club member Roger Zittel (988-2927) has a tree farm.
 - B. Make and fill stockings for the children or delegate someone on the Board to do this. Make enough for all children who have signed up to attend plus a few extra for last minute add-ons. The Dollar Store and Oriental Trading Co. (online) are good sources for stocking stuffers.
 - C. Acquire tablecloths, napkins, and table decorations for approximately 25 tables. Check with the last party chairperson and/or refreshment chairperson to see if there are stored paper goods. Decorations are stored in the Lowe's storage trailer. (See below for complete list of decorations.)
3. Do the following in November:
 - A. Gather the coffee pot, coffee, lemonade jug, lemonade mix, creamer/sugar, box of serving utensils, and raffle tickets (for the tree raffle) after the November General Meeting.
 - B. Turn in receipts of all purchased items to Treasurer.
 - C. Attend November Board Meeting if necessary to discuss any problems with the Board.
 - D. Call to coordinate and confirm with all those who are bringing items or helping in any way.
4. Do the following the day of the party:

- A. Arrive about 4:00 p.m.
 - B. Bring or arrange for others to bring extension cords, large chair for Santa, tape, markers, pens/pencils, wipes for children's hands.
 - C. Coordinate set up of tables, chairs, decorations, tree, and Santa's area.
 - D. Appoint helper(s) to pass out raffle tickets—one per family. (Family name goes on the ticket and it is put in the Santa container.)
5. Club decorations are stored in Jaye and Eldon Lowe's storage trailer.
- A. The club has the following decorations:
 - 24 "antique" snowmen
 - 10 hurricane-type lantern glass w/white holiday bases
 - Many silver/white glitter snowflakes
 - 10 multicolored, 50 white battery-operated candles
 - Snowman-theme candle holders
 - Santa raffle ticket container
6. You may need to purchase:
- A. Tablecloths, plates, cups, plastic utensils, water, ice. (Check with Refreshment Chair to see what the club already has available.)