

**Operating Guidelines**  
**Door Prize Chairperson**

1. Attend General Meetings and, if necessary, attend Board Meetings.
2. Check with Treasurer for the annual allocated budget.
3. Choose and purchase door prizes for Board-approved functions, such as the following:
  - A. Spring Opener—April
  - B. NCRG Roundup—Memorial Day weekend
  - C. MAFCA National Meet—June or July
  - D. Carson City / Apple Hill / Feather River Meet rotation—Labor Day weekend
  - E. CAM Tree Trimming Potluck—Last Sunday in November
  - F. MAFCA National Banquet—December (only if we receive a door prize request or if any club member is attending)
    1. Deliver or arrange to have attending member deliver prizes to the functions or mail in time for the function. Most events will send instructions along with their door prize request. The President or Secretary will notify you of requests.
    2. Submit bills or receipts for purchases to Treasurer for reimbursement.
    3. Contact the Club President for assistance with any questions not answered in this guideline.