

CALENDAR CHAIR DUTIES

1. January: File Lottery Report to Township of the Rideau Lakes. Form can be found on township website under Lottery.
2. January or February :Apply for the following year Calendar draw licence via the Township of the Rideau Lakes
3. April – May: Send copy of ad to advertisers and record changes or omissions.
4. Choose pictures for the calendar.
5. Send all changes to Howie at the Mirror
6. Ensure all advertisers cheques or cash are recorded and sent to the treasurer.
7. Proof the calendars as necessary. Usually 2 or 3 proofs are needed.
8. September: Distribute calendars to Lions members keeping track of where each calendar has gone. This is necessary as each year at least one calendar is unaccounted for.
9. Numbers are drawn 6 days a week. This year it will be Marty and Janet. In order for transparency the person who draws the numbers does not have access to the box of stubs.
10. Those numbers are then sent to the person with all of the stubs.
11. That person then writes and sends cheques to the winners ensuring that there are 2 signing authority signatures on each.
12. Record winners and amounts and send to The Mirror, Bob Reddick, and I send them to Janet and Jeannette to see if addresses are correct and sometimes it is difficult to read the stubs for correct name.
13. Address envelopes and mail the winners their cheques.