



## Luncheon Tickets SIR's Branch 37

Position Responsibilities for Chair & Assistant

Date 2/7/16

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There are two SIR positions that sell tickets at the monthly luncheons.

Arrive early enough to set up the ticket station in the foyer of the Elks' Club. A cash drawer is available from the Club Manager preset with cash for making change. Count the cash in the presence of the manager or his designee so there is no disagreement as to the beginning cash balance.

Rolls of pre-numbered tickets are used to keep track of the number of tickets sold. Be sure to note the beginning ticket number on the roll. In exchange for a Luncheon Ticket, collect the correct luncheon dollar amount from each SIR in attendance. The Big Sir will notify you of the speaker and visitors attending who are to receive free tickets.

All guests are to pay for their lunch. Should a sponsor pay for his guest's lunch, if he wishes, he may request a reimbursement voucher from the Membership Committee, but only after his guest becomes a new member of Branch 37. This voucher would be presented to the Treasurer for reimbursement; therefore, this position is not involved with the transaction.

Upon completion of the ticket sales, the drawer with the preset change cash is returned to the manager or his designee. Again, count the returning cash in his presence to eliminate any disagreement. All ticket sales cash and/or checks are given to the Treasurer for deposit.

A reconciliation of the cash received versus the number of tickets sold and given out free will be made. It is the number of tickets distributed less the free tickets issued multiplied times the cost of a lunch.

The number of tickets distributed is calculated by subtracting the beginning ticket number so noted at the start of the selling effort and the ending number of the ticket on the roll at the end of the selling effort.