



# **Rotary Club of Oak Bay Preferred Practices For The Canada Flag Fund Raiser**

## **An important note for the users**

*The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.*

*Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.*

*It is emphasized that this document merely gives guidelines to committee chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.*

# **Rotary Club of Oak Bay Preferred Practices for the Canada Flag Fund Raiser**

## **KEY FUNCTION OF THE CANADA FLAG FUND RAISER**

1. To express pride in our country
2. To raise funds for The Rotary Club of Oak Bay. These funds are used for Community Service Committee projects, International Committee projects and The Youth Services Committee projects.

## **AIM OF THIS DOCUMENT**

To provide assistance to:

1. Any club member wishing to be a member of the committee
2. Any organization wishing to use this as a fund raiser

## **PREFERRED PRACTICES FOR THE CANADA FLAG FUND RAISER**

Flags are installed three times per year. Each installation is from 5 - 7 days. The celebratory day falls in the middle of the installation period. Victoria Day, Canada Day, Labour Day

Full subscribers \$50 (three installations) - Victoria Day, Canada Day and Labour Day.

Partial subscribers \$35 - (two installations) - Canada Day and Labour Day.

Single subscription \$20 (one installation) - Labour Day.

### **Positions and Tasks for operation of the fund raiser:**

1. ***Subscriber recorder*** - using a spread sheet record:
  - a) Surname of subscriber, first name, street address, telephone number, postal code, name of route, name of route captain, amount paid, Rotary contact, telephone of RC, email address of subscriber.
  - b) All of the above information is inserted into the data base of club runner using Other User List. This data base acts as an important method of communication with subscribers. No more than 4 emails/year. Important to send one out at end of the year to thank the subscribers.
  - c) Inform committee members of their subscriber's status. Encourage early renewal of previous year's subscribers.
2. ***Treasurer*** - payment is by cash, cheque, e transfer or credit card
  - a) Records payment of subscribers (\$50, \$35 or \$20) this is also recorded on the spread sheet - note above.
  - b) Creates receipt for payment to be emailed to subscriber
  - c) Uses Square, e transfer for payment
  - d) Reconciles bank accounts for income, expenses.

- e) Writes cheques to cover expenses
  - f) create a separate bank account from that of the club
3. **Route Manager** - using the postal code, determine the route for the subscriber.
    - a) Attempt to keep routes as evenly balanced as possible.
    - b) Name route. Assign club member as installer for the route.
    - c) Canvass club members for installers.
  4. **Inventory Manager** - a complete 'set' is a flag (Oak Bay Rotary written along the white border that lies closest to the pole) , pole, stake, 'top', label on pole.
    - a) Insure that installers record flag 'sets' being taken out and returned. All losses to be recorded.
    - b) Assemble 'flag set' to fulfill the number required for installation.
    - c) Order supplies well in advance.
  5. **Canvassers** - Numerous members to canvass for new subscribers and renewal of existing subscribers. Best if RC contacts their subscribers for renewals.
    - a) Complete subscriber information on brochure panel.
    - b) Leave the two panels with the subscriber.
    - c) Give completed panel and payment to Treasurer.
  6. **Installers** - best to have SUV or similar car.
    - a) Partner with another club member, friend or relative (much easier to work in pairs)
    - b) Using assigned route install flag on property of subscriber. Check off installations as they have occurred.
    - c) Avoid sprinkler systems, install close to house especially on Canada Day installation.
    - d) Collect at end of installation period. Check off list as collected. Record any losses and report for inventory
    - e) If losses occur during an installation period, replace the flag
  7. **Supplies:**
    - a) Official sized Canada flag
    - b) 8' white poles
    - c) Stake for insertion in ground, buckets to store these in.
    - d) 'Top' for the flag pole
    - e) Screws to attach the 'top' to the pole, the flag to the pole
    - f) Grommets
    - g) Label for the flag pole for identification
    - h) Painters tape
    - i) Brochures
    - j) Each installer requires a mallet or hammer

## **SOME MISTAKES TO AVOID**

- a) Whenever possible keep the flag close to the house. This discourages theft.
- b) Keep track of inventory so as not to run short.
- c) Collect payment prior to installation

## **RISK MANAGEMENT**

Early renewals of previous subscribers and new subscribers makes installation period run more smoothly

This Preferred Practice is compiled by: Rotarian Joan Peggs

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Approved by the Board of Rotary Club of Oak Bay on March 20, 2017

Revised By: