



Rotary Club of Oak Bay Preferred Practices For The Celebrations Master

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 Celebrations Master

NOTE: The Sergeant-at-Arms (Operations) and the “Celebrations Master” are TWO SEPARATE and DISTINCTLY DIFFERENT ROLES

KEY FUNCTION OF THE CELEBRATIONS MASTER

The primary role of the Celebrations Master is to:

- (a) Bring humor and lightness to the meetings.
- (b) To raise funds for club activities.
- (c) Highlight distracting behaviours and encourage good manners

AIM OF THIS DOCUMENT

1. To ensure that persons performing the duties of the Celebrations Master are fully informed of their roles and responsibilities. (See Celebrations Masters’ Worksheet - Attachment 1
2. To provide guidelines for levying fines.

PREFERRED PRACTICES FOR THE CELEBRATIONS MASTER

1. Ideas for Fines

There are two types of fines. There are general fines that are club wide of which you should limit to two at the most during any one meeting, or let members know that they only have to pay for one general fine, and there are individual fines, which should take up the majority of time. It is important to try and spread the individual fines around between all club members. Individual fines can be levied for things well done as well as things not so well done.

The main “fodder” for fines comes from:

- (a) Previous week’s bulletin and local press.
- (b) Observed behavior that needs attention called to it.
- (c) Your team of other Celebrations Masters who would provide you with information.
- (d) Members “whispering” in your ear. The secret is not to give away your source by naming them – doing so intimidates folks.
- (e) Your imagination. Celebrations Masters have their own style, so do what works for and suits you.

Before levying fines ask for two volunteers to handle the collection pots.

Typical General Fines:

1. Phantom Hand Shaker. This process encourages people greeting one another as all Rotarians should do.
2. Failure to do one of the following:
 - a. Wear a Rotary pin or name badge.

- b. To bring a guest in the last three months.
 - c. Participate in a recent activity Rotary or otherwise.
 - d. Celebrate a holiday or event.
 - e. To attend a Rotary sponsored event.
 - f. To shake hands with or greet a guest.
 - g. To have a guest at your table.
 - h. Sit at a different table than the previous week.
3. Quiz type fines that go to an entire table: e.g. Rotary Trivia related to the Rotary theme of the month or the Rotarian magazine.

Typical Individual Fines:

1. Arriving late to the meeting or leaving early.
2. Failing to turn up for a duty.
3. Having one's picture in the paper.
4. Having returned after a long absence – welcome them back.
5. Talking during the president's opening or during a speaker's presentation.
6. Looking particularly good or well dressed or other notable change.
7. Failing to read a grace from our Rotary Graces and Invocations Book.
8. Sitting at the same table week after week.
9. Any disruptive behavior – do this with a humorous touch.
10. Any blunder or mistake made during the course of the meeting.
11. Receiving of a promotion at work or other public recognition.
12. It is also possible to auction off found items left at previous meeting or events.
13. Donated items can be auctioned off as well.
14. It is possible to invite members to fine others in the club. For example, one week all those whose last name starts with an "A" will be given a chance to levy a fine.

2. Happy & Sad Dollars

After levying the fines the Celebrations Master calls for happy and sad dollars. While there is less to say about this, it is equally important as the levying of fines. It is here where club members share what is going on in their lives and as such build fellowship. Make sure it gets adequate time. Try to ask a member from each table. If few or no one comes forward with happy or sad dollars, ask someone specific what they are happy about or invite someone to tell a joke or interesting story.

3. Birthdays and Anniversaries

Announce all the birthdays at once and then lead the club in singing Happy Birthday to all involved. You may even want to ask the birthday folks to stand while the club sings. Follow this with wedding anniversaries and club joining anniversaries. The Celebrations Master should periodically check with the club secretary to ensure that all birthdays and anniversaries are properly recorded.

4. The 50/50 Draw

The 50-50 ticket seller should place the bucket of tickets and the two equal amounts of cash for the draw at the lectern prior the president starting the meeting after lunch.

Half of the money collected from ticket sales goes to the cashier, while the other half is divided in half again. One half goes to the holder of the drawn ticket. The other half is added to the amount already in the draw kitty. The kitty builds up until it is won by the person drawing the white ball.

There are 12 black balls and 1 white ball, thus there is at least one winner every 13 weeks. If the ticket holder draws the white ball they receive all the cash – that which they received for being the ticket holder and all that is in the pot. If they draw a black ball, they receive only the amount for being the ticket holder. Drawn black balls are kept separate from the undrawn balls until the white ball is drawn.

When there get to be only 3 or 4 black balls, the Celebrations Master can play up the increased odds of winning and invite folks to buy more tickets.

The Celebrations Master is responsible for looking after and recording the amount of cash available for each draw.

5. Record Keeping

The Celebrations Master has a blank template for recording the weekly fines, happy and sad dollars, birthdays, anniversaries and 50-50 winners or event winners. The money won and added to the kitty must be recorded as well. See Attachment 2 for a log of weekly 50-50 Draws.

SOME MISTAKES TO AVOID

1. Forgetting to check with the president as to how much time you have for your part of the program.
2. Sticking to the time limit.

RISK MANAGEMENT

At the present time there is no Risk Management document for the Celebrations Master.

This Preferred Practice is compiled by:

Rotarians Jim Force and Leslie Rogers-Warnock

Date first written: July 2010; Approved by the Board of Rotary Club of Oak Bay on August 16, 2010

Revised By:

Date:

**Rotary Club of Oak Bay
Celebrations Master Weekly Sheet**

Date: _____
Ask for assistance in collecting fines

Celebrations Master : _____

1. Ongoing Weekly Fines

Rotary Pin/Name Badge/No Guests at Table/Eat and Run/Not Signed in/Late Arrivals/Same Table as Last Week/Talking During Speakers/In Food Line before Guests

_____	_____
_____	_____
_____	_____

2. General Fines

3. Birthdays Anniversaries Club Anniversaries

_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Happy/Sad Dollars

5. Weekly Draw Winner _____ Amount _____ Marble? _____

**Rotary Club of Oak Bay
A log of weekly 50-50 Draws**

Date	Ticket Winner Takes	Money in Pot	Accumulated Money in Pot	Winner