

The **Treasurer's Assistant** is responsible for the money and attendance recording and is assigned on a rotating basis to each meeting.

- Names and dates are listed in the weekly bulletin
- It is your duty to find a replacement if you are not able to attend the meeting

Before the meeting

- Arrive no later than 11:45 am to set up

After the meeting

- STAY UNTIL EVERYTHING IS PUT AWAY
- Place all of the supplies and equipment in the proper storage areas

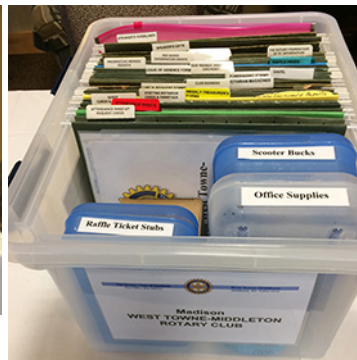
SETTING UP

Enter the building, enter the office (*on the left*), go through the door, and enter the first office on the left. This is where Club supplies/equipment are stored.

EQUIPMENT NEEDED:

A table is set up in the entry area, under the TV screen, by the Zor Shrine staff. It has a tablecloth on it. This is the Treasurer's Assistant/Registration table. The Treasurer's Assistant box of materials and the Name Badge box should be on the Treasurer's Assistant table.

TREASURER'S ASSISTANT TABLE



Set out the following items from the hanging files in the Treasurer's Assistant box of materials:

- Attendance Sheet
- Attendance Make-up Request cards

- Visiting Rotarian cards (these are also their name tags, see example sheet)
- Guest Registration Forms - *prospective members do not pay for their first two visits*
- Guest sticker name tags and Sharpie marker
- Office supply box - *in front of the hanging files*
- Scooter box - *in front of the hanging files*
- Raffle Tickets - *back of the box with a container for stubs*

PRICES

- Replacement Rotary Lapel Pins - \$3.00.
The pins are located in a zip-lock bag in a hanging file in the front of the box.
- Visiting Rotarians and Honorary Members and guests paying for their own meals - \$15.00
- Scooters - \$1.00 - *put in the scooter box*

FORMS DISTRIBUTION

- Verbally confirm the number of visitors and attendees with the caterer. *The head count and the number of meals served must match.*
- Visiting Rotarian cards and guest cards go to the Sargent-at-Arms prior to the meeting.
- Attendance sheet, make-up cards, visiting Rotarian cards, and guest cards all go to the Secretary (Jack Ferreri 2017-2018) after the meeting.
- Deposits should be made by the Tuesday following the Club meeting into both accounts (Club and Foundation) at your local BMO branch.
- Scan the completed treasurer's form and the two deposit slips and email to the Treasurer (Jim Emerick, jim@celeritystaffing.com) by the Wednesday following the Club meeting.

ATTENDANCE

Members are to take their Name Badges from the box and then scan the barcode on the back of the badge and check next to their name on the paper attendance list.

Barcode SCANNER QUICK START GUIDE

1. Clear Previous Week Data

Scan this barcode to clear previous week data.

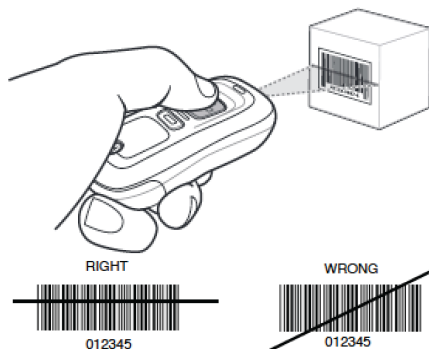
This deletes the Barcode File.txt from the scanner.



Clear Data

2. Scan the Barcodes:

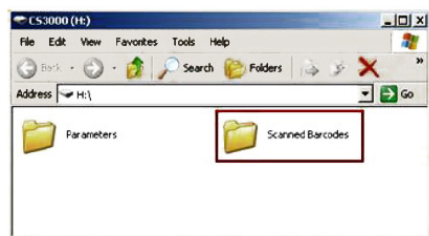
- To scan a barcode, hold the device in front of the barcode to be scanned, and press the Scan (+) button as you sweep the red light vertically down the barcode. When the scan is successful, a short beep is emitted.



- To delete the previously stored data, press and hold the (-) button
- Release the Scan button to move to the next barcode.
- Repeat these steps until you have scanned all members.

3. Transfer Scanned Barcodes From The Scanner To Computer

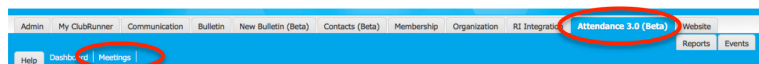
- Connect the scanner to your PC using the supplied cable. *It plugs into the computer's USB port.*
- Allow a few minutes for the drivers to automatically install
- Click on the **Windows Start** icon then click on **File Explorer**
- In the left pane click on "**CS3000**"
- Click on the "**Scanned Barcodes**" folder



- Copy the **BARCODES.TXT** file and paste it on the **Desktop**
- Rename the file to the date of attendance (for example: BARCODES 8_12_2016.TXT)

4. Upload Scanned Barcodes into Clubrunner

- Within your ClubRunner **Admin** page, click the **Attendance 3.0** tab on the top menu bar then click on **Meetings** link



- Next click the Date link you wish to apply the barcodes

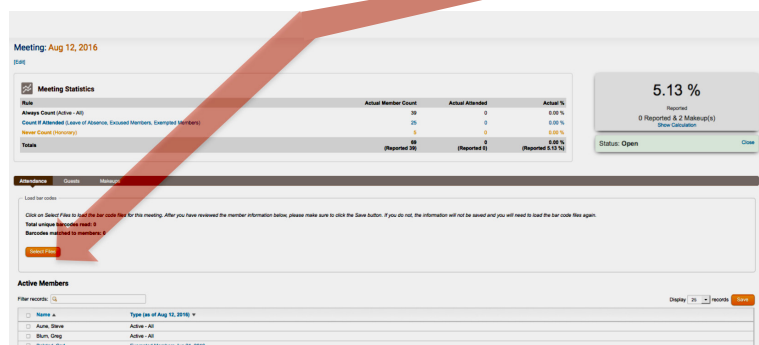
Meetings

« Previous Year | 2016-17 | Next Year »

[Add Meeting](#)

Meetings	Member Count				Members Present				Actual Attended	Makeups	Reported	
	Always Count	Count If Attended	Never Count	Total	Always Count	Count If Attended	Never Count	Total				
Aug 28, 2016	39	25	5	39	0	0	0	0	0.00 %	-	0.00 %	Close Delete
Aug 19, 2016	39	25	5	39	0	0	0	0	0.00 %	-	2.56 %	Close Delete
Aug 12, 2016	39	25	5	39	0	0	0	0	0.00 %	-	5.13 %	Close Delete

- On the next screen click the **Select Files** button



- Right click on **BARCODES 8_12_2016.TXT** file on the computer **Desktop**, select **Open**

- Once the file has loaded up and the names on the list are checked off, click the **Save** button to finalize the attendance totals

