

Kiwanis Club of Alpine Rockford Greeters Duties

1. Be sure to wear a Kiwanis pin to the meeting.
2. Arrive at the meeting location at 6:45 AM.
3. Be sure to put on your Kiwanis name badge.
4. Try to greet everyone by name – introduce yourself and ask for a name if you don't know.
5. Be sure that guests sign the guest registry.
6. Be sure that their host is indicated, if any.
7. Remind hosts that they will introduce guests. *If the guest is a prospective member, there is no cost to the host; if not, be sure that host pays the \$5 cost of breakfast.*
8. Ask a representative of any Kiwanis Interclub group to be ready to introduce their group.
9. *Explain the \$5 meal cost to Interclub group members and show each one where to pay.*
10. Decide with other Greeters who will announce guests for the day.
11. When the President calls for introduction of guests, a Greeter introduces the hosts who, in turn, introduce their guests; or a Greeter introduces the Interclub group leader who, in turn, introduces other club members.
12. Say a final word of welcome to all guests and lead our club in a welcoming applause for all.