

Document	Heat Sheet and T-Shirt Sales - NPDSC Job Description
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Job Name	HEAT SHEET & T-SHIRT SALES
Summary	Sell Heat Sheets & T-shirts at championship meets
Pre-Meet	<input type="checkbox"/> Contact NPDSC Treasurer to obtain advance for cash box (money and tally sheet will be provided). <input type="checkbox"/> Get separate cash boxes for Heat Sheets and T-Shirt sales (note: T-Shirt cash box may be controlled by T-Shirt committee personnel).
During Meet	<ol style="list-style-type: none"> 1) Receive Heat Sheets from Meet Director. 2) Distribute complimentary copies of heat sheets to coaches, Park District reps, team area supervisors, and worker groups before meet starts. 3) Sell Heat Sheets for \$3.00 per copy. 4) Keep a tally of the number of Heat Sheets sold. 5) Receive T-Shirts from T-Shirt committee. 6) Receive any other specialty item to be sold from T-shirt committee. 7) Responsible for the sale of T-Shirts (and any specialty items) at your site. 8) A representative of the T-Shirt committee will provide support. 9) Keep a tally of the number of T-Shirts sold.
Post-Meet	<input type="checkbox"/> Box up T-Shirts and return to T-Shirt committee representative. <input type="checkbox"/> Return unsold Heat sheets to Meet Director. <input type="checkbox"/> Count money in each box, record amounts on tally sheet provided in cash boxes and sign tally sheet. <input type="checkbox"/> Return cash boxes from Heat Sheet sales and T-Shirt sales to NPDSC Treasurer.