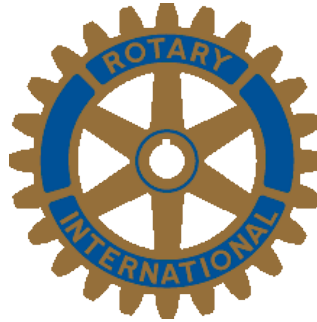




Rotary Club of Oak Bay Preferred Practices For The Canada Flag Fundraiser

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 Fundraiser

KEY FUNCTION OF THE CANADA FLAG FUNDRAISER

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 fundraiser.

PREFERRED PRACTICES FOR THE CANADA FLAG FUNDRAISER

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 \$55 (three installations) - Victoria Day, Canada Day and Labour Day.

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

Single subscription \$25 (one installation) - Labour Day.

Positions and Tasks for operation of the fundraiser:

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 DACdb using Friends of Rotary. 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 (\$55, \$35 or \$25) 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) Creates 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) Ensure 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 (The Flag Shop).
 - b) 8' white poles (sourced from stores – we use closet poles with a white vinyl wrap).
 - c) Stake for insertion in ground, buckets to store these in (stakes are made for us).
 - d) 'Top' for the flag pole (balls are purchased through Home Hardware, Fairfield Plaza).
 - 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.

INCENTIVE FOR RENEWAL

To date, as an incentive to renew subscriptions early, the Oak Bay Beach Hotel has donated 2 \$25 gift certificates for a draw of the names of subscribers who renewed prior to December 31 of said year.

The names of 2 subscribers are drawn at the first meeting of the new year. The subscribers are notified. A presentation date is arranged with subscribers and the Manager/Assistant Manager of the Oak Bay Beach Hotel.

An article is written for the *Oak Bay News* and other Oak Bay publicity.

This Preferred Practice is compiled by: Rotarian Joan Peggs
Date first written: March 2017
Approved by the Board of Rotary Club of Oak Bay on March 20, 2017
Revised by: Joan Peggs, February 28, 2026