

CALENDAR CHAIRPERSON JOB DESCRIPTION

This job was created to take care of every aspect of the calendar sales fundraiser project for the SDHSRA. Its' duties are, but not limited to, the following:

1. Gather all information and photographs needed for the production of the calendar, sending it to the designated printer by August 15th.
2. Communicate with the printing company to ensure timely production of the calendar, so that it is available for distribution at the SDHSRA Annual Meeting.
3. Have calendar contacts secured and contacted by September 1, with all the information that they will need.
4. Contact the people that will be picking up the calendars at the annual meeting, and be there to distribute them.
5. Provide a financial report of the calendar project and present it at the annual meeting.
6. Provide updates on calendar sales every two weeks once the sales begin, and post them to the SDHSRA website, along with sending the updates by email to the State Secretary.
7. Beginning in December, because of the prize deadlines, post weekly sales updates to the website, until March 1st.
8. Collect all unsold calendars, or coordinate the collection of those calendars. All sold and unsold calendar should be accounted for.
9. Obtain a list of the members ineligible for not returning the unsold calendars by March 15th. Send this list to the State Secretary so she may notify those individuals.
10. Provide a calendar project report at the SDHSRA Mid Winter Meeting.
11. With the student officer's help, choose the calendar coat prizes. Obtain signatures for the prize quotes, staying within the budgeted amount, and submit them to the state secretary.
12. Order the appropriate amount of other prizes to be received early enough for distribution at the Regional Rodeos.
13. Order buckles for the Seniors, if they choose a buckle, and distribute them at State Finals.
14. Organize someone in each region to distribute the calendar prizes.
15. Collect all remaining calendar prizes after distribution at the Regional Rodeos.
16. Be present at the Sunday Awards Ceremony and National Qualifiers Awards Ceremony of the SDHSRA State Finals Rodeo to coordinate all pictures needed for calendar production.

CALENDAR PERSON

1. DEVELOP CALENDAR

- A. Arrange for pictures and articles for calendar
- B. Arrange for printer to print calendar
- C. Collect Information for calendar
 - 1. National Team Highlights
 - 2. Wrangler All Star Team Information
 - 3. 20X Rodeo Article & Scholarships
 - 4. Calendar Drawing winners
 - 5. Awards script from Ann – Sunday Morning & Sunday Night
 - 6. List of Saddle Sponsors
 - 7. Special Dates for new year

- D. Work with photographer for pictures
 - 1. National Team – Carole gets at Nationals
 - 2. Queen – Arrange professional Queen picture immediately after state finals – Add picture of Runners-up
 - 2. All-Arounds, Special Awards
 - 3. Action Shots
 - 4. Scholarships
 - 5. Event Directors – Student Officers – Region Contestants
 - 6. Past Champions – Team Champions
 - 7. Calendar Awards – Scholarships, Coats, High Salesperson
 - 8. Rodeo of Year, Persons of Year
 - 9. 20X Showcase Team picture

- E. Proof read calendar - get help from Calendar Committee, Board members, etc.

2. DISTRIBUTE CALENDARS

- A. Appoint Calendar Committee 2 from each Region
- B. Work with Calendar Contact people
- C. Keep track of calendars checked out and checked in

3. CALENDAR SALES

- A. Keep track of calendars sold by each member
- B. Keep copies of stub and money in Alphabetical binder
- C. Deposit money from sales and send amount to Ann
- D. Determine prizes based on sales
- E. Keep track of calendars in and out

4. PRIZES

- A. Ask for vendors to make presentation at Stock Show
- B. Meet with committee at Stock Show
- C. Select Coats, Caps, T-Shirts, etc.

- D. Collect sizes for prize winners
- E. Order Coats, Caps, T-Shirts
- F. Make sure all prizes get to their owners

5. DRAWINGS

- A. Do weekly drawings and send to Ann-Ann writes checks
- B. List Drawing winners on website and for calendar