

STEWARD'S MEMORY AID

What will I need ?

SIGNS

- 1) Site Direction Arrows (*be courteous when putting out*)
- 2) Drinking Water
- 3) Chemical disposal point
- 4) Steward's identification board

FORMS

- 1) Meet attendance sheet – must check membership cards for all adults. Fill in spaces for Child / CCY / Adults on Site, as this Data is required afterwards for Club data.
- 2) Meet Returns - (*Income and expenditure for the Meet, usually on the back of '1'*)

Forms 1 & 2 need to be passed to the Treasurer (Steve Harrison) or a Committee member, *with the surplus money, as soon as possible after the meet..*

What do I need to know?

Sites Sec will supply all this info before the Meet

- 1) Contact details for the land owner / key holder
(Normally make contact a few days beforehand) The Site will have been booked months before the Meet, so they will be aware of procedures.
- 2) Fee per unit to be paid to the landowner and obtain a RECEIPT even if on a piece of plain paper. Room hire fee (if prior agreement)
If VAT registered the receipt must say
"Received from; The Camping and Caravanning Club, Liverpool and Southwest Lancs DA"
- 3) Cost per unit to be charged per night (designed to cover DA expenses)

What else might I want?

A couple of pens,
Container for the money,
Clipboard to lean the form on, Calculator
(if poor at sums that is!!).

Raffle Tickets/Quiz questions/Bingo kit – ONLY if applicable to YOUR weekend

DA Coffee morning jugs etc – keep receipts for milk / biscuits etc.
Phone / Camera – to show everyone how much fun you had – and
remember to send the photos in to the website. **simple..**

