**Purpose Scope Objective:**

The purpose of the End of Year Meeting Attendance Recognition Drawing is to provide a Bakersfield Chapter membership benefit in the form of a one-time reimbursement for a “Weekend Get-Away”.

This drawing is for members only and is intended to provide an additional reason for members to attend the monthly general meetings.

**Roles and Responsibilities:**

The COMT Chair has historically facilitated the drawing by compiling attendance using membership reports on the chapter webpage for the twelve calendar year meetings

**Procedures:**

Prior to the December general Chapter meeting, the COMT Chair will collect the monthly attendance rosters for each of the previous monthly meetings posted on the Chapter website. Each Chapter member will get one ticket for each month they attended the general meeting, with a maximum of eleven tickets.

The tickets will each have the name of the member written on it and placed into a container. ***(Need to develop a traditional container)***

After registration is complete for the December meeting the COMT Chair will write the names of those members in attendance at the December meeting on tickets and place those tickets into the container with the other tickets.

The speaker for the month of December will draw the winning ticket from the container near the end of the meeting. The speaker may also need to draw a second ticket as a backup in the event the winner drawn is no longer a member in good standing.

The winner need not be present at the December meeting to win. The winner will receive a check for $500 for the purpose of a weekend getaway trip. There is no specific requirement for how the winner uses the money.

The Treasurer will write a check for the $500 in the name of the winning Chapter member. If the Chapter member is not present, the check will be delivered at a later date.

The winning member must be a member in good standing at the time of the drawing.

**Resources:**

Current Chapter Roster

Rolls of tickets

Drawing Container

Chapter Website - Monthly attendance sheets

**Continuous Improvement:**

This document will be reviewed and updated or marked up annually by the COMT Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.