

**CFFU ACTION PLAN WORKSHEET 2009**

**Position/Activity/Chair/Committee:**

**Logo Sales**

**Name:**

**Glenn Yee**

**Description/Purpose:**

Maintains an inventory of logo items and makes them available for sale to the membership at the regular monthly meetings and other events, as appropriate.

**Tasks and Activities:**

- 1. Maintain logo sales inventory in a secure location.
- 2. Display and sell items at regular meetings and other events, as appropriate.
- 3. Recommend changes or replacements for purchase to the 2<sup>nd</sup> Vice-President for approval from the CFFU board. (This excludes prepaid special order items by members.)
- 4. Accurately account for all income from the sales and promptly deposit the proceeds with the CFFU Treasurer.
- 5. Inform the 2<sup>nd</sup> Vice President of items that need to be ordered, and upon approval, purchase said items. (This excludes prepaid special order items by members.)
- 6. Maintain a complete and accurate inventory of all logo sales items.

<b>Resource Requirements</b>		<b>Cost</b>
1.	Purchase Merchandise	1000
2.		
3.		
4.		
5.		

Estimated Revenue \$1,000