

2. Keep the spreadsheet updated

Add new member details when new numbers are sold	As necessary
Update the winners page	5 mins per month
Check monthly to see if any renewals are due	5 mins per month

3. Send out renewal reminders

The bulk of these are in December, but there are other throughout the year. The letters are formatted so the process is quite easy, but attention to detail is important

December – 1 – 2 hours
Other months 15 mins

4. Keep the bag of numbers current

When a new number is sold then the number is added to the bag

If a member withdraws from the club, then the number is removed, until it is resold.

5. Promote the 250 Club

We currently have 148 members and the goal is to get at least 250. There are several opportunities during the year to promote the club eg The Village Show, or other initiatives can be utilised eg posters, leaflets etc. however, word of mouth seems to work the best.