

## **STATE MERCHANDISE STORE**

### **PURPOSE**

The purpose of maintaining a State Merchandise Store is to provide the Lions, Lioness Lions and Leos of Pennsylvania with official clothing, pins and other items unique to Pennsylvania Multiple District 14. Merchandise carried by the store will be priced as economically as possible.

### **GENERAL**

1. The merchandise store shall be available to the Lions, Lioness Lions and Leos as follows:
  - a. State Convention  
As full a line of State Merchandise as possible will be supplied for the State Convention. The store will be open each day and the hours of operation are to be listed in the convention program.
  - b. State Council Meetings  
A minimum supply of Merchandise will be made available at the second and third State Council Meetings. This merchandise may be limited to only the official blazers, shirts, ties, pins etc. Room availability, location, weather, availability of volunteers to work the store, etc. are factors in the amount of merchandise to be available.
  - c. Sub-District Conventions  
Merchandise is to be made available to any Sub-District wishing to set up and man a State Merchandise Store at its Sub-District Convention. The District must appoint a chairperson to work with the State Office in choosing, picking up and returning the merchandise. The State Office will provide this merchandise on a consignment basis. The District stands liable for any shortages which may occur.
2. The State Office will provide a display area for all merchandise and will maintain an updated catalog or price sheet that will be made available to any club, Lion, Lioness Lions or Leo so requesting. Orders received and shipped by mail will be done so in as short a time period as possible. Any order that cannot be filled within thirty days will require a telephone call from the State Office offering full refund of any monies forwarded with the order
3. The State Administrator, Assistant State Administrator and the Store Managers shall be responsible for the selection of the merchandise which is sold through the State Merchandise Store.
  - a. The committee shall have the authority to make purchases of inventory items up to \$500.00. Merchandise excluded from the above are: Green Blazers, Official Green Shirts, Official Green Tie and State Trading Pins.

- b. The State Administrator shall present at the end of the fiscal year a profit/loss statement to the Finance Committee and the Council of Governors
4. The store volunteers shall be reimbursed from the State Council Administrative Fund or the proceeds from the State Merchandise Store.
- a. Hotel/motel room (reimbursed at the Lions rate)
    - i. up to two nights for a State Council Meeting
    - ii. up to four nights for a State Convention.
  - b. A recipient may receive a total of up to \$50.00 per day for meals.
    - Meals - State Council Meetings
      - Friday - shall be for Lunch and Dinner up to \$50.00
      - Saturday - shall be Breakfast and Lunch up to \$20.00
      - Banquet meal tickets are complimentary
      - Sunday - shall be for breakfast and lunch up to \$20.00
    - Meals - State Convention
      - Wednesday (if necessary) - shall be for Lunch and Dinner up to \$50.00
      - Thursday - shall be for Breakfast, Lunch and Dinner up to \$50.00.
      - Friday - shall be for Breakfast, Lunch and Dinner, up to \$50.00
      - Saturday - shall be for Breakfast and Lunch up to \$20.00. Banquet meal ticket is complimentary.
      - Sunday - shall be for Breakfast and Lunch up to \$20.00.

**Receipts required for all meals.**

- c. Mileage shall be paid according to Federal Guidelines.
- d. The State Administrator may select a Lion or Lioness Lions to assist the store manager in the operation of the store and the volunteer shall receive a ticket to the Saturday Night Banquet.