

GRAND SQUARE DISTRIBUTOR – DUTIES

- Update number of copies requested by member clubs based on responses to annual questionnaire – obtain from Editor in Chief every July.
- Package and distribute copies for member clubs at Delegates Meeting or dance.
- Prepare a pick-up list and have the recipient *print their name* when picking up.
- Mail or give issue to:
 - Paid subscribers (give subscription checks to NNJSDA Treasurer; notify subscriber when subscription is about to expire)
 - Advertisers out of the area – complimentary (see attached list)
 - Select other organizations and individuals – complimentary (see attached list)
 - Dancers who volunteer to take them to dances/weekends out of the NNJSDA area and miscellaneous requests (keep list)
- Extra copies:
 - For flyer table at all NNJSDA events (give to 1st VP)