



Procedures for LLK Door Greeters



Door greeters perform a necessary function by providing a warm reception to current and potential members while ensuring Pennsylvania Liquor Control Board (PLCB) regulations are followed. This role provides a great opportunity for volunteers to meet people and learn more about the club while serving in this essential role.

At the beginning of your shift, you must obtain the membership card box (new inductees) from the bartender, and the ID scanner from the office (located through the kitchen). Be at your post to welcome members and guests by 5:30. The \$25 voucher cards for door greeter volunteers will be given by the bartenders at the end of the shift (7:30 or as otherwise noted on Sign-up Genius) .

Due to PLCB regulations, door greeters may not consume alcohol during their shift

Members

1. Greet members coming to the club.
2. Verify each person's membership by asking to see the current year's sticker on his or her card.*

*Honorary members of the club have a special membership card.

- If a member does not have his or her card, use the membership directory binder to confirm membership.
- Grace period for renewals is Feb 28. After that, prior-year sticker is not valid.
- If a member's card is lost, offer the replacement card form (from bin on wall).

3. If a member argues about showing a membership card, politely remind him or her that this is required by **both** Liederkrantz House Rules and PLCB regulations. Friendly encouragement like "we want to stay on the good side of the PLCB" or "I know it's a pain, but I appreciate your help", may help.

Guests

1. **Guests** must be accompanied by a member.

- Members must sign their adult guests into the Guest Logbook, even when there is not a Door Greeter.
- Door Greeters will use the scanner to scan the the driver's license/state ID of all guests 21+ (See directions on page 2)
- After being signed in and scanned, they must wear the Adult GUEST sticker. Remind Member & Guest that Guests may not pay for alcohol themselves. Answer any questions.

2. **Children (0-20):** Children should not be given the Adult GUEST Sticker. Children remain the responsibility of their adult host, but are not signed in to the Guest Logbook; **HOWEVER:**

- Ask the age of the minor child. All minors ages 16-20 must wear the "**Under 21**" guest sticker on Door Greeter nights.
- Younger children may also wear the "Under 21" sticker if they would like to.

At the end of your shift (7:30 or as otherwise noted on SignUp Genius):

Tidy up the greeting area as needed, return the member cards to the bartender to receive your voucher, and plug in the scanner in the office. Thank you for your willingness to serve club members & guests!