Welcoming Job Description

1. Receive new homeowner and date of move-in from treasurer
2. Buy gift for new homeowner/family ($25 max)
	1. Gift ideas
		1. Basket with ice cream/toppings
		2. Basket with wine, spaghetti noodles, sauce, pepperoni…
		3. Wine, tea, coffee beans…
3. Deliver gift and welcome letter
	1. Welcome letter includes website address, board contact information, trash information…
	2. Collect info from new homeowner:
		1. Names, email and phone numbers, children, pets
		2. Obtain permission to put contact info in published directory or denote as private.
4. Send contact info to board secretary
5. Turn in reimbursement form and receipt(s) to treasurer for reimbursement
6. Obtain info from new homeowner(s) to put into newsletter along with a family picture – New to the Glen