

Job Description for Thank You Cards

Before the Conference

Choose one or two faculty members to spearhead this activity. Make or purchase 75 thank you cards for delivery to presenters and others responsible for assisting in making the conference a success.

Purchase cards early for good selection. NPH has a nice store selection of boxed ministry appreciation cards and quality bookmarks to choose from. I did not find as broad a selection from them online. Some people even do this during the summer months.

During the Conference

Be prepared! Keep extra cards at the courtesy table for anyone who may have been missed.

Hand in any receipts that you have acquired along the way.

Hand in any leftover cards for the next year's crew to work with.

Useful tips

This is a job for 1 or 2 people. It can be done by 2 people in a few hours. Don't wait until the night before conference to do this work. It is too much to accomplish on a school night.

Resource person:

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