

SECTION 5.2 KEY DISTRIBUTION POLICY/SQUAD LEADER
CONTACT INFO

DAS Key Distribution Policy:

Keys to the Alano House are the responsibility of the Group Leader, who is responsible for unlocking the door before the meeting and locking the door after the meeting. Each group is entitled to only one key. If the key is lost or unaccounted for; either the Group Leader or the group will be responsible for the cost of the key. The charge for a new key is \$30.00.

The Board is concerned about the house being accessed during non-meeting hours. Therefore, Group Leaders may open the Alano House one hour prior to the start of their meeting. The Alano House should be locked one hour after the close of each meeting. Group Leaders should not lend their key out to any member or ask another member to open or close the Alano House for them.

When a new Group Leader is elected, a new Group Leader form must be filled out and placed in the Board mailbox.

I have read and understand the Dakota Alano Society's Key Distribution Policy and understand my responsibilities as Group Leader regarding the key to the Alano House. I have received 1 key to the front door of the house.

Group Leader: _____
(first name and last initial)

Meeting: _____
(day and time)

Date: _____