



South Carolina Family and Community Leaders

Guidelines for Planning a District Meeting

I. District meeting dates are determined during State Conference Board Meeting and can be found on the SCFCL Calendar in the SCFCL handbook and on the Web site: <http://www.scfcl.com>

II. The following items are coordinated by the District Director:

1. Location selection
2. County to serve as Meeting Hostess
3. Another county to serve as Refreshments Hostess during registration
4. After county, location and hostesses have been determined the following information needs to be accomplished:
5. No literature or materials of any kind may be distributed or sold in the District Meeting room or halls without prior permission of the SCFCL Board.

Major agenda items to be covered with input from SCFCL Board (State President to coordinate)

Spring Meeting Agenda

State President's Remarks
State Advisor's Remarks
Corrections to SCFCL Handbook
Membership update and recruitment workshop
State Project information
Affiliated Conferences information
Recognize latest State Award Winners
District Director Appoint Nominating Committee
Officer Training

Fall Meeting Agenda

State President's Remarks
State Advisor's Remarks
25-35-45-50-Year Member Awards
Present Education Programs
Elect District Officers
District Education Awards
District Leadership Awards
District Publicity Awards
District Handbook Awards
Promote State Conference

1. Determine time schedule of meeting
2. Determine cost to charge attendees for meeting in order to cover expenses -(Registration Fee)
3. Acquire written directions for meeting (approaching from different locations)
4. Determine deadline for pre-registration
5. Solicit members from host county to present items on agenda
 - a) Greetings or Welcome
 - b) Devotion
 - c) Flag salutes
 - d) SCFCL Creed
 - e) Blessing
 - f) Door prizes

District Director responsibilities:

1. Mail meeting notice to SCFCL Board, County Presidents and FCL Advisors one month prior to meeting date. Meeting notice shall include:
 - a. Agenda
 - b. Directions to meeting
 - c. Pre-registration form (*Sample form attached*)
2. Preside at meetings



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3. Coordinate information and arrangements with Meeting Hostess
4. Appoint a nominating committee of three county presidents in their respective district (designating one as chair) at the Spring Meeting.
5. Hold election. of nominations for District Director and District Program Coordinator (as appropriate), at the Fall Meeting
6. Insure SCFCL President is informed about information and arrangements
7. Keep receipts of reimbursable expenses and submit expense voucher in duplicate to SCFCL President according to Standing Rules in SCFCL Handbook
8. Collect Pre-registration forms and fees from Counties and dispense to person responsible for finances.
9. Inform Meeting Hostess of district attendance figures
10. Provide written report of meeting details to include: district attendance, financial information, hostess, special activities, elections, etc.,for documentation into SCFCL Board Meeting minutes at the next SCFCL Board Meeting to SCFCL President
11. Provide to Meeting Hostess the agenda, along with names and list of all speakers

County President responsibilities:

1. Inform club presidents of District Meeting
2. Distribute Pre-registration forms to clubs
3. Insure Pre-registration forms are returned to County President to meet District Meeting Registration deadline
4. County President collects Pre-registration forms and fees from clubs and forwards them to District Director or designated person by deadline

Refreshment Hostess responsibilities:

1. Furnish light refreshments during time members are registering
2. Furnish napkins, cups, plates, drinks and light finger foods (just enough for registration)

Meeting Hostess responsibilities:

1. Coordinate with District Director on attendance figures
2. Set-up meeting room in classroom style with table covering and favors (if desired)
3. Furnish table for registration (registration sign-in sheets, pens, nametags, fee collection, receipts) *(See attached sample -Use Clemson's IL26Form for registration)*
4. Supply registration sign-in sheets for each county (See attached sample)
5. Appoint someone to give:
 - a. Greetings/Welcome
 - b. Devotion
 - c. Flag salutes
 - d. Creed
 - e. Blessing
6. Appoint members to handout programs
7. Have someone collect registration fees (if needed)
8. Furnish nametags (pens if needed) (See attached sample)
9. Provide registration signs, etc (if desired)
10. Insure there are American and South Carolina Flags present
11. Have available PA system (if needed)
12. Have table for SCFCL sales items and President's display board (if requested)



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13. Arrange for preprinted program, with input from District Director, program shall include:
 - a. Agenda
 - b. Devotion
 - c. Flag salutes
 - d. SCFCL creed & song
 - e. Blessing of food
 - f. Other pertinent information
14. Make arrangements for lunch (catered or member prepared)
15. Insure someone pays for expenses and receipts are received
16. Arrange for door prizes and disbursement (if desired)
17. Make final coordination with District Director prior to leaving
18. Clean-up facility

State President responsibilities:

1. Be responsible for all sale items (brochures, cookbooks, pin, handbooks, etc.) and have available at all district meetings.
2. Coordinate printing the award certificates to be presented at the Fall District Meetings.

State Education Chair (Vice President for Programs) responsibilities: (at Fall District Meeting)

1. Coordinate with District Program Coordinator on Education Programs
2. Arrange for Education Programs to be received by Program coordinator in plenty of time for preparation of skit or other way for programs to be presented
3. Supply enough Education Programs for 2 per county (One each to County President and FCL Advisor)
4. Arrange for delivery of Education Programs to counties not present at District Meetings
5. Provide resources and conduct workshops on membership recruitment and public relations at their respective district meetings.
6. Contact President to arrange for certificates to be presented at Fall District Meetings.
7. Submit a list of all awards presented at district meeting to the News and Views Editor for publication by deadline date.

Vice President for Public Relations responsibilities (at Fall District Meeting)

1. Announce District Leadership Award winners.
2. Contact President to arrange for certificates to be presented
3. Submit a list of all awards presented at district meeting to the News and Views Editor for publication by deadline date.

District Program Coordinator responsibilities: (at Fall District Meeting)

1. Coordinates with State Education Chair to receive education programs
2. Prepare skits or ways to present the next year's education programs more interesting than just reading each lesson



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Sample District Meeting Pre-registration Form

_____ District Meeting
Location
Date
Time

Registration

Please return by: _____ (date) To: _____
Name Address

County Name _____

Number attending _____ @ \$ _____ each Total amount enclosed _____

Name (s) _____


Make check payable to _____



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Sample District Registration Receipt

Furnish receipt to members and advisors as needed

	REGISTRATION RECEIPT
	_____ MEETING
	_____ LOCATION
	_____ DATE
Received of _____ (name)	
registration fee in the amount of \$ _____	
for _____ Meeting of SCFCL.	
	Signed by _____
	title

SAMPLE NAMETAG

Furnish blank nametags to be filled-in by attendees
or
Furnish nametags already filled-in (pre-registered)

Meeting place
Name
District
County
Meeting date

Clemson University Cooperative Extension Service

Program _____

Date: _____

* If this is the first Extension program since July 1 that you have attended, check (✓) the box in the column at the right.

1st Extension
program since
July 1?

Name	Mailing Address	Phone	Race	Sex	1st Extension program since July 1?
1.		H			<input type="checkbox"/>
e-mail		W			
2.		H			<input type="checkbox"/>
e-mail		W			
3.		H			<input type="checkbox"/>
e-mail		W			
4.		H			<input type="checkbox"/>
e-mail		W			
5.		H			<input type="checkbox"/>
e-mail		W			
6.		H			<input type="checkbox"/>
e-mail		W			
7.		H			<input type="checkbox"/>
e-mail		W			
8.		H			<input type="checkbox"/>
e-mail		W			
9.		H			<input type="checkbox"/>
e-mail		W			
10.		H			<input type="checkbox"/>
e-mail		W			
11.		H			<input type="checkbox"/>
e-mail		W			
12.		H			<input type="checkbox"/>
e-mail		W			

Total Attendance _____

Total with duplications eliminated _____