



SCFCL State Conference Site Selection Planner Thursday - Saturday

- ◆ The conference chair shall immediately upon appointment begin investigating and arranging for a conference site and date subject to Board approval at least two years in advance of the conference.
- ◆ The conference chair will set up a meeting with the conference committee 2 years prior to the conference to visit the site before the January board meeting the year before the conference. The site should be easily accessible.
- ◆ At the January board meeting the year before the conference, the next year's conference chair will seek board approval for conference site and date with information and specific details about the suggested site.
- ◆ The conference chair will request a contract for the President to sign after receiving board approval.

Conference Dates _____

Conference Location _____

Site Arrangements Contact Person _____

Phone Number _____

Lodging

Rooms (Estimated number of rooms needed to reserve)

First Night # Rooms _____

Second Night # Rooms _____

Third Night # Rooms _____

Fourth Night # Rooms _____

Hospitality Room (usually the complimentary room) _____

of possible complimentary rooms _____

Date need to contact hotel to cancel unused rooms _____

Rates

Single _____

Double _____

Triple _____

Quad _____

Meals

Luncheon at \$ _____ # _____

Banquet at \$ _____ # _____

Other at \$ _____ # _____



SCFCL State Conference Planning Sheet

REGISTRATION AND COMMITTEE DUTIES

Conference Dates – Contact the President to get board approval of date at the January board meeting the year before the conference. _____

Conference Location – Contact the President to get board approval of location at the January board meeting the year before the conference. _____

Conference Theme - At the January board meeting the present conference chair will present conference theme and give conference update with details forthcoming.

Conference Tour _____

Committee Chairs

Each conference chair shall appoint his/her own committee.

- One to serve as the registration chair and any additional people to serve in various roles and on sub-committees during the week of the annual conference.
- In addition, the Vice-President for Program and Vice-President for Public Relations will serve on each of these committees with the State President and State Advisor serving as ex-officio members.

Registration _____

Workshops (VP for Programs) _____

Conference _____

Nominating (appointed by President) _____

Tellers (appointed by President) _____

By Laws (appointed by President) _____

Hostesses _____

Table Decorations _____

SCFCL Sales Table _____

Heritage Skills _____

Hospitality Room _____

Check with President to see if this is the year for Master Farm Homemakers Guild Induction

REGISTRATION

- ◆ At the April board meeting the registration chair will present proposed registration forms for board’s input.
- ◆ At the June board meeting the registration chair will present final registration forms ready for printing for board’s approval.
- ◆ The registration chair after receiving registrations, will prepare a packet for each registered member to include name tag, meal tickets, conference program, and other pertinent information on the conference.
- ◆ The registration chair will place original registration form in a book to be available for reference at the registration table. A copy of the registration form will be placed in the registration packet.
- ◆ The registration chair will send registration money to the State Treasurer as collected in a timely manner.

- Location & Times
- Sign of registration times
- Typewriter or computer
- Electricity and/or extension cords
- Tables
- Registration packets
- Goody Bags & Items
- Book with copies of all registrations
- Boxes for registration information
- Stapler
- Staple remover
- Pens, pencils, Pads for notes
- Extra Registration forms, ribbons, name tags
- Scotch tape
- Calculator
- Receipts for agents
- Bulletin Board & Easel

Door prizes

- Committee Chair and Committee members names
- How many from counties
- When are they given out
- Who gives them out
- Names of attendees in box for drawing
- Where are they delivered at Conference
- When are they delivered to Conference
- Names for door prize drawing

Special State project

- Committee Chair and Committee members names
- How many from counties
- When are they delivered to Conference
- Where are they delivered to Conference
- Who forwards them to final location

Heritage Skills

- Committee Chair and Committee members names _____
- How many items to bring from counties _____
- When are they delivered to Conference _____
- Where are they delivered to Conference _____
- All items must have:
 - Name of county
 - Category
 - Contact person
- Display items
- Make ballots for registration packets
- Make ballot box
- Opening times: _____

- Dismantle time: _____
- Report total number of ballots cast at Ending Session
- Report winner names and items by county
- Give list of winners to Secretary for minutes
- Display winners in each category at Ending Session
- Display and recognize overall winner

Hospitality Room

- Committee Chair and Committee members names _____
- Who brings food items _____
- When are the set-up times _____
- Location of Hospitality Room where items are delivered _____
- Who are hostesses _____

- Open times: _____

- Dismantle time: _____

Bulletin Board

- Available at registration area
- Stick pins
- Paper
- Pens

Hostess Committee

- Committee Chair and Committee members names _____
- Hostesses to collect meal tickets
- Give final count of dinner and lunch attendees to conference chair
- Location and number of hostesses: needed
 - Registration – peek hours _____
 - Assembly location _____
 - Meeting locations _____
 - Workshop locations _____
 - Dining locations _____

Tellers Committee (Appointed by President)

- The Chair of the Tellers Committee will prepare the necessary materials needed for registration of voting delegates and elections.
- The Teller’s Chair will send a Voting Delegates Form to each County at least sixty days prior to the Annual Business Meeting, to request the names of the Voting Delegates. – DISTIRBUTE AT FALL DISTRICT MEETING
- The tellers committee shall register voting delegates at the State Conference. Each voting delegate must register in person and sign his/her voting card and the registration sheet making certain the signatures are by same number on the card and sheet.
- The committee shall designate special seating for all voting delegates.
- Committee Chair and Committee members names _____
- Sign-up list for all delegates
- Voting cards (2 delegates from each county and officers)
 - Name of county
 - Name of delegate
 - Signature of delegate
- Get Delegate Ribbons for Registration Chair to pass out as sign card
- Prepare slate of officer ballots if needed
- Have a ballot box available for use if needed
- Special seating for voting delegates together
- “Reserved” signs for voting delegates area
- Report for Annual Business Meeting to include:
 - Number of voting delegates
 - Number of voting delegates present
 - Number to make a quorum
- Give written report to Secretary at Ending Assembly to include:
 - By-law changes (with vote count)
 - Officer election (with vote count)
 - Other business (with vote count)

Nominating Committee (Appointed By President)

- The Nominating Committee Chair will report in writing to The Board, nominees, voting delegates, and Tellers Committee Chair at least sixty days prior to the Annual Business Meeting, and to the membership at the opening session of the Annual Conference. Whenever possible, the nominating committee shall submit the names of two or more candidates for each office to be filled.
- Committee Chair and Committee members names _____
- Make sure candidates for upcoming election are present

- Recognize candidates at Banquet
- Present qualifications of candidates at Annual Business Meeting
- Introduce candidates and allow them to briefly speak (Check program for time, notify candidates in advance)

By-laws Committee (Appointed By President)

- Proposed amendments to the bylaws shall be sent to The Board for their approval at least 90 days prior to the Annual Business Meeting.
- Notice of intention to amend shall be sent to county(s) at least 60 days prior to the Annual Business Meeting.
- Committee Chair and Committee members names _____
- Report By-law changes at Annual Business Meeting

CONFERENCE PROGRAM

Make approximately 300 programs or anticipated number

Contents:

Front Cover

- Name of Organization
- Date of Conference
- Location of Conference
- Conference Theme
- Number of Conference

Inside Front Cover

- SCFCL Board
- SC MFHG Officers

Inside program

- Name of Organization
- SCFCL Seal
- SCFCL Motto
- SCFCL Mission
- SCFCL History
- SCFCL Song
- Pledge of US and SC Flags
- SCFCL Creed
- Details of Conference by days, times, names, workshops, activities and room locations
- Next Conference location, dates and chairs
- Conference Committee Chairs and Committee members

Inside Back Cover

- Hotel Diagram

Back Cover

- <http://www.clemson.edu/fcl.htm>
- In partnership with Clemson University Cooperative Extension Service
- Membership is open to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.

Program Assignments

- Board members with responsibilities
- Remaining board members
- County Presidents

Evaluations Forms

- Make removable
- Box for collecting forms
- Location of box
- Tally and report results at January board meeting

PRE CONFERENCE SCFCL BOARD MEETING

MASTER FARM HOMEMAKER GUILD BOARD MEETING

At the April board meeting:

- The present conference chair will present proposed conference schedule and conference program for board's input.
- The VP for Program will present proposed suggestions for workshops for board's input.

At the June board meeting:

- The present conference chair will present for board's approval the final conference schedule and conference program with names listed for conference responsibilities ready for printing.
- The VP for Program will present final workshops, which includes names, titles and any equipment needed for board's approval.
- The Vice President for Program shall contact all guest workshop leaders no later than one week prior to the conference to inform them of their approximate workshop attendance.
- The Vice President for Program shall contact all guest workshop leaders and submit vouchers for their expenses and fees no later than the board meeting at the close of the conference.
- The conference chair shall submit vouchers for all guest speaker's expenses and fees no later than the board meeting at the close of the conference.

WORKSHOPS

Order of activities:

- Introduce speaker
- Identify registered attendees with tickets for workshop
- Dismiss and clean-up
- Expense vouchers for workshops
- Turn-in tickets collected to:
- Educational Workshops:

Introduction of Program/Speaker

Announcements

Door prizes

Special equipment

Screen

Audio Visual

Projector

Power-point equipment

Flashlight

Overhead

VCR

Television

Tape recorder

Music

Lighting

Flags

Extension Cord

Table

Mobile Cart

Equipment specialist available

Head table

How many people

Place cards or seating arrangement

Podium

Microphone

Cordless microphone

FRIDAY BUSINESS MEETING

Hang SCFCL Banner

Location

Order of Activities:

Presiding

Devotion

Pledges for US and SC Flags

SCFCL Creed

Roll Call

Rules of Annual Meeting

Secretary's Report

Treasurer's Report

Budget Adoption

President's Award

- State Project Report _____
- President's Report (SCFCL, NVON, CWC) _____
- Teller's Report _____
- Nominating Committee Report/Candidate's Remarks/Election _____
- By-laws Report/Voting _____
- Singing of FCL Song _____
- Playing of Music (cassette, CD or piano) _____
- Announcements _____
- Door prizes _____

Special equipment

- Screen
- Audio Visual
- Projector
- Power-point equipment
- Flashlight
- Overhead
- VCR
- Television
- Tape recorder
- Music
- Lighting
- Flags
- Extension Cord
- Table
- Mobile Cart
- Equipment specialist available

Head table

- How many people _____
- _____
- _____
- _____
- _____
- _____
- _____

- Place cards or seating arrangement
- Podium
- Microphone
- Cordless microphone

Teller Committee

- Reserved seating for 2 delegates from each county plus board members
- "Reserved" signs for delegates' seating
- Sign-up sheet for all delegates
- Pass out official voting card for each delegate

FRIDAY BANQUET

- Room layout

Order of activities:

- Presiding
- Welcome
- Blessing
- Recognition of Guests
- Greetings from Clemson
- Installation of Officers
- Introduction of Speaker/Entertainment
- Speaker/Entertainment
- Pennies for Friendship & Nickels for SC Youth
- Announcements
- Door prizes

Special equipment needed

- Screen
- Audio Visual
- Projector
- Power-point equipment
- Flashlight
- Overhead
- VCR
- Television
- Tape recorder
- Music
- Lighting
- Extension Cord
- Table
- Mobile Cart
- Equipment specialist available

Meal

- Sit down
- Buffet
- Cafeteria Style
- Cut off Day & Time to notify for numbers

Head table

- How many
- Place cards
- Microphone
- Podium
- Skirted or covered
- Arrangement

Tables

- How many people
- How many per table
- Table cloths (colors)
- Napkins (colors)
- Centerpieces
- "Reserved" signs (clearly visible)

Door prizes

- Names of attendees in box for drawing
- Who gives them out
- Where are door prizes located
- When are they given out

Pennies for Friendship and Nickels for SC Youth

- Containers for collecting
- Who helps count money
- Who helps collect money
- Give money to whom afterwards

Speaker

- Note of thanks or gift (monetary or other)
- Check voucher for expenses:
 - Fee
 - Mileage
 - Meal (plus guest?)

CLOSING ASSEMBLY

- Room layout

Order of Activities:

- Presiding
- Heritage Skills Report
- Pennies for Friendship & Nickels for SC Youth
- Buff Swicegood Report
- Buff Swicegood Award Winner
- Recognition of Outgoing Officers
- Conference Report
- VP for Programs Report (new programs)
- State Advisor's Remarks
- Announcements
- Door prizes

Special equipment

- Screen
- Audio Visual
- Projector
- Power-point equipment
- Flashlight
- Overhead
- VCR
- Television
- Tape recorder
- Music
- Lighting
- Flags
- Extension Cord
- Table
- Mobile Cart
- Equipment specialist available

Head table

- How many people

- Place cards or seating arrangement
- Podium
- Microphone
- Cordless microphone

SATURDAY AWARDS LUNCHEON

- Room layout

Order of activities:

- Presiding
- Welcome
- Creed
- Blessing
- Introduction of Guests
- Leadership Awards
- Educational Program Awards
- Communication Awards
- Membership Awards
- 4H Recipient
- Invitation to Next Conference
- Announcements
- Door prizes

Special equipment

- Screen
- Audio Visual
- Projector
- Power-point equipment
- Flashlight
- Overhead
- VCR
- Television
- Tape recorder
- Music
- Lighting
- Extension Cord
- Table
- Mobile Cart
- Equipment specialist available

Meal

- Sit down

- Buffet
- Cafeteria Style
- Cut off Day & Time to notify for numbers

Head table

- How many
- Place cards
- Microphone
- Podium
- Skirted or covered
- Arrangement

Tables

- How many people
- How many per table
- Table cloths (colors)
- Napkins (colors)
- Centerpieces
- "Reserved" signs (clearly visible)

Speaker

- Note of thanks or gift (monetary or other)
- Check voucher for expenses:
 - Fee
 - Mileage
 - Meal (plus guest?)

POST CONFERENCE BOARD MEETING

CONFERENCE MAILER

The present conference chair is responsible for compiling and mailing conference information to all members following the June board meeting. This information shall be sent to all state members no later than six weeks prior the late registration deadline. Check with VP for Public Relation for appropriate number (same number as newsletter mailing)

Contents:

Front Cover

- Name of Organization
- Date of Conference
- Location of Conference
- Conference Theme
- Number of Conference

Inside Mailer

- Conference schedule with short descriptions
- Workshop descriptions
- Directions to conference
- Heritage Skills Information- what to bring, when, where and pick up info – hours open
- Door Prize Information- what to bring, when and where
- County Flags Information- when to bring, where and pick up info
- Hospitality Room Food Information- what to bring, when and where – hours open

- State Project Information- what to bring, when and where

Pull Out

- Conference Registration Form
- Hotel Registration Form

Back Cover

- <http://www.clemson.edu/fcl.htm>
- In partnership with Clemson University Cooperative Extension Service
- Membership is open to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.



SCFCL State Conference Expense List

Conference Mailing

Printing
Postage

Meals

Banquet
Luncheon
Special Event

Awards

Outgoing officers
Leadership Awards
Membership Awards
Communication Awards
Education Awards

Registration

Packets
Name Tags
Ribbons

Speakers and Presenters

Workshops

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Special guests

4-H Scholarship winner & guest
4-H Scholarship winner & guest
Banquet speaker
Luncheon speaker
Inspiration speakers
Special music

Decorations

- Banquet
 - Luncheon
 - Podium arrangement
 - Registration table decorations
-

Evaluation forms

- Printing
- Collection box

Conference program

- Printing

Hostess Committee

- Identification for committee members (sashes/ribbons/aprons)

Heritage Skills

- Ballots
- Ballot box
- Category signs
- Item identification cards

Evening Event

By-laws Committee

- Printing

Tellers Committee

- Voting cards for all delegates
- “Reserved” signs for special delegate seating
- Sign-up list for all delegates



SCFCL State Conference Post Summary

At the January board meeting the past conference chair will give a final report that includes a summary of the evaluation forms, conference attendance, lunch and banquet attendance, and financial standing for the conference. (Please bring enough copies for each board member.)

Conference Dates _____

Conference Location _____

Conference Tour _____

Lodging

First Night

of Single Rooms _____

of Double Rooms _____

of Triple Rooms _____

of Quads Rooms _____

Second Night

of Single Rooms _____

of Double Rooms _____

of Triple Rooms _____

of Quads Rooms _____

Third Night

of Single Rooms _____

of Double Rooms _____

of Triple Rooms _____

of Quads Rooms _____

Fourth Night

of Single Rooms _____

of Double Rooms _____

of Triple Rooms _____

of Quads Rooms _____

Conference Tour

Cost Paid _____

Number Attending _____

Cost per Person _____

Amount Collected _____

Meals

Luncheon at \$ _____ # _____

Banquet at \$ _____ # _____

Other at \$ _____ # _____

Breakout Rooms / Workshops

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Name _____ # _____
Cost charged \$ _____ Cost Collected \$ _____ Cost Reimbursed \$ _____

Summary of Evaluation Forms and Other Comments