

Guidelines for Planning a District Meeting

- I. District meeting dates are determined during the August Board Meeting and can be found on the SCFCL Calendar in the SCFCL handbook and on the Web site: www.scfcl.com
- II. The following items are coordinated by the District Director (DD):
 1. Location selection
 2. County to serve as Meeting Hostess
 3. Another county may serve as Refreshments Hostess during registration (if desired)
 4. After county, location and hostesses have been determined the following information needs to be accomplished:

(Major agenda items to be covered at the meeting should be coordinated with SCFCL President with input from SCFCL Board)

1. Determine cost to charge attendees for meeting in order to cover expenses - (Registration Fee)
2. Acquire written directions for meeting (approaching from different locations)
3. Determine deadline for pre-registration
4. Solicit members from host county to present items on agenda
 - Meeting Recorder
 - Greetings or Welcome
 - Devotion
 - Flag salutes
 - SCFCL Creed and Song
 - Blessing
 - Door prizes

Spring Meeting Agenda

9:30 Registration, 10 am Meeting
Suggest dismiss by 3pm
District Director Organizes and Presides
District Director Appoints a Meeting Recorder
Welcome, Devotion, Flag salutes, SCFCL Creed
County Membership Roll Call and Numbers Present
New State Project Information
New Members by County
DD Appoint Nominating Committee final year of office
Featured County Report Sharing (Show and Tell)
County Membership Certificates
Promote Annual Meeting
State President Remarks
SCFCL State Advisor Remarks

Fall Meeting Agenda

9:30 Registration, 10 am Meeting
Suggest dismiss by 3pm
District Director Organizes and Presides
District Director Appoints a Meeting Recorder
Welcome, Devotion, Flag salutes, SCFCL Creed
County Membership Roll Call and Numbers Present
Present Education Lessons (Vice- President)
District Director Election in final year of office
Featured County Report Sharing (Show and Tell)
25-35-45-50-Year Member Certificates
Promote Annual Meeting
State President Remarks
SCFCL President Elect Remarks (when applicable)
SCFCL State Advisor Remarks

The above items should be included in each district meeting. Other items of interest to the district may be included. (page 41 SCFCL Handbook)

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:
 - Agenda
 - Directions to meeting
 - Pre-registration form (*Sample form attached*)

2. Preside at meetings
3. Coordinate information and arrangements with Meeting Hostess
4. Insure SCFCL President is informed about information and arrangements
5. Keep receipts of reimbursable expenses and submit expense voucher in duplicate to SCFCL President according to Standing Rules in SCFCL Handbook
6. Provide written report of meeting details to include: district attendance, financial information and expenses at SCFCL Board Meeting
7. Provide any additional info from the SCFCL Board to Meeting Hostess for the agenda

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 (IF DESIRED):

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 (sign-in sheets, pens, nametags, fee collection, receipts (*See attached sample*))
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
 - f. Meeting recorder
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, door prizes, state projects and other items as needed (if requested)
13. Arrange for preprinted program, with input from District Director, program shall include:
 - Agenda
 - Devotion
 - Flag salutes
 - SCFCL creed & song
 - Blessing of food
 - 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. Inform District Director of district attendance figures by county and guests
18. Turn over monies collected for state sales items, gift baskets and other monies collected to District Director (Will be given to SCFCL President who will forward to SCFCL Treasurer.)
19. Make final coordination with District Director prior to leaving
20. Clean-up facility

STATE EDUCATION CHAIR RESPONSIBILITIES: (at Fall District Meeting)

1. Coordinate with District Director about Education Lessons
2. Arrange for Education Lessons to be received at meeting
3. Supply one Education Lesson packet per county
4. Arrange for delivery of Education Lessons to counties not present at District Meetings

Updated 11/27/17