



SCFCL Annual Meeting (one day) Site Selection Planner

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

Annual Meeting Dates _____

Annual Meeting Location _____

Site Arrangements Contact Person _____

Phone Number _____

Meals

Luncheon at # _____ \$ _____



SCFCL Annual Meeting (one day) Planning Sheet

REGISTRATION AND COMMITTEE DUTIES

Annual Meeting Dates – Contact the President to get board approval of date at the August board meeting the year before the Annual Meeting. _____

Annual Meeting Location – Contact the President to get board approval of location at the August board meeting the year before the Annual Meeting. _____

Annual Meeting Theme - At the August board meeting the present Annual Meeting chair will present Annual Meeting theme and give Annual Meeting update with details forthcoming. _____

Registration Fees _____

Deadline dates _____

Late Fees - _____

Committee Chairs- _____

Each Annual Meeting 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 of the Annual Meeting.
- In addition, the Vice-President will serve on each of these committees with the State President and State Advisor serving as ex-officio members.

Registration _____

Annual Meeting _____

Nominating (appointed by State President) _____

Tellers (appointed by State President) _____

By Laws (appointed by State President) _____

Hostesses _____

Table Decorations _____

SCFCL Sales Table _____

State Project (appointed by State President) _____

Registration

- ♦ At the April board meeting the registration chair will present proposed registration forms for board's input.
- ♦ At the August 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 name tag, and have available at registration an Annual Meeting program booklet, and other pertinent information on the Annual Meeting. The registration chair will place original registration form in a book to be available for reference at the registration table.

- ◆ The registration chair will collect registration fees, pay meeting expenses and send surplus money to the State Treasurer within one month after the Annual Meeting (keeping receipts of expenditures for financial records.)
- Location & Times
- Tables
- Registration packets
- Book with copies of all registrations
- Extra Registration forms
- Name tags
- Scotch tape
- Calculator
- Receipts for agents

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 the Annual Meeting

Special State project (If an item is collected)

- How many from counties
- Where are they delivered to the Annual Meeting
- Who forwards them to final location

Hostess Committee

- Committee Chair and Committee members names
- Location and number of hostesses: needed
 - Registration – peek hours
 - Meeting 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.
- The tellers committee shall register one voting delegate per county and each voting board member at the Annual State Meeting. Each voting delegate must register in person and sign-in
- The committee shall designate special seating for all voting delegates.
- Committee Chair and Committee members names
- Sign-up list for all delegates
 - Name of county
 - Name of delegate
 - Signature of delegate
- 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 State 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 Meeting. 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 Annual Business Meeting
- ☐ 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 State 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

ANNUAL MEETING PROGRAM BOOKLET (prepared and printed by State President)

Make approximately 100 program booklets or anticipated number

Contents:

Front Cover

- ☐ Name of Organization
- ☐ Date of Annual Meeting
- ☐ Location of Annual Meeting
- ☐ Annual Meeting Theme
- ☐ Number of Annual Meeting

Inside Front Cover

- ☐ SCFCL Board

Inside program

- ☐ Name of Organization
- ☐ SCFCL Seal
- ☐ SCFCL Motto
- ☐ SCFCL Mission
- ☐ SCFCL History
- ☐ Details of Annual Meeting by days, times, names, workshops, activities and room locations
- ☐ Next Annual Meeting location, dates and chairs
- ☐ Annual Meeting Committee Chairs and Committee members
- ☐ Special Thank You to those who helped make the Annual Meeting possible
- ☐ SCFCL website: scfcl.com
- ☐ 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.

Inside Back Cover

- ☐ Venue Diagram (Optional)

Back Cover

- ☐ SCFCL Song
- ☐ Pledge of US and SC Flags
- ☐ SCFCL Creed

BUSINESS MEETING

Hang SCFCL Banner & Stand

- ☐ Location

Order of Activities:

- ☐ County Flag Procession
- ☐ Welcome
- ☐ Devotion
- ☐ Pledges for US and SC Flags
- ☐ SCFCL Creed
- ☐ Singing of FCL Song
- ☐ Missing Member Ceremony

Business Meeting

- ☐ Call Meeting to Order
- ☐ Voting Delegates-Roll Call-Minutes
- ☐ Treasurer's Report
- ☐ Budget Adoption and Vote
- ☐ State Projects Reports
- ☐ Education Lessons (newly selected)
- ☐ New Member Certificates
- ☐ County President's Certificates
- ☐ President's Report (SCFCL,)
 - ☐ Recognize First Timers, New Members, Agents, Guests
- ☐ Volunteer Hours
- ☐ NVON and CWCUSA Reports
- ☐ Nominating Committee Report/Candidate's Remarks/Election
- ☐ Teller's Report
- ☐ Voting Results
- ☐ By-laws Report and Vote (when applicable)

Lunch (Blessing)

- ☐ Recognize SCFCL's 4-H Scholarship Recipient (s)
- ☐ Meeting Speaker/Entertainer
- ☐ Buff-Swicegood Travel Study Award Recipient PowerPoint
- ☐ Announce next BSTSA Recipient
- ☐ Installation of Officers
- ☐ Recognize outgoing Officers
- ☐ Invitation to next Annual Meeting
- ☐ Closing Remarks
- ☐ Announcements
- ☐ Door Prizes and Gift Card Drawing
- ☐ County Flag Recession
- ☐ Adjourn

Special equipment (as needed)

- ☐ Screen
- ☐ Audio Visual
- ☐ Projector
- ☐ Power-point equipment
- ☐ Music
- ☐ Flags
- ☐ Extension Cord
- ☐ Table

Head table

How many people

- ☐ Place cards or seating arrangement
- ☐ Podium
- ☐ Microphone (Cordless if possible)

Teller Committee

- ☐ Reserved seating for one delegate 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

Speaker

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



SCFCL Annual Meeting (one day) Expense List

Annual Meeting Program Booklet

Printing

Meals

Morning Refreshment

Luncheon

Awards

Outgoing officers

Membership Awards

Registration

Packets

Name Tags

Speakers and Presenters

Special guests

4-H Scholarship winner & guest

4-H Scholarship winner & guest

Luncheon speaker

Inspiration speakers

Special music as needed

Facility

Facility Fee

Decorations

Luncheon

Podium arrangement

Registration table decorations

Evaluation forms

Printing

Collection box

Hostess Committee

Identification for committee members (sashes/ribbons/aprons)

By-laws Committee

Printing

Tellers Committee

Voting cards for all delegates

“Reserved” signs for special delegate seating

Sign-up list for all delegates



SCFCL Annual Meeting (one day) Post Summary

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

Annual Meeting Dates _____

Annual Meeting Location _____

Annual Meeting Tour _____

Meals

Luncheon at # _____ \$ _____

Morning Refreshments at # _____ \$ _____

Collections during Annual Meeting (when applicable) Each person collecting monies at the Annual Meeting should count and give to State Treasurer before leaving Annual Meeting.

4-H Scholarship collection \$ _____

Gift basket collection \$ _____

State Project collection \$ _____

SCFCL Sales \$ _____

Registration fees amount collected, list of paid meeting expenses and a check for the surplus money should be sent to the State Treasurer within one month after the Annual Meeting (keeping receipts of expenditures for financial records.)

Registration Fees \$ _____ total

Meeting Expenses \$ _____ total

Surplus money \$ _____ total (sent to State Treasurer)

Summary of evaluation forms and other comments mailed to state president within one month.