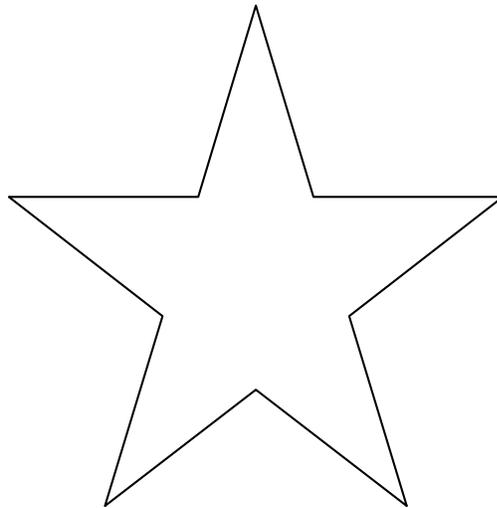


# CONVENTION GUIDE FOR HOSTESS CHAPTERS

OF

OREGON STATE CHAPTER  
P.E.O. SISTERHOOD



**Please read Oregon State Chapter Bylaws, Article 1, Section 3 and Standing Rules, Section 1, Conventions before starting to use this guide.**

**NOTE:** This manual can be downloaded from Oregon State Chapter's website by anyone needing information pertaining to hostess state convention. This manual is a guide that has been assembled for local chapter assistance. Because each convention has unique circumstances, modifications may be necessary.

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>Preliminary Planning</b>                                      |           |
| <u>Convention Advisory Committee</u> .....                       | 1         |
| <u>Convention Site/Contract Committee</u> .....                  | 1         |
| <u>Hostess Chapter Groupings</u> .....                           | 2         |
| <u>Time and Place of Convention</u> .....                        | 2         |
| <u>Responsibilities of Convention Planners</u> .....             | 3         |
| <u>Selection of Convention Hostess Committee</u> .....           | 3         |
| <u>Organizational Meeting</u> .....                              | 3         |
| <u>Vacancy of Convention Officers</u> .....                      | 3         |
| <u>General Chairman Skills</u> .....                             | 3         |
| <u>Finances of Convention</u> .....                              | 4         |
| <u>Terminology</u> .....   | 5         |
| <u>Other Resources</u> .....                                     | 6         |
| <br><b>General Planning</b>                                      |           |
| <b><u>Duties of Convention General Chairman</u></b> .....        | <b>7</b>  |
| <u>Meetings</u> .....  | 7         |
| <u>Communication</u> .....                                       | 7         |
| <u>Appointment and Duties of Convention Committees</u> .....     | 7         |
| <u>Contract</u> .....  | 7         |
| <u>Finance</u> .....   | 8         |
| <u>Special Duties</u> .....                                      | 8         |
| <u>Chronological Schedule</u> .....                              | 8         |
| <u>Convention Chairman’s Ltr &amp; Registration Packet</u> ..... | 8         |
| <u>Master Schedule</u> .....                                     | 9         |
| <u>Custody of Properties</u> .....                               | 9         |
| <u>Welcoming Letter</u> .....                                    | 9         |
| <u>Welcoming Address</u> .....                                   | 10        |
| <u>Announcements</u> .....                                       | 10        |
| <u>Notebook/Electronic Memory Device</u> .....                   | 10        |
| <u>Financial Report</u> .....                                    | 10        |
| <b><u>Duties of Convention Treasurer</u></b> .....               | <b>10</b> |
| <u>Bank Account</u> .....  | 10        |
| <u>Annual Report</u> .....                                       | 10        |
| <u>Submission of O.S.C. Convention Expenses</u> .....            | 11        |
| <u>Final Financial Report</u> .....                              | 11        |
| <b><u>Duties of Convention Secretary</u></b> .....               | <b>11</b> |
| <b><u>Convention Committees and Participants</u></b> .....       | <b>11</b> |
| <u>Appointed by Convention Hostess Committee</u> .....           | 11        |
| <u>Appointed by State President</u> .....                        | 12        |
| <b><u>Responsibilities of Convention Committees</u></b> .....    | <b>12</b> |

|   |    |
|---|----|
| <u>Meeting Room</u> .....   | 12 |
| <u>Platform Decorations</u> .....                                   | 13 |
| <u>Lounge Parties</u> .....   | 13 |
| <u>Convention Facilities</u> .....                                  | 13 |
| <u>Courtesy, Information, Lost and Found</u> .....                  | 14 |
| <u>Decorations Coordinator</u> .....                                | 14 |
| <u>Finance and Budget</u> .....                                     | 15 |
| <u>Hostess Identification</u> .....                                 | 15 |
| <u>Housing/Pre-Registration</u> .....                               | 16 |
| <u>Invitation</u> 18  |    |
| <u>Meals</u> 18   |    |
| <u>Celebration Banquet</u> .....                                    | 18 |
| <u>Printing</u> 19  |    |
| <u>Nametags</u> .....   | 19 |
| <u>Programs for Meals</u> .....                                     | 19 |
| <u>Signs</u> 19   |    |
| <u>Tickets</u> 20   |    |
| <u>Room Identification (College Site)</u> .....                     | 20 |
| <u>Officers' Gallery</u> .....                                      | 20 |
| <u>Photographer/Notebook/Electronic Memory Device</u> .....         | 20 |
| <u>Photographer/Scrapbook</u> .....                                 | 20 |
| <u>Receiving Line/New Officers</u> .....                            | 20 |
| <u>Registration Packets</u> .....                                   | 21 |
| <u>Registration (On Convention Site)</u> .....                      | 22 |
| <u>Room Hospitality</u> .....                                       | 23 |
| <u>Sale of Convention Items</u> .....                               | 24 |
| <u>Sale of Items to Benefit Projects</u> .....                      | 24 |
| <u>Tote Bags</u> 24   |    |
| <u>Transportation</u> 25  |    |
| <b><u>Miscellaneous Planning</u></b>                                |    |
| <u>Time of Remembrance</u> .....                                    | 26 |
| <u>Program and Music</u> 26   |    |
| <u>Pre-convention Activities</u> .....                              | 26 |
| <u>Pre-convention Event(s)</u> .....                                | 26 |
| <u>Optional Event</u> .....   | 26 |
| <u>Representative of International Chapter</u> .....                | 26 |
| <u>Honoraria</u> 27   |    |
| <u>Insurance</u> .....  | 27 |
| <u>Procedure for Collecting Handouts for Chapters Not Attending</u> |    |
| <u>Convention of Oregon State Chapter</u> .....                     | 27 |
| <u>Next Convention (helping future general chairmen)</u> .....      | 27 |
| <u>Schedule of Financial Responsibility</u> .....                   | 29 |
| <b><u>Supplements</u></b>   |    |
| <u>Budget Form</u> 31   |    |

|   |    |
|---|----|
| <u>Final Financial Statement</u> .....          | 33 |
| <u>P.E.O. Convention Time Line Sample</u> ..... | 36 |
| <u>Convention Supply List</u> .....             | 39 |
| <u>Stage Setup Diagram</u> .....                | 40 |
| <u>Convention Finance</u> .....                 | 41 |
| <u>Closing Convention Books</u> .....           | 43 |

## PRELIMINARY PLANNING

### I. CONVENTION ADVISORY COMMITTEE

- A. The Convention Advisory Committee shall consist of the following:
- Four members who have convention planning experience and live in the vicinity of the convention.
  - Each member will be assigned a specific convention to advise.  
*For example the appointee to the committee made in 2014 will be assigned convention 2018.*
- B. The Convention Advisory Committee shall ensure that the hostess chapters operate within convention policies of Oregon State Chapter and International Chapter. Refer to “Instructions to Officers of Local Chapters”-(IOLC)-policies and procedures section.
- C. The Convention Advisory Committee shall be available for any requested advice or assistance any time during convention planning by any upcoming convention committee or Executive Board member. Names and contact information of the CAC members are on the Oregon State Chapter website and in the Proceedings.
- D. The Convention Advisory Committee shall provide detailed guidance for the hostess chapters’ pre-registration chairman and treasurer.
- E. During Convention of Oregon State Chapter, the Convention Advisory Committee shall plan and execute meetings with delegates from the hostess chapters for the succeeding four years, advise hostess chapter delegates regarding procedures and answer questions.
- F. The Convention Advisory Committee is responsible for prompting the scheduling of the organization meeting of hostess chapters three years before their convention. The Convention Advisory Chairman in consultation with the senior chapter representative(s) facilitates the meeting. The primary purpose of this meeting is to elect officers of the Convention Hostess Committee.

### II. CONVENTION SITE/CONTRACT COMMITTEE

- A. The Convention Site/Contract Committee shall consist of three members, one of whom shall be a past president of Oregon State Chapter.
- B. The Convention Site/Contract Committee shall schedule site visits that include the presiding officer and hostess chapter liaisons. They shall ensure that following the hostess chapters’ selection of a site, and within a minimum of three years prior to the convention, a contract shall be negotiated by them and agreed to by the hostess chapters. During the negotiation process no facility contract may be entered into without Executive Board approval of the meeting place rental fee. When negotiations are completed, the contract shall be signed by a representative from the hostess chapters, a member of the Convention Site/Contract Committee; and a

member of the Oregon State Chapter Executive Board, the presiding officer of the convention where the site is selected, whenever possible.

- C. The Convention Site/Contract Committee shall meet with hostess chapters five years before convention to receive input and answer questions. They shall consult, advise, and assist convention hostess chapters in researching possible convention sites and contract negotiations.

### **III. HOSTESS CHAPTER GROUPINGS**

- A. A schedule of hostess chapters for each of the ensuing 10 years is available online at the Oregon State Chapter website. The schedule has been devised so that chapters are grouped according to their geographical proximity and size of combined membership.
- B. The Convention Advisory Committee will make revisions as they become necessary or desirable in order to include new chapters or exclude disbanded chapters.

### **IV. TIME AND PLACE OF CONVENTION**

- A. Time: Between May 15 and June 25. Dates are selected by the hostess chapters in consultation with the presiding officer and Convention Site/Contract Committee and are submitted to the state executive board for approval. See Bylaws of Oregon State Chapter, Article I, Section 2.
- B. Place: Selected by the hostess chapters in consultation with the Convention Site/Contract Committee and approved by the Oregon State Chapter Executive Board. The process of determining the place should begin five years in advance due to the challenges in some cities regarding reserving facilities. Hostess chapters may vote to hold the convention in a city apart from the area of the chapters involved for the sake of convenience, or for financial reasons.

Facility requirements are:

1. Housing: Overnight accommodations for 350 - 500
2. Dining Facilities:
  - Breakfasts for 350 – 450
  - First Luncheon for 500-525
  - Second Luncheon 400 – 475
  - Dinner (without guests) for 450-550
  - Banquet (with guests) for 650 - 750
3. Meeting Room for all convention meetings:
  - Available for approximately 2 ½ days
  - Seating for 400-500 delegates and visitors
  - Adequate platform (Meeting Room, Page 12, Stage Setup, Page 40)
  - Public address system and audio-visual equipment

4. Rooms for various committee and workshop meetings (see Convention Facilities Committee, Page 13, C, 1)
5. Restrooms which are well located and adequate in number
6. Public address systems for business and program sessions and for head table at meals

**V. RESPONSIBILITIES OF PLANNERS OF CONVENTION**

- A. The presiding officer is responsible for planning and executing the program and schedule of convention.
- B. The Convention Hostess Committee is responsible for all matters of lodging, facilities, and meals.
- C. Any materials to be distributed to attendees of convention are to be approved by the presiding officer before being printed.

**VI. SELECTION OF CONVENTION HOSTESS COMMITTEE**

- A. In collaboration with the Convention Advisory Committee Chairman, the senior chapter (first chapter listed) in the schedule of hosting chapters for a particular year is responsible for initiating the first meeting of the permanent Convention Hostess Committee. This responsibility does not imply that the general chairman must be a member of the senior chapter.
  1. The **organizational meeting** should be held at least three years prior to convention.
  2. Two members from each hostess chapter are recommended for this committee, a representative and an alternate, so that each chapter is represented at meetings by at least one person.
  3. The expected presiding officer at this convention, the chairman of the Convention Advisory Committee, and the Convention Advisory Committee member assigned to this convention are included at this meeting. A representative of the Convention Site/Contract Committee may attend so the site contract can be explained and signed at this meeting, if necessary.
- B. At this first meeting, the Convention Hostess Committee should select **OFFICERS** consisting of the **GENERAL CHAIRMAN** or **CO-CHAIRMEN**, hereafter referred to as *general chairman*, a **SECRETARY**, and a **TREASURER**, who shall also serve as the Convention Finance Committee chairman. A **vacancy** occurring among the Officers may be filled by appointment by the remaining Officers and ratified at the next Convention Hostess Committee meeting.
- C. In the selection of the **general chairman**, these **requirements** should be considered:
  1. Organizational ability
  2. Good negotiating abilities and communication skills
  3. Dependability

4. Willingness to devote the necessary time for supervision, correspondence and other detailed paperwork
5. The tact and diplomacy required to deal effectively, not only with P.E.O. sisters, but also with housing managers, dining room managers, housekeepers, workmen, etc.
6. The enthusiasm and energy for performing duties and also the ability to inspire enthusiasm in others so that hosting convention will be a thrill and a pleasure to all who participate
7. Responsibility – willingness and ability to make decisions and then the acceptance of responsibility for carrying them out
8. Attendance at a previous convention of Oregon State Chapter -- This will enable her to become aware of the spirit of a P.E.O. state convention (as well as the logistics).

## **VII. FINANCES OF CONVENTION**

- A. Oregon State Chapter pays the hostess group \$3.00 per capita as of March 1 membership of convention year.
- B. Registration Fees:
  1. The state chapter also collects a registration fee of \$20.00 from each chapter and submits these fees to the hostess group.
  2. Past state presidents of Oregon State Chapter hold lifetime credentials as members of convention, which entitle them to a vote as well as housing, meals, registration packets and name badges at state convention. Past state presidents in attendance will pay a registration fee of \$20.00. Registration fee is waived for state officers and Representative of International Chapter.
  3. Registration fees for the state standing committee chairmen, who are not past presidents, are paid by the state.
  4. There is no registration fee for others in the Schedule of Financial Responsibility, page 29 as they are not members of convention.
  5. Other than those stipulated on page 23, General Planning, V. Responsibilities of Convention Committees, Q. Registration, 3 of this document, a P.E.O. visitor registration fee, not to exceed \$20.00, is paid by all P.E.O. visitors attending a meeting of convention.
    - Those who pay a registration fee and are entitled to attend meetings should be given a name badge printed on a distinctive color paper.
- C. Oregon State Chapter pays a minimum of \$2,500.00 or the actual cost for the rental of the meeting room and associated expenses for the conduct of convention business including, but not limited to, microphones, projection screens, platforms for the officers' tables, piano tuning, screens and microphones for the meeting room and workshops not held in the meeting room. These expenses must be approved by the Board.

The balance of convention expense is paid by the hostess chapters. Housing entitlements will be calculated using two to the room at a contracted facility and the minimum entitlement will be \$50 per night, or actual cost if less than \$50 per night.

- D. The Convention Finance Committee will notify the hostess chapters of the minimum amount each must contribute based on the chapter membership three years prior to convention.
- E. A minimum of \$10.00 per active member, as of March 1 three years prior to convention, shall be contributed by each hostess chapter toward state convention expenses. If convention expenses for the hostess committee fall below \$10.00 per active member, the difference shall be remitted to Oregon State Chapter to offset state convention expense.
- F. Because colleges and universities are now assessing a daily users' fee, a method must be devised for collecting this fee. This may also be necessary at a commercial establishment to help defray costs. Round up the actual cost to the next dollar, if applicable.
- G. A meal surcharge of up to \$1.00 may be added to help defray costs. (NOTE: Oregon State Chapter pays actual meal cost for those individuals for whom OSC is responsible.)
- H. Allow 10 days for those entitled to reimbursement to cash their entitlement checks. The funds are returned to the convention treasury after 10 days.
- I. Items that meet International Chapter's criteria may be sold (see Sale of Convention Items Other than Decorations, p.24).
- J. Grants, sponsorships and endorsements may be pursued.
- K. No fund-raising raffles may be conducted at any state convention. Refer to the Raffle Guidelines found on the O.S.C. website and the "Instructions to Officers of Local Chapters" (IOLC), policies and procedures section.

### VIII. TERMINOLOGY

- A. **Oregon State Chapter Executive Board or Executive Board** – The Oregon State Chapter (O.S.C.) elected officers
- B. **Convention Hostess Committee Officers:** the General Chairman or Co-chairmen, Secretary, and Treasurer selected from the members of the hostess chapters – The Convention Hostess Committee Officers may meet from time to time to coordinate, appoint committees, and organize business items for the Convention Hostess Committee to consider.
- C. **Convention Hostess Committee:** the Convention Hostess Committee Officers and a designated representative and an alternate from each hostess chapter – at least one

member from each chapter should be present at each Convention Hostess Committee meeting.

- D. **Convention, Session, Meeting:** “The entire convention is referred to as a “session,” consisting of one or more “meetings.” (*P.E.O. Convention Handbook for Officers*)

**IX. OTHER RESOURCES**

- A. Convention Advisory Committee Chairman
- B. Convention Site/Contract Committee Chairman
- C. Previous Convention Notebooks and discs
- D. Oregon State Chapter Proceedings
- E. Oregon State Chapter Website

## GENERAL PLANNING

### I. DUTIES OF CONVENTION GENERAL CHAIRMAN

- A. After the original meeting, the general chairman shall call **meetings** of the Convention Hostess Committee as necessary. The presiding officer should always be invited. The assigned convention advisor will attend as many meetings as feasible.
- B. It is necessary for the general chairman to work closely with the presiding officer so that her wishes and special requests may be carried out. The general chairman must inform the presiding officer on the progress of preparations and confer with her on plans and ideas, making sure the president approves. Ongoing open **communication** among the convention chairman and all convention representatives is essential for well-integrated activities.
- C. Assist the Convention Hostess Committee Officers in **appointing all convention committees** as outlined in Section IV. Convention Committees, page 10.
1. Care should be taken in selection of committees so that the talents of the appointees coincide with the requirements in the performance of the duties involved on each committee.
  2. Effort should be made to divide the responsibilities as equally as possible among the participating chapters, with consideration given to the size and strength of each chapter, especially those recently organized.
  3. Select a chapter or committee to be responsible for preparing and presenting the invitation at the convention preceding theirs.
  4. Attend planning meetings of the various committees in order to give them general instructions and requirements and answer questions. Coordinate the activities of all the committees in order to prevent overlapping of functions.
- D. In addition to general responsibility for the convention, the general chairman has the following specific responsibilities:
1. Become thoroughly familiar with all aspects of the **contract** with the convention facilities for housing, meals and meeting room. The contract will be an explicit written agreement as to all charges, i.e. daily per-capita fee, meeting rooms, dormitory rooms, tables, chairs, public address system, meals (if possible), complimentary rooms and facilities in a commercial establishment, etc. The Convention Site/Contract Committee will negotiate a contract to be signed three years prior to convention. **If any contract issues arise whether it be with existing contracts or requests for additional contracts, the Convention Site/Contract Committee must be notified to take necessary action.** The final contract with actual meal and room totals is usually not available until the January preceding convention and is negotiated by the Convention Site/Contract Committee. For insurance reasons, all contracts must be signed by a member of Oregon State Chapter Executive Board, if possible, the presiding officer for convention.

2. Work in close partnership with the Facilities Chairman. Be the principal liaison with the convention facility. Determine the procedure for requests from convention committees, state officers, and state committee chairmen for required needs during convention including rooms, equipment, and facilities services.
3. **Finance**
  - The general chairman shall call a meeting of the convention Finance Committee to prepare a rough draft of the convention budget to be submitted to the Convention Advisory Committee by January 1 the year before convention. The final budget must be submitted for approval to the hostess chapters by September 1 and the Convention Advisory Committee by October 1 the year before convention (page 15, Finance and Budget, F, 2).
  - Furnish each committee with the budget figures allowed for that committee.
  - Approve all bills from committees before submitting them to the convention treasurer for payment.
4. **Special Duties**
  - a. Visit each hostess chapter during the year following convention committee appointments, if possible.
  - b. Prepare **chronological schedule** for convention planning.
  - c. Prepare **Convention Chairman's Letter and other registration materials**.
    - (1) The entire registration packet must be approved by the Oregon State Chapter President and Convention Advisory Committee. Allow time for the approval of the registration packet by the presiding officer in consideration of the March 1, posting date.
    - (2) Request posting of the convention packet by the Oregon State Chapter President to the OSC website.
    - (3) The registration packet shall include the following information:
      - (a) Place, time and directions to convention facilities
      - (b) Time and location of convention registration
      - (c) Housing registration hours and location(s)
      - (d) Room reimbursement rate and information as to when rooms and meals will be furnished. Note that optional housing (private home, cottage, housing other than convention housing) is not eligible for housing entitlements unless all contracted lodging has been filled.

- (e) Deadlines for refunds and negotiation of housing reimbursement.
  - (f) Visitors' fees are not refundable
  - (g) Instructions as to filling out and returning housing reservation form, if applicable
  - (h) Information regarding pre-convention events, if any
  - (i) Information regarding special clothing requirements, if any
  - (j) Information relevant to B.I.L.s
  - (k) Information and order forms for sale items
  - (l) Special information which might be appropriate to this particular convention including any letter or information from the Oregon State President.
  - (m) Instructions to read the letter to the chapter and make copies of reservation form as necessary or to have the chapter technology chairman download forms from the Oregon State Chapter website.
  - (n) Encourage registrants to use the online registration process, if needed utilize the chapter technology contact to assist.
- (4) Attachments
- (a) Housing and meal reservation form for delegates and visitors (form to include member's active or inactive status)
  - (b) Form for special needs if not a part of reservation form
  - (c) Directions to convention site and map
  - (d) Mini-schedule of convention provided by the president
  - (e) Other attachments requested by the president

*Note: Because the registration packet is to be on the Oregon State Chapter website, the current president of Oregon State Chapter must give such authorization.*

- d. **Prepare a master schedule** of convention activities, indicating in time segments each committee's responsibilities. This should be done in conjunction with the Oregon State President. This schedule should be distributed to all committee chairmen and to the convention coordinator employed by the college or hotel.
- e. **Hold in Custody Convention Properties:** Chapter seat pennants and other properties that may be used at succeeding conventions shall be passed on to the subsequent convention chairman (See Convention Supply List, page 39).
- f. Prepare, if necessary, a **welcoming letter** with necessary instructions to be placed in rooms before arrival of delegates and visitors.
- g. **Give welcoming address** at opening meeting of convention. Consult presiding officer as to time limit. Give **oral announcements** as necessary at business meetings and/or meals.

- h. Attend all convention business meetings and events in order to handle any emergency or special request.
- i. Prepare **notebook and /or electronic memory device** following convention including specific procedures, plans, budget and financial report, descriptions of decorations and arrangements for meals and social events, numbers attending these events, snapshots of table and stage decorations, suggestions for improvement, etc., and send to following year's convention general chairman as soon as possible after convention.
  - (1) Each individual committee chairman should write a detailed report, including suggestions, for this notebook/electronic memory device.
  - (2) Prepare a brief summary of the convention and send to the Chairman of the Convention Advisory Committee.
- j. Send convention **financial report** within one month after convention to the following (See Financial Statement, pages 33-35.):
  - (1) State presidents (outgoing and incoming)
  - (2) Outgoing state secretary
  - (3) State treasurer
  - (4) Convention Advisory Committee
  - (5) Hostess chapters
  - (6) Include one copy in convention notebook/memory device discussed in (i.) above
  - (7) Chairman of State Finance Committee

## II. DUTIES OF THE CONVENTION TREASURER

- A. After the original meeting, the treasurer will open a **bank account** for the convention, using Oregon State Chapter Tax ID number supplied by the state president. All receipts shall be deposited into the bank account. She shall pay all bills by check, following approval by the general chairman.
- B. The convention treasurer shall keep financial records for the Convention Hostess Committee.
- C. The convention treasurer shall serve as **chairman of the convention Finance Committee.**
- D. The convention treasurer shall file an **annual report** with the state treasurer by April 10<sup>th</sup> each year following the opening of the checking account, showing all inflow and outflow from the account. The Form IRS-HC will be supplied by the State Treasurer.
- E. Housing entitlements for state officers shall be remitted to Oregon State Chapter in one check.
- F. Convention Advisory Committee shall provide the spreadsheet entitled "After Convention Reimbursement" to the convention treasurer with a copy to the state

treasurer one month prior to convention for reimbursement to be made after convention. The convention treasurer should work closely with the O.S.C. treasurer concerning O.S.C. expenses for convention. She shall itemize all **convention expenses for which Oregon State Chapter** is responsible and submit them to the O.S.C. treasurer immediately following convention.

- G. The convention treasurer shall prepare and submit to the general chairman, immediately after convention, a complete **final financial report** showing costs of convention. (See example of Financial Statement, pages 33-35, and Closing Convention Books, page 43.) Before chapter refunds are issued, if applicable, the final financial report shall be provided to the state treasurer.
- H. After closing the books and the Financial Statement has been accepted for publication in the Proceedings, the treasurer shall send to the newly elected treasurer all financial documents that are to be retained for audit purposes. She will email as an attachment to the newly elected state treasurer an electronic file of convention's accounting. Hard copies of the records must be retained until the IRS report is submitted April 10 of the year following convention.

### III. DUTIES OF THE CONVENTION SECRETARY

- A. The convention secretary shall keep minutes of each meeting of the hostess chapters' Convention Hostess Committee, as well as Convention Hostess Committee Officers' meetings, and send a copy of the minutes to each chapter representative, the presiding officer, and the members of the state Convention Advisory Committee.
- B. The convention secretary shall maintain a list of chapter representatives with contact information and send out notices of meetings and convention information as directed by the general chairman.

### IV. CONVENTION COMMITTEES AND PARTICIPANTS

- A. The following are *suggested* committees to be **appointed by the Convention Hostess Committee Officers**. Duties of two or three committees may more efficiently be combined into one committee, or one of the following may be divided. The Convention Hostess Committee Officers should determine committees and their functions to meet the particular needs of their convention.
  1. Meeting Room– may be assigned to Convention Facilities
  2. Lounge Parties – optional
  3. Convention Facilities
  4. Courtesy, Information, Lost and Found
  5. Decorations Coordinator
  6. Finance and Budget
  7. Hostess Identification – optional
  8. Housing/Pre-Registration<sup>1</sup>
  9. Invitation
  10. Registration Packets
  11. Meals<sup>2</sup>

12. Printing (Nametags, Signs, Tickets, and optional Meal Programs)
13. Officers' Gallery
14. Photographer, Scrapbook
15. Receptions<sup>2</sup>
16. Registration<sup>1</sup>
17. Room Hospitality – optional
18. Room Identification – optional
19. Sale of Items
20. Transportation
21. Sale to benefit Projects - optional

<sup>1</sup> These two committees must work in close consultation.

<sup>2</sup> Each event *may* be assigned to a different chapter with a chairman overall to coordinate efforts.

B. The following positions and special committees are **appointed by the presiding officer:**

1. Guards
2. Convention Assistants
3. Tellers
4. Pianist
5. Song Leader
6. Speakers, musicians and other entertainers for business meetings
7. Convention committees (e.g. Credentials)
8. Pre-convention Dinner, President's Dessert – optional
9. Time of Remembrance

**Note:** The presiding officer selects the apparel of the tellers, guards and convention assistants; however, the tellers, guards and convention assistants are responsible for purchasing the apparel.

## V. RESPONSIBILITIES OF CONVENTION COMMITTEES

### A. Meeting Room

1. The meeting room must be available for decorating and possible rehearsals the day before convention opens and for business meetings from formal opening of convention until close.
2. Arrange for and supervise physical aspects of business meetings, by:
  - (a) Seeing that American and Canadian flags, their poles and stands are available for each business meeting.
  - (b) Arranging for and learning the operation of public address system. The convention site may require their employees operate the address system as approved by the O.S.C. Executive Board.
  - (c) Attaching and removing chapter seat pennants and state officers' seat identification. (Pennants and templates for letters are with supplies.)

- (d) Arranging required properties on platform (podium, tables, chairs, etc.) Consulting with state president to ascertain number of chairs, etc., required for each meeting (See Stage Setup, page 40).
- (e) Having available tellers' baskets when needed.
- (f) Consulting with state organizer and providing any special properties for the Period of Instruction.
- (g) Consulting with state vice president for stage arrangements for Education Program.
- (h) Attending each meeting in order to fill any requests that might be made.
- (i) Consulting with the invitation committee to see if there are alterations needed to stage for their presentation at the final meeting.

*Note: See Miscellaneous VII, page 27, "Absent delegates' materials" concerning responsibility for collecting materials for chapters not represented at convention.*

- 3. **Platform decorations.** Design platform decorations and arrange before opening of convention. This may be a special sub-committee working under the meeting room Committee chairman, or it may be an entirely separate committee. In either case, it is necessary for these two groups to work closely and coordinate their plans.

**B. Lounge Parties.** (Optional committee) Consult with presiding officer regarding her wishes. If she wishes one or more lounge parties; order refreshments, arrange tables, and appoint people to serve.

**C. Convention Facilities**

- 1. Be prepared to lead the March Walk-Through to showcase the convention facilities and explain the AV options.
- 2. Arrange meeting space for the State Finance Committee, Amendments and Recommendations Committee, Membership Committee, Cottey Recruitment Committee, Convention Advisory Committee meeting with hostess chapters, state executive board, workshop groups, etc., as required and requested by state officers. Inform the Sign Committee of signs needed and post to indicate each committee's location. Templates for facilities request forms are available.
- 3. Provide tables for education projects and other displays as required.
- 4. Provide tables for yearbook display and for chapter histories according to wishes of historian.
- 5. Provide tables for registration. The state treasurer will provide a sketch of the registration set up with a request for the number of tables and chairs required.

6. Arrange for room near the meeting room during election for tellers to count ballots.
7. Arrange for required AV in meeting rooms and eating areas. (NOTE: O.S.C. owns two InFocus projectors which may be used for conventions. A request for their use should be made in advance to O.S.C.)
8. Work in close contact with Decorations Coordinator.

**D. Courtesy, Information, Lost and Found**

1. Have a committee member on duty at all times to answer questions and receive found items.
2. Transmit to general chairman information about lost and found items, telephone messages to guests, etc. so that she may include this information in convention announcements.

**E. Decorations Coordinator**

1. Oversee all decorations and/or all items using the convention logo including, but not limited to, room identification, table decorations, meeting room decorations and stage decorations.
2. Work closely with Facilities Chairman to ensure that all planned decorations will be in keeping with the intended set-up and equipment.
3. Work closely with Printing Committee on nametags, signage, and meal programs to ensure coordination of theme.
4. Following the rules pertaining to Sales of Convention Items, oversee the sale of decorations when no longer needed.
5. Work with the Printing Committee to furnish place cards for those to be seated at the head table, if applicable. Consult presiding officer or general chairman. If a head table is not used, some method of marking assigned seats for state executive board and Representative of International Chapter should be planned.

**F. Finance and Budget**

1. Treasurer of Convention Hostess Committee is the chairman of the convention Finance Committee (Duties of Treasurer, page 10, II, C). The general chairman sits on this committee and calls the first meeting. (Duties of General Chairman, page 8, I, D, 3 a) Historically the executive committee has functioned as the finance and budget committee.
2. A **preliminary** convention budget must be submitted to the Convention Advisory Committee by January 1 the year before the convention. The

**final budget** must be submitted by September 1 to hostess chapters for approval and then to the Convention Advisory Committee, and the OSC executive board for approval by October 1 prior to convention. Planned meal surcharges, visitor fees, and other charges should meet guidelines (page 4 - 5, Finances of Convention, F, 1 and 2) and be clearly indicated.

- a. Use the form approved by the state executive board. (See Budget Form for Convention of O.S.C., pages 31-32.)
  - b. A particular convention group may not need every category of expense in this form; however, it has been designed so that it is applicable either to a hotel or college convention.
  - c. The request of International Chapter, to keep the cost of favors, tote bags and decorations nominal, should be kept in mind when forecasting expenses.
  - d. OSC treasurer will remit to the convention treasurer in April prior to convention per member assessment, per chapter assessment, and the amount agreed upon by the Board for the convention meeting room.
  - e. Each OSC board member completes reservation form as usual and sends check only for guest and B.I.L. meals and housing.
3. Dinner expense charges for scholarship recipients appearing at Education Program and other special guests are paid by Oregon State Chapter at actual cost (without surcharge).

**G. Hostess Identification**

1. This is an optional committee.
2. Some hostess chapters wish to identify themselves by badges, scarves or other means so that guests may easily find someone of whom to ask a question or request a particular favor.

This committee should assume responsibility for checking hostess identification articles in and out of convention.

3. If items will be available for sale, have order form approved for inclusion with registration materials.

**H. Housing/Pre-Registration**

1. Prepare information for online registration form for housing and meals in consultation with general chairman. A draft is to be submitted to the presiding officer and chairman of Convention Advisory Committee for approval prior to posting on the website. Include approved form with general chairman's letter for posting on the website.
2. Identify the person(s) who will receive the pre-registration materials, setting up the database for housing, meals, and other items for sale. This database will be used to prepare nametags, to determine numbers for meals, and to determine the convention expense for housing.

3. Supply lists of all registrants to state officers upon request.
4. If hotels or other commercial housing are being used, all those attending should be aware of the need to make their own reservations/arrangements.
  - a. Determine if the facility will allow one check for the room of those entitled – necessitating careful monitoring of the members entitled.  
OR
  - b. Determine if the convention treasurer will issue reimbursement checks to each one entitled. Housing entitlements for state officers shall be remitted to Oregon State Chapter in one check.
  - c. Optional housing (private home, cottage, housing other than convention housing) is not eligible for housing entitlements unless all contracted lodging has been filled.
5. At a college, assign rooms to delegates and visitors according to their requests as indicated on the returned housing reservation form.
  - a. Past presidents should be assigned rooms together in one area, if possible.
  - b. Guards and Convention Assistants should be assigned rooms together in one area if possible.
  - c. Convenience of state board should be given first consideration in assigning rooms. Consideration of time required to walk to and from convention hall is important.
    - (1) If at a college, shortest distance takes precedence over quality of rooms.
    - (2) If at a college, first floor rooms should be assigned, if possible.
    - (3) State board and representative from International Chapter will need rooms prior to convention and possibly following close of convention.
    - (4) State board and representative from International Chapter should be assigned single rooms in the same area.
6. The general chairman, treasurer and chairmen of major convention committees should be housed at the convention site during convention.
7. Prepare duplicate alphabetical lists of delegates' and visitors' room assignments, if possible.
8. Receive money from chapters and visitors for housing and meals not included in their entitlement and give to convention treasurer.

9. Reservation forms and money for guest and B.I.L. meals and housing will be received from board members. Convention treasurer will bill the state treasurer for the balance of expenses (page 15, Finance and Budget, F, 2, d, e).
10. Keep accurate record of rooms occupied each night in order to check housing bill from hotel or college.
11. Provide housing assignment lists to general chairman, Courtesy/Information/Lost and Found Committee, and hotel or college.
12. Provide final list of members of convention and convention assistants and their titles to the Printing Committee for nametags.
13. Furnish Printing (Ticket) Committee and Meals Committee with numbers of reservations for each meal.
14. Provide lists of reservations for pre-convention events, if any, to the appropriate committees.
15. Provide Transportation Committee a list of names, arrival times and locations for their use in meeting plans and buses.

*Note: The work of this committee requires excellent organization and accuracy; it is time-consuming and computer-oriented.*

**I. Invitation**

1. Issue an invitation to attend your convention during closing convention activities of year prior to your convention. A brief written invitation is also presented to all members of convention and for posting on the website.
2. If rehearsal is desired, advance arrangements should be made with the general chairman of convention.

**J. Meals**

1. There may be one over-all Meals Committee coordinator with subordinate committees assigned, e.g. Breakfasts, Lunches, Dinners. Alternatively, each meal may be assigned to a different chapter to plan, with the meal chairman, coordinating themes, menus, etc. to insure variety.
2. Whatever is decided as the appropriate plan for a particular convention, the duties are:
  - a. Plan menu.
  - b. Arrange for optional coffee breaks and/or no host bars.
  - c. Appoint someone to deliver the blessing at lunches and dinners.

- d. Number attending each event may be secured from the general chairman, Housing/Pre-Registration chairman, or Ticket Committee chairman. Notify dining room manager.
  - e. Determine procedure for identifying dietary restrictions.
  - f. Oversee meal budget including service charges and recommended surcharges.
3. If necessary, designate committee members to collect tickets at each meal and check number with reservation list and dining facility manager to make sure all agree.
4. **Celebration Banquet**
- a. This meal requires the following added responsibilities:
    - (1) Work with Printing Committee to prepare souvenir programs for each guest, if desired. (NOTE: O.S.C. is responsible for paying for Education Hour Program preparation and printing. If the Celebration Banquet and Education Hour are held one after the other in the same room, negotiate with O.S.C. Board for payment of the program.
    - (2) Presiding officer selects a Master of Ceremonies.
    - (3) Select person to deliver the blessing.
    - (4) The presiding officer may give a short welcome.
    - (5) The Representative of International Chapter may give a short speech of greeting which shall be confirmed by the presiding officer.
    - (6) A short program of entertainment is optional in consultation with the presiding officer.
  - b. Consult with the presiding officer for number and location of reserved tables for the Executive Board members. Members of the Executive Board are the only ones who reserve tables for this event.

**L. Printing (Nametags, Programs for Meals, Tickets, Signs, and Room Identification)**

- 1. Make identifying **nametags** from the data base provided by the Housing/Pre-Registration committee.
  - a. Include on nametags name, chapter, chapter city, and special title (if any). Use indelible ink or type and lightweight materials. The name should be large and bold. The listing of Members of Convention, Convention Committees, and information in the Proceedings will help with titles to be used.
  - b. So that Guards may easily discern those entitled to be present at business meetings, nametags are to be differentiated by color for each of the following categories of attendees: guests (including

inactive P.E.O.'s), visitors (active P.E.O.s), members of convention, hostess chapter volunteers.

- c. Visitors who pre-register for convention should receive their nametags when signing in at the visitors' registration table. It is advisable to have a generous supply of blank nametags at the visitors' registration table to be filled out as walk-in visitors register.
2. **Meal Programs:** Prepare optional programs and arrange for placement prior to the meals.
3. **Signs** needed may include registration, dormitories, workshops, committee meetings, lost and found, information and others to assist those attending convention. Those committees or state officers who need signs will fill out a request form. Recycling of signs in good condition is encouraged.
4. **Tickets:** Ascertain from the Housing/Pre-Registration chairman the number of reservations made for each meal and have tickets made accordingly. Confusion can be avoided if a different colored ticket is used for each meal.
  - a. See that each guest receives the tickets she has ordered. The preparation of named envelopes containing all meal tickets and presentation on arrival is the preferred procedure.
5. **Room Identification** (College Only) – This is an optional service; however, visitors have appreciated the identification of each room's occupants (delegates and visitors) when convention is held on a college campus.
  - a. Names and room assignments may be secured from the Housing/Pre-Registration Committee and individual names taped to the rooms prior to arrival.
  - b. If used, this identification should be kept simple and inexpensive.

**M. Officers' Gallery**

1. Prepare a bulletin board display featuring photographs and biographical information provided by the state officers.
2. Return the information to the state officers at the end of convention.

**N. Photographer – Notebook/Electronic Memory Device and Scrapbook**

1. Take pictures as directed by the general chairman for illustrating the convention notebook/electronic memory device and scrapbook. This may include stage and table decorations, displays, state officers, International Chapter representative, Convention Hostess Committee officers, guards, convention assistants, tellers, registration arrangement, and whatever may be helpful and interesting to future hosting chapters.

2. Secure a list of snapshots desired from the general chairman so that unnecessary pictures are not taken. Communicate with those who are making the scrapbook.
3. No photos during business meetings!
4. **Scrapbook:** Prepare a scrapbook containing pictures taken at convention, printed information, samples of decorations, colors, descriptions, etc. for the presiding officer. Work with convention photographer, if necessary, to secure desired photographs.

**O. Receiving Line - New Officers**

1. Arrange place and time—usually this is held informally just outside the meeting room and doesn't require planning.
2. Serving refreshments for the receiving line is *not encouraged*. Either the hostess chapters or the chapter of the newly elected President may choose to host refreshments for the event at their own expense and with prior arrangements with the facility. The Convention Hostess Chapter should be apprised of the plans.

**P. Registration Packets**

1. Oregon State Chapter Executive Board provides instruction and supervision for distribution of registration packets.
  - a. Working under the direction of the state treasurer prior to the opening of convention, place the following items in registration packets:
    - (1) Members of Convention [voting]
      - (a) Convention program with ballots
      - (b) Special materials contributed by the OSC executive board
      - (c) Meal tickets, name tag, etc.
      - (d) Tri-fold schedule
    - (2) Other entitled [non-voting]
      - (a) Convention program without ballots
      - (b) Special materials contributed by the OSC executive board
      - (c) Meal tickets, name tag, etc.
      - (d) Tri-fold schedule
    - (3) Visitors
      - (a) Convention program without ballots
      - (b) Meal tickets, name tag, etc
      - (c) Tri-fold schedule
  - b. Prior to the beginning of registration, several hours are needed by the committee to assemble the registration packets with materials.

This will be scheduled and supervised by the state treasurer. Pre-assembly of a small envelope containing name tag, meal tickets and housing reimbursement check, if applicable, shall be completed in advance of convention. For ease of packet assembly, these small envelopes are the last items to be included in the registration packet.

- c. Deliver assembled registration packets to proper registration tables before registration begins.
- d. Registration Packet-Entitlement. Members of Convention (voting members) – Full-registration packets with ballots
  - (1) State officers
  - (2) Past state presidents of Oregon State Chapter
  - (3) Chapter delegates (including Chapters to receive charters)
  - (4) Chairman, Amendments and Recommendations Committee
  - (5) Chairman, Convention Site/Contract Committee
  - (6) Chairman, Finance Committee
  - (7) Historian
  - (8) Chairman, Membership Committee
  - (9) Cottey Recruitment Committee Chairman
  - (10) Convention Advisory Committee Chairman
  - (11) Nominating Chairman
  - (12) Education Chairman
  - (13) Unaffiliate List Manager
- f. Those to receive full registration packets without ballots:
  - (1) Representative of International Chapter
  - (2) Cottey Recruitment Committee members
  - (3) Amendments and Recommendations Committee members
  - (4) Finance Committee members
  - (5) Membership Committee members
  - (6) Scholarship Committee members
  - (7) Convention Site/Contract Committee members
  - (8) Convention Advisory Committee member
  - (9) Nominating Committee members
  - (10) Scholarship Committee members
  - (11) Education Committee members
  - (12) Pianist
  - (13) Song Leader
  - (14) Guards
  - (15) Convention Assistants
  - (16) Tellers
  - (17) Oregon State Chapter Administrative Assistant
  - (18) Chairman of Credentials Committee
  - (19) Non-PSP member of the committee to approve the minutes

- g. Visitors registration packet: Meals, name tags, tri-fold schedule, and convention program without ballots.

*Note: Some committee members are past state presidents and will receive registration packets as members of convention. Check Proceedings for list of committee members.*

**Q. Registration - Delegates/Visitors at Convention Site**

1. The state treasurer oversees the convention site registration process and will provide the committee with procedures, methods and all forms.
2. Arrange tables and provide seating as per instructions from state treasurer.
3. Provide a separate table for visitors/BIL's to register, pick up nametags and/or meal tickets, and programs.
  - a. An accurate count of visitors registered must be kept, as Oregon State Chapter is reimbursed for the cost of the programs or schedule of events provided to visitors who have paid registration.
  - b. A member of this committee should be stationed at the registration desk outside the meeting room prior to every meeting and at the entrance to the dining room before each meal to obtain visitor registrations and to distribute convention programs. If a meal is held at a different facility from the meeting, a registration desk should also be present.
  - c. Visitor registration fee (optional)
    - (1) The visitor registration fee shall not exceed \$20.00, which shall include the cost of the program or schedule of events.
    - (2) The visitor registration fee shall be paid by any P.E.O. attending any portion of convention. (NOTE: B.I.L.s and non-P.E.O. guests do not pay this fee.)
  - d. The visitor registration fee shall be **waived** for:
    - (1) hostess chapter members giving the invitation for the next convention and for visitors presenting workshops
    - (2) hostess chapter workers not attending any portion of convention but onsite to complete convention tasks
    - (3) chapter members coming for the meeting which includes installation of a state officer who is a member of their chapter
    - (4) members attending only the Time of Remembrance

NOTE: Even if a registration fee is not charged, Visitors must sign in with Registration so that an accurate attendance count can be determined for insurance purposes.

**R. Room Hospitality**

1. If at a college, instructions regarding housing should be placed in all rooms prior to arrival of all members, including visitors. It may not be possible to do this in hotels.
2. If at a college, arrange help for guests with luggage on arrival and departure, instructing them not to tip. If a service organization (e.g. Boy Scouts) is asked to perform this service, a donation box could be placed on the information desk for delegates' use in contributing to the organization. The location of this box may be noted in a general letter of special instructions.

**S. Sale of Convention Items Other than Decorations**

1. All convention sale items must be sanctioned by the policies of International Chapter and Oregon State Chapter. Specific item(s) may be purchased to sell at convention by the hostess chapters to help defray convention costs. "Only convention-related items such as centerpieces, decorations or other items with the convention logo, the letters P.E.O., stars or daisies may be sold." (*Convention Handbook for Officers of State, Provincial and District Chapters*) No raffles may be held at convention.
2. Sale of convention items may commence at the close of the books of the prior convention.
3. Any item(s) not sold at convention would become an expense for the hostess chapters. The quantity that will sell is unknown. Good marketing skills would be needed in this area and wise choices could be very successful.

**T. Sale for Benefit of Projects (Optional Committee): Consult with presiding officer.**

1. Request board approval to undertake a project for the sale of items. This will be a "cost neutral" event. Only the net proceeds are to be donated to the projects. All expenses incurred and income generated will be run through the convention books.
2. The project donation will be paid out of the convention books and made in the name of (year, e.g. 2010) Convention of Oregon State Chapter and sent to the state treasurer

**U. Tote Bags (Optional)**

1. Delegates may be instructed to bring their own bags; or,

2. Manila envelopes or folders may be provided by the hostess chapters; or,
3. Local chapters may provide a tote bag for their own delegate; or
4. Tote bags may be sold by hostess chapters as a convention sales item.

**V. Transportation**

1. In consultation with presiding officer, arrange for transportation to and from the convention site for the Representative of International Convention.
2. Provide transportation to and from place of housing and meeting room, church for Time of Remembrance, Celebration Banquet, etc., as determined by the Convention Executive Committee. Commercial transportation companies must have proper insurance.

Owners of cars being used are responsible for having adequate insurance.

## MISCELLANEOUS PLANNING

### I. TIME OF REMEMBRANCE

- A. Church or place for Time of Remembrance (seating capacity for 350 to 450)
  - 1. The time, place and chapter responsible for this are selected by the president.
  - 2. The selected chapter makes all arrangements for this service including notification of individual chapters of those members being honored. The individual chapters are responsible for inviting family members and notifying the chapter in charge of the Time of Remembrance.
  - 3. Expense allowance will be allocated in Oregon State Chapter budget.
  - 4. This event may be attended without a registration fee.

### II. PROGRAM AND MUSIC

- A. The presiding officer plans the convention program and selects all musicians and speakers. The vice president is responsible for the Education Program in consultation with the presiding officer. The hostess chapter makes arrangements for the Celebration Banquet.
- B. The presiding officer chooses the songs for convention singing with help from her song leader.
- C. The presiding officer plans and supervises the processional for the opening of convention.(optional)

### III. PRE-CONVENTION ACTIVITIES

- A. The evening activities, lodging, breakfast and/or lunch before the formal opening of convention are classified as pre-convention activities. Many people will attend activities (at personal cost, not at cost of hostess chapters).
  - 1. **Pre-convention Event(s)**. The presiding officer will appoint a chapter to hostess the optional pre-convention event. Hostess chapters bear no responsibility for this event.
  - 2. An **optional event** may be held honoring the presiding officer for which the hostess chapters bear no responsibility.

### IV. REPRESENTATIVE OF INTERNATIONAL CHAPTER

- A. The vice president of Oregon State Chapter serves as hostess to the Representative of International Chapter.
- B. An honorarium, purchased by Oregon State Chapter, is presented to the Representative of International Chapter by the vice president during the convention.

**V. HONORARIA**

Honoraria for the presiding officer are neither encouraged nor expected from the hostess chapters.

**VI. INSURANCE**

- A. OSC Treasurer arranges for liability insurance through group policy carried by International Chapter.
- B. An additional special risk accident policy is purchased for the period of convention.
- C. It is advisable to check with the convention facility and the president of Oregon State Chapter to confirm there is adequate insurance coverage and that it meets convention contract provisions.

**VII. PROCEDURE FOR COLLECTING HANDOUTS FOR CHAPTERS NOT ATTENDING CONVENTION OF OREGON STATE CHAPTER**

- A. The presiding officer will announce at the beginning of each session that there are some chapter delegates who are unable to attend convention and that the Convention Assistants will collect any articles placed on the chapter delegate's chair. Please do not remove any articles.
- B. The Convention Assistants will remove articles from the empty chair after each session, place in boxes marked with the chapter letters, and store in a secure place under the direction of the Chairman of the Convention Assistants.
- C. The Chairman of the Convention Assistants will give the box to the chapter Delegate, if she attends at a later time.
- D. If the chapter delegate does not arrive at convention and does not attend any meetings of convention, the stored box of articles will be given to the newly elected president for distribution at the post-convention board meeting to the state officer who will present the convention report to the non-attending chapter.

**VIII. THE NEXT CONVENTION**

- A. Any courtesies extended to general chairmen of future conventions are greatly appreciated.
  - 1. The general chairman shall issue an invitation to the chairman or co-chairmen and convention facilities chairman of the next year's convention to attend the last March planning meeting.
    - a. This meeting is usually held on convention site.
    - b. If distance is feasible, invite her to some of your planning meetings so that she may learn by listening and observing.
    - c. As a courtesy, you may also wish to include the chairman of the convention two years following yours in this meeting.

2. Without hindering the work of the Convention Hostess committee, chairmen of the next two conventions shall have the opportunity to observe the “behind the scenes” convention operations.
3. During the summer after your convention, when all reports are final and your notebook/electronic memory device completed, your general chairman shall personally communicate with next year’s chairman or co-chairmen to discuss all aspects of convention and deliver a copy of the notebook/electronic memory device.

## IX. SCHEDULE OF FINANCIAL RESPONSIBILITY

### A. Hostess Chapters are responsible for the following expenses:

- |     |   |                                   |
|-----|---|-----------------------------------|
| 1.  | State Officers  | first meal-last meal <sup>1</sup> |
| 2.  | Delegates   | first meal-last meal <sup>1</sup> |
| 3.  | Past state presidents, Oregon State Chapter                                 | first meal-last meal <sup>1</sup> |
| 4.  | State committee chairmen  |                                   |
|     | a. Amendments and Recommendations   | first meal-last meal <sup>1</sup> |
|     | b. Convention Advisory  | first meal-last meal <sup>1</sup> |
|     | c. Convention Site/Contract   | first meal-last meal <sup>1</sup> |
|     | d. Cottey Recruitment   | first meal-last meal <sup>1</sup> |
|     | e. Education  | first meal-last meal <sup>1</sup> |
|     | f. Finance  | first meal-last meal <sup>1</sup> |
|     | g. Historian  | first meal-last meal <sup>1</sup> |
|     | h. Membership   | first meal-last meal <sup>1</sup> |
|     | i. Nominating   | first meal-last meal <sup>1</sup> |
|     | j. Unaffiliate List Manager   | first meal-last meal <sup>1</sup> |
| 6.  | Convention Hostess Committee Officers                                       | all necessary                     |
| 7.  | Convention Assistants (6 depending upon facility)                           | first meal-last meal <sup>1</sup> |
| 8.  | Guards (1 at each door; 2 at each double door)                              | first meal-last meal <sup>1</sup> |
| 9.  | Tellers (5 depending upon facility)   | lunch, day of election            |
| 10. | Period of Instruction   | lunch, day of P. of I.            |
| 11. | Pianist   | first meal-last meal <sup>1</sup> |
| 12. | Song Leader   | first meal-last meal <sup>1</sup> |
| 13. | Special entertainers, if not paid for performance                           | one lunch or dinner               |
| 14. | Convention Hostess Committee Chairmen (as determined by hostess committees) |                                   |
|     | a. Housing  | all necessary                     |
|     | b. Registration   | all necessary                     |
|     | c. Meeting room/Convention Facilities                                       | all necessary                     |
|     | d. Meals  | all necessary                     |
|     | e. Decorations  | all necessary                     |

### B. Oregon State Chapter is responsible for the following expenses:

- |    |  |                                   |
|----|--|-----------------------------------|
| 1. | State Committee Members                                |                                   |
|    | a. Amendments and Recommendations                      | first meal-last meal <sup>1</sup> |
|    | b. Convention Advisory                                 | one full day (24 hours)           |
|    | c. Cottey Recruitment                                  | first meal-last meal <sup>1</sup> |
|    | d. Education   | first meal-last meal <sup>1</sup> |
|    | e. Finance   | first meal-last meal <sup>1</sup> |
|    | f. Membership  | all nec. if active at conv        |
|    | g. State Scholarship Committee                         | all nec. if active at conv        |
|    | h. Nominating  | lunch, day of report              |
|    | i. Convention Site/Contract                            | one full day (24 hrs.)            |
|    | j. Administrative Assistant                            | first meal-last meal <sup>1</sup> |
| 2. | Non PSP member of the committee to approve the minutes | first meal-last meal <sup>1</sup> |

**C. International Chapter is responsible for the following expenses:**

1. Representative of International Chapter first meal-last meal<sup>1</sup>

<sup>1</sup> NOT INCLUDING PRE-CONVENTION MEALS AND LODGING

Housing and meals in excess of those listed in the preceding schedule are paid by the individual or the state, whichever is applicable. The state pays for additional housing and meals for the state officers and members of state committees, while delegates themselves (or their chapters) are responsible for their additional housing and meals.

In cases where a person might be entitled to expenses paid by both state and hostess group, the hostess group is responsible. For example, a past president (expense to be paid by hostess group) is a member of Finance Committee (expense to be paid by state), hostess group pays.

Those asked to come to convention early to serve on committees, such as Credentials, should request payment of the extra costs from their chapters if Oregon State Chapter isn't paying.

**BUDGET FORM FOR CONVENTION OF OREGON STATE CHAPTER****RECEIPTS**

|   |  |               |
|---|--|---------------|
| Oregon State Chapter:                                       |  |               |
| \$3.00 per member as of March 1, base year <sup>1</sup>     |  | \$xxxx        |
| \$20.00 per chapter as of March 1, base year <sup>1</sup>   |  | xxxx          |
| Meeting room as approved by O.S.C. Executive Board          |  | xxxx          |
| State committee chairmen registration fees: (\$20.00 x no.) |  | xxxx          |
| Hostess chapters (no. of active members x \$xxxx)           |  | xxxx          |
| Miscellaneous items <sup>2</sup>                            |  |               |
| Sale of table decorations                                   |  | xxxx          |
| Sale of convention items                                    |  | xxxx          |
| Interest on bank account                                    |  | xxxx          |
| Visitor registration fee                                    |  | xxxx          |
| Past State Presidents' registration fees                    |  | xxxx          |
| Surcharges on meals (visitors and guests)                   |  | xxxx          |
| Grants, sponsorships and endorsements                       |  | xxxx          |
| <b>TOTAL RECEIPTS</b>                                       |  | <b>\$xxxx</b> |

**DISBURSEMENTS:**

|   |   |                      |                  |
|---|---|----------------------|------------------|
| Invitations   |   |                      |                  |
| Printing and presentation   |   |                      | xxxx             |
| General Chairman's letter and registration forms                      |   |                      | <u>xxxx</u> xxxx |
| Welcome   |   |                      |                  |
| Room favors and decorations -- optional                               |   |                      | xxxx             |
| Nametags  |   |                      | xxxx             |
| Gifts for state officers and Rep. of International Chapter - optional |   |                      | xxxx             |
| Hostess, car and room identification                                  |   | xxxx                 |                  |
| Registration packets  |   |                      | xxxx             |
| Table decorations   |   |                      | <u>xxxx</u> xxxx |
| Housing   |   |                      |                  |
| Room charges  | - | 230 @ _____ 2 nights | xxxx             |
| Room charges  | - | 20 @ _____ 1 night   | <u>xxxx</u> xxxx |
| Meals   |   |                      |                  |
| Breakfast   | - | 230 @ _____ 2 days   | xxxx             |
| Luncheons   | - | 230 @ _____ 2 days   | xxxx             |
| Education dinner  | - | 230 @ _____ 1 day    | xxxx             |
| B.I.L. Banquet  | - | 230 @ _____          | xxxx             |
| Tellers' luncheons  | - | 5 @ _____            | xxxx             |
| Period of Instruction luncheons                                       | - | ___ @ _____          | <u>xxxx</u> xxxx |
| Reception   |   |                      |                  |
| Lounge parties, registration coffee                                   |   | xxxx                 |                  |
| Hospitality and coffee breaks   |   |                      | <u>xxxx</u> xxxx |

|   |             |                  |
|---|-------------|------------------|
| Meeting Room  |             |                  |
| Rental  |             | XXXX             |
| Physical facilities (public address, lights, etc.)    |             | XXXX             |
| Decorations   |             | <u>XXXX</u> XXXX |
| Miscellaneous   |             |                  |
| General Chairman's expense at preceding convention    | XXXX        |                  |
| General Chairman's expense (phone, supplies, postage) |             | XXXX             |
| Secretary's expense                                   |             | XXXX             |
| Treasurer's expense                                   |             | XXXX             |
| Printing meal tickets                                 |             | XXXX             |
| Scrapbook and film                                    |             | XXXX             |
| Displays  |             | XXXX             |
| Entertainment   |             | XXXX             |
| Purchase of convention sale items                     |             | XXXX             |
| Convention committee's expense                        | <u>XXXX</u> | <u>XXXX</u>      |
| <b>TOTAL DISBURSEMENTS</b>                            |             | <b>\$XXXX</b>    |

<sup>1</sup> Estimated by number of members and number of chapters; base year which is year immediately preceding planned convention, e.g. 2003 for 2004 convention. The year of convention, the state treasurer will submit funds immediately after April 1.

<sup>2</sup> These items might vary at different conventions. Best method of estimating amounts would be to refer to Convention Financial Statements appearing in the Proceedings.

**20 \_\_ OREGON STATE CHAPTER P.E.O. SISTERHOOD CONVENTION  
FINANCIAL STATEMENT**

**RECEIPTS**

|  |               |
|--|---------------|
| Oregon State Chapter   |               |
| Per member assessment: ___ @ \$3.00                                | \$XXXX        |
| Per chapter assessment: ___ @ \$20.00                              | XXXX          |
| Meeting room-as approved by O.S.C. Executive Board                 | XXXX          |
| State committee chairmen registration fees: ___ @ \$20.00          | XXXX          |
| Housing and meals, O.S.C. entitlements                             | XXXX          |
| Hostess chapters (no. of active members x \$XXXX) <sup>1</sup>     | XXXX          |
| Convention Registration <sup>2</sup>                               |               |
| Housing (visitors and guests) <sup>3</sup> number @ \$___          | XXXX          |
| Meals (visitors and guests) <sup>3</sup>                           | XXXX          |
| Past State Presidents' registration fee: number of PSP's @ \$20.00 | XXXX          |
| Visitor registration fee: number @ \$___                           | XXXX          |
| Surcharges on meals <sup>4</sup>                                   | XXXX          |
| Registration incentive: number @ \$___                             | XXXX          |
| Miscellaneous items <sup>2</sup>                                   |               |
| Interest on bank account   | XXXX          |
| Sale of decorations <sup>3</sup>                                   | XXXX          |
| Sale of pre-convention items                                       | XXXX          |
| Sale of convention items   | XXXX          |
| Entitlement checks not cashed                                      | XXXX          |
| Grants, sponsorships and endorsements                              | <u>XXXX</u>   |
| <b>TOTAL RECEIPTS</b>  | <b>\$XXXX</b> |

**DISBURSEMENTS:**

|  |      |
|--|------|
| Invitations  |      |
| Printing and presentation  | XXXX |
| General Chairman's letter and registration forms                     | XXXX |
| Welcome <sup>2</sup>   |      |
| Room favors and decorations -- optional                              | XXXX |
| 50 year and new members' favors -- optional                          | XXXX |
| Past president favors -- optional                                    | XXXX |
| Nametags   | XXXX |
| Gifts for state officers and Rep. of International Chapter- optional | XXXX |
| Hostess, car and room identification                                 | XXXX |
| Registration packets   | XXXX |
| Table decorations  | XXXX |
| Housing <sup>2</sup>   |      |
| Room charges for entitled members                                    | XXXX |
| Room charges for visitors  | XXXX |
| City occupancy tax   | XXXX |
| Bed and bath linen fees  | XXXX |
| Commuter fees, in lieu of housing                                    | XXXX |
| Non-return key fees  | XXXX |

|   |                 |             |
|---|-----------------|-------------|
| Meals   |                 |             |
| Pre-convention reception or meal                      | number @ \$ ___ | XXXX        |
| Luncheon 1 <sup>st</sup> day                          | number @ \$ ___ | XXXX        |
| Education dinner                                      | number @ \$ ___ | XXXX        |
| Breakfast 2 <sup>nd</sup> day                         | number @ \$ ___ | XXXX        |
| Luncheons 2 <sup>nd</sup> day                         | number @ \$ ___ | XXXX        |
| Celebration Banquet                                   | number @ \$ ___ | XXXX        |
| Breakfast 3 <sup>rd</sup> day                         | number @ \$ ___ | XXXX        |
| China and silverware rental and delivery              |                 | XXXX        |
| Tables and chairs rental and deliver                  | XXXX            |             |
| Tent, lights, refrigerated truck, security, etc.      |                 | XXXX        |
| Receptions  |                 |             |
| Lounge parties, registration coffee                   |                 | XXXX        |
| Hospitality and coffee breaks                         |                 | XXXX        |
| Meeting Room  |                 |             |
| Rental  |                 | XXXX        |
| Physical facilities (public address, lights, etc.)    |                 | XXXX        |
| Decorations   |                 | XXXX        |
| Miscellaneous   |                 |             |
| General Chairman's expense at preceding convention    |                 | XXXX        |
| General Chairman's expense (phone, supplies, postage) |                 | XXXX        |
| Secretary's expense                                   |                 | XXXX        |
| Treasurer's expense                                   |                 | XXXX        |
| Printing meal tickets                                 |                 | XXXX        |
| Scrap book and film                                   |                 | XXXX        |
| Signs   |                 | XXXX        |
| Displays  |                 | XXXX        |
| Entertainment   |                 | XXXX        |
| Convention committee's expense                        |                 | XXXX        |
| Purchase of pre-convention sale items                 |                 | XXXX        |
| Purchase of convention sale items                     |                 | <u>XXXX</u> |
| Program cost reimbursement to O.S.C.                  |                 | XXXX        |
| Refunds   |                 |             |
| Meals and room cost prior to deadline                 |                 | XXXX        |
| Excess convention income to O.S.C.                    |                 | XXXX        |
| Hostess chapters                                      |                 | <u>XXXX</u> |

**TOTAL DISBURSEMENTS****\$XXXX**

**NOTE: All revenue and expenses are to be reported at actual value, rather than netted.**

<sup>1</sup> Actual amount contributed per active member by each chapter.

<sup>2</sup> These will vary at different conventions, often dependent upon convention site (college vs. hotel).

<sup>3</sup> Should be itemized individually for each meal or night's housing at actual cost and for each type of decoration or sale item.

<sup>4</sup> Difference between actual cost of meals or housing (college) and amount paid by visitors and guests. May be given as a total or itemized individually.

## **P.E.O. CONVENTION TIME LINE SAMPLE**

The following is an approximate time line and applies to the guidelines set for all Oregon P.E.O. conventions. It is meant to be used as a general guide, with each chairman adjusting it to her own convention.

- 10 YEARS** Hostess chapters notified of upcoming convention responsibilities and encouraged to begin saving for expenses.
- 5 YEARS** A meeting called by the senior chapter of the hostess chapters including members of the hostess chapters, members of Convention Site/Contract Committee and the presiding officer is called to determine facility at which convention will be held.
- 3 to 5 YEARS** Contract for facility is signed by the expected presiding OSC officer and Convention Site/Contract Committee member. If the Convention Hostess Chapter has elected a chair then they may also sign.
- 3 YEARS** The hostess chapters for the following three years meet with Convention Advisory Committee members at convention. The convention treasurer receives initial training.
- Hostess chapters choose two representatives for Convention Hostess Committee. At the prompting of the Convention Advisory Committee Chairman, the senior chapter in group calls an organization meeting. In collaboration with the senior chapter representative, the Convention Advisory Committee facilitates meeting to elect the Convention Hostess Committee Officers: chairman (co-chairmen), secretary, and treasurer.
- Open checking account with minimum contribution from each hostess chapter. Treasurer prepares and submits annual financial report on Form IRS-HC provided by the OSC Treasurer.
- Forms are distributed and representatives choose which committees their chapters would like to head.
- General Chairman plans for chapter visitations.
- Three years out, the presiding officer announces her theme and logo to the Executive Board at the pre-convention board meeting; she announces her theme and logo to the hostess chapters at this convention meeting. Her theme and logo are not to appear to the general membership until after the invitation to her convention has been presented.
- 2 YEARS** New General Chairman attends convention and begins taking notes and observing. Possibly meets with that year's general chairman.

General Chairman calls meeting with Convention Hostess Committee and the presiding officer for introductions and discussions of theme, etc.

Treasurer prepares and submits annual financial report on a form supplied by the State Treasurer.

General Chairman meets with convention coordinator of facility, and begins noting layout and details of buildings.

General Chairman makes a tentative time line for Convention Hostess Committee meeting schedule.

**1½ YEARS**

Finance Committee begins working on tentative budget, prepares rough draft and submits to Convention Advisory Committee.

General Chairman schedules chapter visitations.

**ONE YEAR PRIOR TO CONVENTION**

**MARCH**

General Chairman attends spring walk-through of that year's convention.

Treasurer prepares and submits report on Form IRS-HC supplied by the State Treasurer.

**JUNE**

General Chairman and necessary committees attend convention. Spring walk-through is scheduled with state board and facility.

**JUNE-SEPT**

Permanent budget is established and presented to all Hostess Committee members for approval by each hostess chapter.

**SEPT-OCT**

Budget is approved by Convention Hostess Committee and Convention Advisory Committee. General Chairman visits all hostess chapters.

**YEAR OF CONVENTION**

**JANUARY**

General Chairman issues invitation to Board members and following year's Convention Chairman and Facilities Chairman to attend the Walk-Through.

Housing chairs submit all reservation forms for approval to General Chairman, State President, and Convention Advisory Committee.

If the budget has changed since September-October, submit a revised budget for Convention Advisory Committee's approval.

Treasurer receives training provided by Convention Advisory Committee.

Submit information for online registration for approval of presiding officer and Convention Advisory Committee Chairman.

**MARCH**

Spring walk-through will include the O.S.C. executive board, the hostess chapter committee and personnel from the convention facility.

Collect balance of money for financing convention from each hostess chapter.

Treasurer prepares and submits report on a Form IRS-HC supplied by the State Treasurer.

**LATE APRIL**

Deadline for reservation forms to be returned to housing chairs

**MID MAY**

Housing/Pre-Registration Committee supply lists for ticket makers, meals, nametags, room ID, etc.

Provide registration spreadsheet to Convention Advisory Committee for review prior to printing nametags, etc.

Convention Advisory Committee emails “After Convention Reimbursements” to the convention treasurer with a copy to the state treasurer.

**JUNE 1-10**

Appropriate committees meet with convention facility personnel for final check and details.

**PRE-  
CONVENTION**

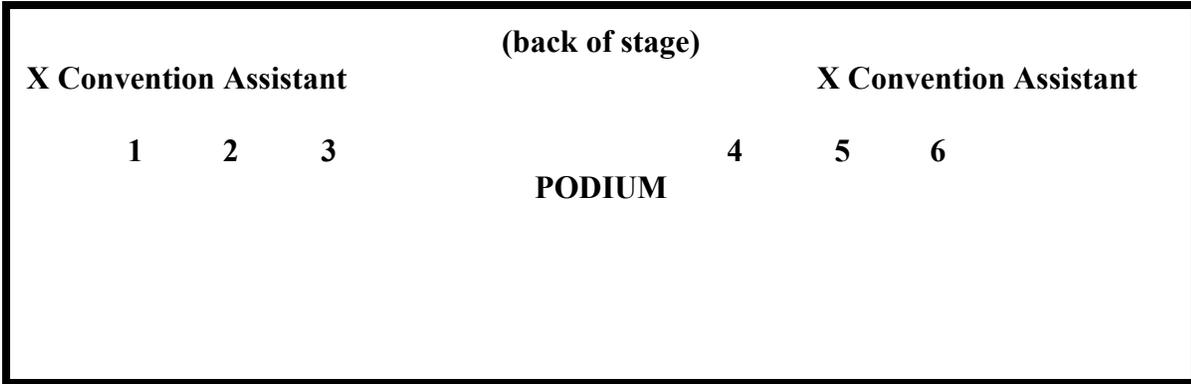
Registration, housing, registration packets and other appropriate committees meet for discussion of registration procedures, sign placement, etc.

Time schedule varies depending on date of state convention. This sample is from the 2002 Convention, with adjustments for recently implemented procedures.

### CONVENTION SUPPLY LIST

| ITEMS   | USED BY  | CHECK OUT TO | CHECKED IN |
|---|--|--------------|------------|
| 11 Long dowels approx. 4' w/clothes pins                          | Signs<br>(Registration)  |              |            |
| 11 square stands 1' for long dowels                               | Signs<br>(Registration)  |              |            |
| 13 short dowels 2' for table signs                                | Signs<br>(Registration)  |              |            |
| 8 square stands 6' for above dowels                               | Signs<br>(Registration)  |              |            |
| 5 square stands 5' for above dowels                               | Signs<br>(Registration)  |              |            |
| Welcome P.E.O. Banner (s)   | Signs  |              |            |
| 6 large plastic planters in large tote                            | Nametags<br>(for collection at close of convention)                                    |              |            |
| Nametag holders   | Nametags   |              |            |
| 17 P.E.O. Teller Baskets (in 2 totes)                             | Meeting room<br>(Tellers)  |              |            |
| 3 Yearbook Stands   | Facilities   |              |            |
| Chapter Banners in large tote                                     | Meeting room   |              |            |
| Templates for letters for banners                                 | Meeting room   |              |            |
| Canadian Flag (2 sizes)   | Meeting room   |              |            |
| U.S. Flag   | Meeting room   |              |            |
| State of Oregon Flag  | Meeting room   |              |            |
| Standards, poles and bags for flags                               | Meeting room   |              |            |
| First Aid Supplies  | Courtesy   |              |            |
| 2 Totes with binders, dividers, file boxes and left over supplies | Registration and Housing   |              |            |
| Stand up Posters  | Courtesy<br>(Meal Exchange, Messages, etc.)  |              |            |
| All signs   | Signs-Try to recycle as much as possible, especially foam core and heavy poster board. |              |            |

**STAGE SETUP**



**X American Flag**

**Canadian Flag X**

**SEATING**

- |  |              |
|--|--------------|
| 1. Vice president                          | 4. Organizer |
| 2. Representative of International Chapter | 5. Treasurer |
| 3. President                               | 6. Secretary |

\*One 10' Table

\*Two 10' or two 12' Tables

\*Table sizes vary at each convention site. Allow adequate seating space.

X Flags: Put the American flag in a stand in the position of honor on the right of the speaker.  
Any other flag should go on her left.

## Convention Finance

### **General Information:**

The bank account for the convention will use Oregon State Chapter Tax ID Number. The name on the account should be the convention year followed by P.E.O. Convention (e.g. 2010 P.E.O. Convention). All receipts shall be deposited in the bank account. All bills shall be paid by check, following approval of the completed voucher form for each bill by the general chairman. The treasurer shall submit requested financial information to the state chapter treasurer by April 10 each year on Form IRS-HC provided by the state treasurer.

It is very helpful for the treasurer to look at the convention budgets included in the most recent copies of the Proceedings of Oregon State Chapter.

### **Income Sources:**

#### **1. From the State Chapter—in April, year of convention:**

- \$3.00 per active member as of March 1
- \$20.00 per active chapter as of March 1
- Meeting room expenses as approved by O.S.C. Executive Board
- \$20.00 registration fees for standing committee chairmen who are not past state presidents (Amendments and Recommendations, Finance, Historian, Cottey College Recruitment, Membership, Nominating, Convention Advisory, Convention Site/Contract).

#### **2. From the State Chapter—following convention:**

- Reimbursement for meals and housing for entitled members of state committees, Administrative Assistant and Credentials Committee Chairman (Schedule of Financial Responsibility list B, page 29).
- Reimbursements for meals and housing for speakers and workshop participants as designated by the presiding officer.
- OSC will pay the entitlement for the additional night's lodging for a committee member when their attendance is required at a committee meeting prior to 10:00 am.

#### **3. From the Hostess Chapters:**

Assessment to the hostess chapters shall be based on the number of active (dues-paying) members of each chapter as of March 1, three years prior to convention (Convention Advisory Committee will supply official count). This is a firm number even if the membership in the local chapter fluctuates before the convention occurs. Local Convention Hostess Committee Officers will determine assessment rate and schedule of payments. Final payment should be made prior to the March walk-through the year of convention.

#### **4. From Convention Registration:**

- \$20.00 fee for each registered Past State President (PSP)
- Visitor registration fees – may not exceed \$20.00. Registration for visitors will be \$10 if paid before a predetermined date. Following that date, the fee will go to \$20.00.

- Registration form must be complete to be considered registered which includes full payment of all charges.
- Surcharge on meals – *Optional*
- Meal and housing\* fees for visitors and non P.E.O. guests. (*\*if housing is not handled directly by hotel(s)*)

**5. From Sale of Convention Items:**

- All convention sale items must be sanctioned by the policies of International Chapter and Oregon State Chapter.
- NO raffles may be conducted at convention.
- Gross, not net, sales of items should be reported as income with costs listed as expenses.
- At the close of convention, items remaining unsold may be divided equally among the hostess chapters or purchased back from the convention, at cost, by the chapter responsible for the item.

**6. Grants, sponsorships and endorsements**

**7. Interest** on Convention Committee bank account(s), CDs or money market account.

**Hostess Chapter Expenses:**

- A Invitation:** All costs associated with the purchase of the invitations, preparation of the skit, etc., to be presented at the convention prior to the convention being hosted.
- B Printing:** All printing associated with convention including, but not limited to, invitations, nametags, meal tickets, meal programs, etc.
- C Meals and Housing for Delegates and others entitled:** See Schedule of Financial Responsibility, page 29 of the Convention Guide (*The Convention Hostess Committee must pay entitlements prior to convention and then the state will reimburse the hostess chapters for those in attendance from List B, page 29. The state does NOT pay any surcharge on meals.*) The state president will supply the current number of chapters and the number of guards, convention assistants, and tellers she will be using prior to finalization of the convention budget. The number of past state presidents varies, but is usually around 20. Housing reimbursement for those entitled will be calculated based on two per room at the approved contract site.
- D Hospitality and Events:** Hostess identification, Coffee Breaks, Lounge parties (optional), all decorations; favors and programs for new, 50-year member and past state president events.
- E Convention Sales:** Cost of items created for sale purposes.
- F Miscellaneous:** Cost of general chairman to attend preceding convention, expenses for Convention Hostess Committee Officers, signs and displays, scrapbook, electronic memory device, and photography expenses.

**G Refunds:** to Hostess Chapters or Oregon State Chapter.

**Closing Convention Books:**

The minimum contribution for convention expenses from each hostess chapter is \$10.00 per active member as of March 1, three years prior to convention. Reimbursement checks to entitled members must be cashed within 10 days of the close of convention or they will be considered a donation to the hostess chapter committee. (e.g.. if convention 2010 hostess Chapter XYZ had 30 members on March 1, 2007, and contributed \$25.00 per member to the convention fund, up to \$15.00 per member could be refunded to the chapter after the convention.) If, after these refunds, money still remains in the account, it must be forwarded to the state chapter, to be used as the state executive board determines.

The final Financial Statement must be completed and sent to the general chairman, the presiding officer and state treasurer for their approval within 30 days of the close of convention. Before issuing refunds to hostess chapters and closing the books, the Financial Statement shall be provided to and approved by the treasurer of O.S.C. The approved Financial Statement will be printed in the Proceedings.