



**NORTH CAROLINA ASSOCIATION OF SENIOR CITIZEN
CLUBS, Inc.**

STATE CONFERENCE GUIDELINES

The North Carolina Association of Senior Citizen Clubs State Conference Guidelines have been prepared to assist the NCASCC Inc., Districts with planning the Annual State Conference. While this guide does not cover every detail, it does provide an outline of responsibilities. These guidelines have been established for the NCASCC, Inc. districts assuming responsibility for the state conference. The district may designate committees to assist in planning. All monies collected for the conference will be handled by the district treasurer with the exception of the State Raffle Tickets, which is the responsibility of the State Treasurer. The district may appoint a conference coordinator for the conference.

NORTH CAROLINA ASSOCIATION OF SENIOR CITIZEN CLUBS, INC. STATE CONFERENCE GUIDELINES

Determination of the Conference Site

The NCASCC Inc. State Conference is to be held between September and November each year, the exact date and place to be designated at least one year in advance by the NCASCC Inc. Executive Board. NOTE: The State Conference shall not coincide with the date of the election primaries. The hotel contract for the NCASCC Inc. State Conference will be signed by the District President.

A listing of **past** State Conferences/locations follows:

Dates of Conference	Host District	City Held
November 2012	District 1A	Greenville
November 2013	District V	Winston Salem
September 2014	District IXA	Asheville
October 2015	District II	Fayetteville
October 2016	State	Cary
October 2017	State	Charlotte
October 2018	District 1A	Greenville
October 2019	No Conference	N/A
October 2020	District V & IV	Winston Salem

State Conference Components as Required by NCASCC Inc. Bylaws

- State Conference is to be held between September and November
- The specific date, time and location will be designated by the Perspective District Board
- NCASCC Inc. Officers shall be installed during the State Conference.

Site and Facility

The District should select a date and site for the State Conference at least one year in advance.

The facility selected should be suitable for the meeting purposes and should accommodate a group of up to 300 comfortably.

Selection of State Conference Coordinator(s)

The District may select a State Conference Coordinator.

Meeting Schedule, Theme, and Speakers

The district will plan the meeting schedule, theme, and speakers. The direction of the overall flow of the State Conference is the duty of the NCASCC Inc. Executive Board.

Conference Gifts

The district usually gives a gift of remembrance to each member attending the State Conference. This is determined by the district and is distributed at registration.

Hospitality Suite

Though optional, the district can provide a hospitality suite where members can relax and enjoy light refreshments. If the hotel or facility allows, it is best to have this in a suite away from the meeting rooms. It is recommended that the subcommittee solicit donations of food and drinks in order to reduce expenses.

Setting Up Subcommittees

Because of the nature of the State Conference, it is best to appoint subcommittees with their own chairperson. You may want to appoint subcommittees for each event. Two or more subcommittees may have to be chaired by the same person(s). Try to involve as many willing hands in the planning and preparation for the meeting as possible. Subcommittee plans should be approved by the NCASCC Inc. Executive Board.

Door Prizes

Door prizes are usually given throughout the Conference. The number of prizes may vary according to locale and availability. Each District is asked to donate \$25 to be used toward door prizes (five envelopes with \$5).

Registration Materials

Conference plans must be submitted no later than the first quarter state meeting. Registration materials should be distributed at the third state meeting in July.

Exhibits/Vendors

The District is responsible for making arrangements with local vendors. It is best to obtain a written commitment from the vendor and request advance payment of booth fee. Time for the exhibitors (Expo) is determined by the district.

District State Conference Coordinator

Duties of the District State Conference Coordinator are:

1. Prepare for review and approval of a proposed agenda, theme, sub-themes, and other meeting-related plans. Initial plans must be submitted no later than first quarterly NCASCC meeting. A finalized agenda must be submitted no later than the third quarterly meeting prior to the State Conference.
2. Provide a quarterly Status report to the NCASCC, Inc. members at the State meetings.
3. Submit a final report of the Conference at the following year first quarterly NCASCC, Inc. meeting (January/February).
4. Prepare registration form (include registration fee, fees for trips and tours and any other fees not included in the registration). Include the cost also for non-members.

Finance/Budget

1. All printed materials for the conference.
2. Seminar speaker(s) fees and travel expenses.
3. Postage
4. Incidental hotel charges (audiovisual equipment; room set up fees, etc.)

5. Entertainment both nights.
6. Meeting room fees and all expenses for the 4th Quarter NCASCC Inc. meeting
7. Recognition awards for outgoing officers, Scrapbook and Helping Hands book.
8. Gift for State Coordinators.
9. Fees for Conference vendor expo.
10. Any gifts presented to the Executive Board are considered to be entirely optional and will be at the personal expense of the outgoing NCASCC Inc. President, should he/she choose to present them.

Registration

1. Registration information should be distributed at the third Quarter NCASCC Inc. State meeting.
2. Registration area at the Conference should be set up in an open area large enough to accommodate group needs and to alleviate congestion.
3. The registration area is usually open at least three hours prior to the start of the opening session.
4. Registration packets should include program booklet, name tags, evaluation sheets, and other incidentals.

Conference Functions

Day 1 Events

1. Registration
2. Expo/Vendors Mart (optional)
3. Opening Session/Keynote Speaker
 - Head table seating arrangements
 - Honor guard to present colors
 - Soloist/pianist for national anthem
 - Welcomes - Hotel management, city official, and hosting group
4. Hospitality Suite (optional)
5. 4th Quarter NCASCC Inc. State Meeting
 - Led by NC President/Vice President
 - Purpose is to conduct state business.
 - Explain to the first-timers what to expect during the conference.
 - Time should be left for Q&A
6. Evening theme
 - The first night is get-acquainted and fun time. Plan something relaxing and entertaining.

Day 2 EVENTS

1. Educational Workshops should be selected by the district utilizing the talent within the membership. Contact as early as possible and confirm arrangements. Determine speaker(s)' needs (audiovisual equipment, type of microphone, lectern-floor or tabletop), riser, etc.)
2. Obtain biographical information with a photograph for the program; write introduction and assign committee member to do the introductions, verify speaker(s) name, title, and proper spelling. Confirm the time, length of presentation, room setup; i.e., theater, rounds, crescent rounds or classroom style.

3. Trips/Tours- There should be offers to shopping malls, historic sites, the hosting city and/or surrounding area sites of interest.
4. Evening event should include awards and installation during an election year, table favors, memorial service and entertainment. The room should be set-up, with reserved seating, if needed.

Day 3 EVENTS

1. Closing Session with retiring of the colors
2. Recognition of new officers (election year)
3. State Fund Raiser
- 2) The next upcoming event.

Programs

The printed program must be proofed by the District Executive Board and the State Conference Coordinators prior to submitting for printing. The printed conference Program should, include the following:

- Letter from the State President (with photo)
- Table of Contents
- Welcome Letters – from the Mayor and other officials of the Hosting City,
- Program at a Glance / Daily Agenda
- Description and biographical information regarding the professional seminars and all speakers
- Listing of all Office Expo exhibitors
- Recognition of all conference donors and sponsors
- Ads from businesses, districts and clubs within NCASCC Inc.

Miscellaneous Information

1. All sessions should start on time as printed in the program.
2. Immediately following the close of the Conference, thank you letters to all speakers, exhibitors, contributors, hotel, etc. should be sent out.



APPENDICES

(APPENDIX A)

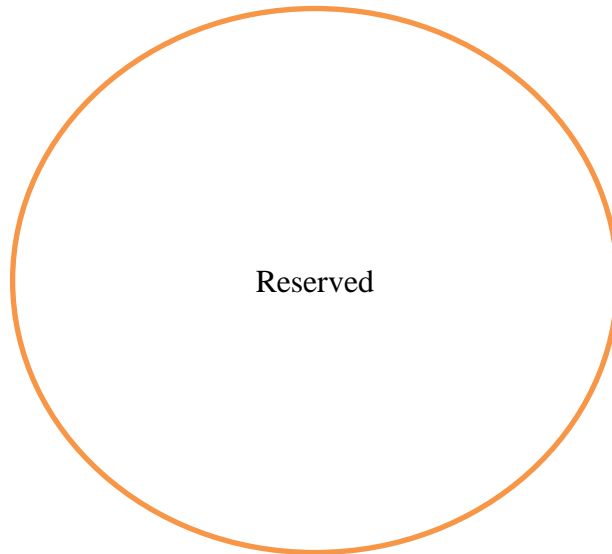
Seating Charts

(Looking at Seated Audience)

Straight Line Seating suggested seating chart for Meetings. The chart below may be used to seat elected and appointed officers. This seating chart can be adjusted based on officers present.

Assistant State Advisor
Sate Advisor
Assistant Treasurer
Treasurer
Assistant Secretary
Secretary
Lectern
President
Vice President
Registered Agent
Parliamentarian
Chaplain
Ex-Officio

Or, if there is not enough space for the above set-up, the special appointees can be seated at a reserved table close to the head table



NORTH CAROLINA ASSOCIATION OF SENIOR CITIZEN CLUBS, INC.



Program Advertising Agreement Form for Annual Conference

Name (As it is to appear in Ad) _____
Contact Person: _____ Phone#: _____
Address _____
Email _____ Check Number: _____
Amount Enclosed: _____

_____ Outside Back Cover	_____ \$150.00
_____ Inside Front Cover	_____ \$125.00
_____ Inside Back Cover	_____ \$125.00
_____ Full Page Ad (8.5x11)	_____ \$100.00
_____ 1/2 Page Ad (4.5.x5.5)	_____ \$60.00
_____ 1/4 Page Ad (4.25x5.5)	_____ \$40.00
_____ 1/8 Page Ad (4.25 x 2.75)	_____ \$25.00 (Business Card Size)

Ads must be received and paid for by (Date)
Ads must be in print ready form
(Business Cards may be used)

**Please Make Check or M/O Payments to
NCASCC, INC. District__**
Mail all payments to: District Treasurer's Address

DATE: _____ INVOICE

**NORTH CAROLINA ASSOCIATION OF SENIOR CITIZEN
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Date:
Location:
Address:

Vendor Contract

Company Name: _____

Address: _____ **City:** _____ **Zip:** _____

Contact Name: _____ **Phone:** _____

Email: _____ **Website:** _____

Business Category: _____

Payment: (includes table with table cover, 2 chairs) **Vendor Fee:**

Payment is to be made by check or money order- NCASCC, INC. District ??

Signature of Vendor: _____ **Date:** _____

Please mail payment to:
District Treasurer
Address

NORTH CAROLINA ASSOCIATION OF SENIOR CITIZEN CLUBS, INC.



Guidelines for Business Session

All NCASCC, INC. Officers should be seated 15 minutes prior to the start of the Business Session.

Members and guest should be seated at least 10 minutes prior to the start of the Business Session. The presiding President or Vice President will prepare the agenda to be followed for the session.

Rules of the Meeting

1. The business session will be open to all registered NCASCC members.
2. Official badges shall be worn for all sessions and meals.
3. To speak from the floor, the member should proceed to the floor microphone; wait until recognized by the chair, and then state name and district before beginning remarks.
4. Candidates for current election shall address the assembly within two minutes.