

**CONVENTION MANUAL
2023**

ALABAMA STATE CHAPTER

P.E.O. SISTERHOOD

Throughout this manual, the term “state president” refers to the one who will be state president at the time of the convention.

The P.E.O. Constitution requires annual state conventions. Convention is the state business meeting transacted in a manner similar to the local chapter meetings but on a larger scale. Conventions provide opportunities to gather and learn from each other as you share meals, workshops and other events.

This Convention Manual is created to serve as a “road map” for hostess chapters to use when planning a convention of the Alabama State Chapter. As hostess chapters, you have the honor and privilege of showing hospitality and loving concern to your sisters from around the state. Make the most of this opportunity and enjoy each moment of this experience.

It is a big job for the state president, the convention chair(s), the two steering committee members that are selected to represent each hostess chapter, as well as the sisters in these chapters. It can be challenging but is very rewarding and fun. It is also a wonderful opportunity to use one’s many talents, develop new skills, form close relationships with members of other chapters, and to serve P.E.O. in a very significant way.

All members of the executive board of state chapter, the hostess chapters of the current convention and the hostess chapters of the following 2 conventions should have copies of the manual. The state officers’ copies will remain with the supplies for those offices.

The state president will work with a convention coordinator to select a venue for the convention but on occasion, when this is not an option, the state president will work with the convention chair who will find and negotiate the hotel.

Reference information:

- P.E.O. Constitution: Part II, Article III, IV and Article IX, Section 4
- IOLC, 4/23
- Bylaws and Standing Rules of Alabama State Chapter: Article V, Section 5
- State of Alabama Executive Board Duties, Policies and Guidelines

- Reports of previous conventions

Final convention reports are sent to:

- The out-going state president
- The in-coming state president
- The convention chairs
- The hostess chapters for the next two conventions

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CONVENTION PLANNING

1. Please refer to the Constitution, the Alabama State Bylaws, Article I, Section 1 and Article V, Section 5 and the State of Alabama Executive Board Duties, Policies and Guidelines regarding financial responsibilities.
2. **It is important to know that the state president only presides at this convention and this is the time for the hostess chapters to shine and share P.E.O. love to all. It is your gift to our sisters BUT it is essential to ask the state president for final approval of all plans. Frequent consultation with the state president is important.**

Steering committee members report to the convention chair who reports to the state president.

3. The state officer presiding during the convention will appoint a convention chair and co-chair, if desired, from the hosting chapters and provide the convention manual.
4. The steering committee shall consist of the convention chair, convention co-chair and two chapter members chosen by each hostess chapter to represent them. The convention chair should contact each hostess chapter to remind the chapters to choose the steering committee members. Once chosen, the convention chair will forward the convention manual to the steering committee members for review of responsibilities available for their contribution to the convention.
5. The first steering committee meeting should take place 1 1/2 to 2 years prior to convention with the state president and will serve as a get to know one another and to learn about the hostess chapters. This will make it easier to work together and divide responsibilities that must be carried out for a successful convention. During this meeting, a convention treasurer is appointed and responsibilities can be assigned.

****Convention treasurer is an important responsibility and should have a working knowledge of spreadsheets and financial matters****

6. The hostess chapters should know at least two years in advance of hosting convention. This list is always on the Alabama State website.
7. The hostess chapters may opt to have the PSP dinner and/or Celebration of Life off site or at the hotel. If either are to be held off site, arrange transportation plans for attendees. If the PSP dinner is at the hotel, make arrangements with the hotel to select meals and determine costs, including taxes and gratuity.

If you choose to have a hospitality room, make arrangements with the hotel for a room or area. The cost will be the responsibility of the hostess chapters. See page 30 – Hospitality Committee Information for more details.

Any activities, meals, or meetings may be held at a site other than the hotel, with approval of the state president.

8. The state officer who will preside should inform the hostess chapters of the convention theme following the fall business meeting, prior to her installation as president. As a courtesy to the president, the invitations and decorations should lend themselves to the theme when coordinating the Invitation to Convention.

9. The president plans the convention agenda. It is the responsibility of the president and other state officers to make requests known to hostess chapters if special properties or equipment are needed for the meetings, programs and displays.
10. Communication between chapters is vital in order for hostess chapter members to understand activities happening during the convention. It is highly suggested that the same attire be chosen for hostess chapter members so they are easily identifiable at convention. All chapters can wear the same attire or each chapter can choose the attire for their members to wear.
11. The state executive board has an Office Depot card account to use for printing which will keep the cost down. It is available to all P.E.O.s. Contact any board member for the information.

Convention Facilities:

- The state president, with a convention coordinator, determines the place of convention with adequate facilities for lodging, meals, meeting rooms(s) and food services
- **If a convention coordinator is not available, the state president will inform the convention chair and then the convention chair will help determine the venue and work with the contract.** Negotiating skills would be helpful to keep the cost of convention reasonable. Should the convention chair need to find a site and negotiate the contract, tourist bureaus within each city may be helpful. Obtain the best overall price when negotiating
- **The convention contract is signed by the state president.** (NOTE: Usually the Acceptance of Contract signature page only requires two signatures; that of the Sales Manager and the state president)
- **The convention chair or presiding officer may be asked to pay a deposit to the convention site before the convention checking account is open and funds are available for use. Alabama State Chapter has a credit card for this purpose**

If the convention chair needs to find a venue, ask questions to the hotel: What other groups/conventions are already booked for those dates and what rooms are reserved for them? This will be helpful in planning events that will take place outside the general meeting room. Have as much as possible written in the contract. Some hotels will tell you this is not necessary - it is. Review the contract in detail and have the Alabama State Chapter President review it also. If you and the hotel have agreed that specific spaces will be used for specific events, have them listed and ask to strike through contract provisions that permit the hotel to reassign you to other spaces without reducing costs. Negotiate with the convention site/hotel for a complimentary, lockable storage room that is climate controlled and close to the convention room for the properties committee to store items used during the convention.

Most convention facilities require a guaranteed number of rooms to secure convention rates and free use of meeting rooms(s) and state board meeting suite, if available.

Lodging:

- Secure a guarantee of room rates with the facility
- Number of rooms will change from year to year. Note the requirement for double-occupancy rooms

Meals:

- Select adequate facilities for all meals based off projected attendance
- Check on gratuity and a tax on meals to assure that they are included in the cost of the meals
- Choose menus with the convention chair and committee for meals. Advise state president of choices

Contract Information:

The state president with the help of the convention coordinator, if used, makes all arrangements with the convention facility in writing. The contract will include and one should be aware of:

- Dates of convention, time of events, deposits, reservation and cancellation deadlines, number of double-occupancy rooms, prices, meeting room space including equipment and set up, dining area, food services, workshop space including set-up and equipment needed, project display space, piano if needed, Celebration of Life space, PSP dinner room, a secure or locked work and storage area, possible hospitality space. Refer to steering committee reports from past two conventions for reservation and attendance numbers
- Layout of the space for all events
- Don't expect the convention facility to do things the way P.E.O. wants them to be done
- Don't assume anything. Always ask if there will be an extra charge or minimum requirement for anything
- Copy of signed contract should be with state president, convention coordinator and the convention chair

TIMELINE FOR PLANNING

Pre-convention:

1-1/2 years + The state president will select a convention chair and contact hostess chapters.

A site is selected by the state president for the convention with the help of a convention coordinator or the convention chair. After inspection of the proposed site, the president signs a contract to reserve the facility. The state president is required to send a copy to International for approval prior to signing unless a convention coordinator is used who has worked with P.E.O. contracts before. A facility deposit may be required at this time. The executive board has a card for this purpose.

Each hostess chapter selects two members to form a convention steering committee. The committee will appoint a co-chair, if desired, and a convention treasurer. It is recommended that these positions be members of different chapters.

The president will provide the steering committee members with the most recent version of the convention manual and copies of the final reports from the two most recent completed conventions. All of this can be electronic copies. Convention chair, in agreement with the steering committee, confirms all committees and chairs. Having this completed early allows committee representatives to shadow, or at least observe, the duties during the upcoming convention so they are better prepared for their convention.

The steering committee may meet quarterly until one year prior to convention, and as needed thereafter. Following each meeting, a report is made by the member of the steering committee to her chapter. Notes should be taken by the convention chair or co-chair to help with the final report.

Convention treasurer confirms that the previous year's convention account has been closed prior to opening a new convention bank account. Treasurer of state chapter will provide the information necessary for the bank.

1-1/4 yrs. Convention chair will provide state president with a list of the hostess chapter, the steering committee member and the respective assignment.

Committee for Invitation to Convention plans for written and oral invitation to be presented at the upcoming convention (the convention prior to convention being hosted). All hostess chapters sisters should be involved with the presentation at convention.

1-year Members of hostess chapters present the invitation at the current convention. Committees observe and take notes of how current convention committees handle its responsibilities during the convention.

If possible, new committees should train with outgoing committees as well as exchange any supplies. Final convention reports will be given to committees when completed.

All committees submit progress report to convention chair, who copies the state president. Continue committee planning.

- 8-9 months Convention treasurer opens the bank account. State executive board votes to send the allocated convention amount to the account for hostess chapters to use.
- With the help of prior convention treasurer reports, the convention chair and treasurer begin formulating a budget for each committee. This will give them an idea of how much they have to spend on decorations, etc. for planning purposes. Final budget for the executive board is not due until January.
- Entertainment committee begins search for the banquet after discussions with state president.
- 6-7 months On-site visit with convention coordinator, if used, state president, convention chair, and steering committee chairs for seeing of the property and meal selection. Opportunity to decide on the needs of equipment per committee for the convention.
- 5 months Call to convention begins to be organized.
- Registration software is tweaked and tested for convention before it goes live with the call to convention.
- January Each hostess chapter may want to cover room and meals for their steering committee members since they must be on-site during convention. This should be discussed during a chapter meeting so that the decision is made early.
- Convention treasurer prepares a tentative convention budget with assistance of the steering committee and state president. Presented to state executive board for approval.
- Joint meeting is held at convention facility with state board, facility personnel, convention chair, and the steering committee chairs to finalize all arrangements. **This is a required meeting.** There will be a walk-through of the facilities after this meeting. Make sure to coordinate this with the hotel staff (if a convention coordinator is used, she will arrange this meeting). The executive board meeting will also be held during this time at the facility.
- Hostess committees continue to meet and make specific plans to carry out their duties.
- Call to convention is readied for February 1 release.** Consult state president for approval.
- Invitation to convention for the following begins being organized with the help of the next state president, her convention chair and steering committee.
- 2 months Approved call to convention is released to chapters and the website.
- Continue to meet monthly or as necessary with convention committees to stay on task.
- 1 month Reminder to sisterhood of cancellation and non-refund dates that are approaching.
- Contact future committee chair to coordinate with her committees an exchange of supplies after convention.

Credentials committee needs to be trained on completion of form for accuracy. State Treasurer will train.

Monitor registration and meals and contact convention coordinator, if used, for help. Be aware of food and beverage requirements in contract and that these are met. Important to keep the state president informed of this.

Post-convention:

Immediately Property committee and hostess chapters check entire convention area and deliver all supplies to next year's property committee or individual committee chairs.

Meet with state treasurer, convention treasurer, meal/registration chairs to look over hotel bill. Convention treasurer and state treasurer will pay their respective portions.

Within 1 mo. All committee chairs make a summary report to convention chair with specific details and any suggestions.

Convention treasurer sends statement to state treasurer for any unpaid state chapter expenses if the final bill has not been paid.

Make final payment of all bills.

Convention treasurer closes the bank account when the checking account is zero.

IRS-HC will be mailed to convention treasurer and convention chair for completion by April.

Audit committee meets.

Convention treasurer prepare and mails financial report and statement of audit to the immediate past president and current board members.

Convention chair prepares and sends an electronic summary report, along with the financial report and statement of audit, to the immediate past president, presiding president, state board, and the next two convention chairs. The state board will forward financial report and statement of audit to the finance committee of Alabama State Chapter.

The convention chair with the immediate past state president, the current state president, and current state vice president to review and update the convention manual.

RESPONSIBILITIES OF CONVENTION CHAIR

It is suggested that the chair have strong organizational, leadership and communication skills as well as adequate time to devote to this task. She will oversee the convention planning and the convention itself. She will work to make all responsibilities are carried out smoothly. She will welcome delegates to convention and make announcements from time to time during the convention. She will make sure a thorough report, which will include each committee report, is submitted to the state executive board within one month of the convention.

Duties before convention:

- Familiarizes herself with the contract
- Read the final reports of previous conventions in order to determine the last attendance figures on which to base your initial planning
- With the steering committee, confirm and appoint all hostess committees and chairs, and appoints special committees as needed
- **Give each chair a folder (or electronic copy) that contains a copy of the responsibilities for each event/committee or provide a full Convention Manual to them (available for download on the Alabama State website). Include a report of the previous convention committee's activities. Communication is very important!**
- Provides the state president with a complete list of all convention committees and updates
- Coordinates the work of all hostess committees, assuring committee chairs understand all their responsibilities, and sets deadlines for required reports
- Oversees all convention planning and fulfillment in conjunction with the state board
- Appoints one convention treasurer from the hostess chapters other than her own. With this treasurer, establish a convention checking account for separate record keeping. This will be opened as soon as the last convention account has been closed. Once opened, the state treasurer will transfer, from the Alabama State Convention Fund, a designated allocation to the account for use for the hostess chapters. The account should have two signatures. Inform all committee chairs to keep accurate financial records and give all receipts/bills to the convention treasurer. This account will have an IRS number, and a form will need to be turned into Alabama State Treasurer in April. Alabama State Treasurer has the IRS number.
- Convention Budget
 - Supervises preparation of budget by the convention treasurer and steering committee
 - Oversees expenses and keeps the steering committee apprised of any expenses required to be paid between meetings; otherwise, bills are approved at the meetings of the steering committee
 - Ensures that convention treasurer pays all bills
 - Ensures that written price guarantees are honored; ex. food prices are billed as quoted
- Contact all hostess chapters concerning availability of office machines, supplies and complimentary items at the facility, if any
- 6-7n months prior to convention (Sept/Oct time frame), meet with steering chairs and state president at the facility to choose meals and look at property for the first time as a group
- During the January executive board meeting, the steering committee, convention facility representative, and state board should meet to report progress of plans for each event and check on final arrangements with the facility. This will be held at the convention facility.
- Two months prior to convention, assess the need for volunteers, then enlist volunteers from hostess chapters; have them commit to a specific time to be at convention

- Work with state president regarding any special room assignments needed by the board; example, board meeting room
- The convention chair should be aware of all committee plans. The steering committee should be involved in menu selection and cost of meals. This is usually done December or January prior to convention so that the information can be included on the Call to Convention. The convention chair is the contact for the state president. Report frequently to the state president regarding the progress of the convention plans. Confer with the president regarding her plans for the convention pages and guards.

Duties during convention:

- Make announcements during convention as requested by the state president. This is usually done at the end of each session of the business meeting
- Be prepared to announce during the final session the total number of visitors attending convention
- Be available as necessary to oversee the general operation of the convention

Duties after convention:

- Compile final report after the convention. **It is very important to determine the number of sleeping rooms actually used and include this in your report.** Complimentary rooms, etc., are usually given according to the number of rooms utilized. This number will aid in the planning for the next convention
- Include a report from each committee and a description of decorations, favors and printed material if applicable. (convention call, tickets, program, etc.) Copies should be forwarded to the outgoing state president, the in-coming state president and hostess chapters for the following two conventions
- All reports should be compiled within **30 days** following convention. (Standing Rule #6). If possible, please send a thumb drive or email with documents you used to the future hostess chapters
- Ask the incoming vice president who her convention chair is. If she has not yet selected one, ask her to let you know ASAP in order to get materials to her

Convention Events:

In conjunction with the state president, check with the chapters of the incoming and outgoing state presidents, and the chapters giving the invitation about their plans for presentations of gifts at convention.

Celebration of Life:

- Immediate Past State President is responsible, provide help if needed
- Arrange for space in convention facility and any equipment needed

Registration:

- State Treasurer oversees registration; provide help if needed
- Select adequate and appropriate space for registration, and reserve equipment needed
- Have hospitality committee check with the state president for information on transportation needs for the International Representative and guest speakers

Period of Instruction:

- State Organizer is responsible, provide help if needed
- Provide props, if requested

Workshops:

- State Organizer oversees and plans workshops
- Consult with Organizer for requirements for rooms and equipment

Final Bill:

- As soon as possible following convention, meet with assistant convention chair, convention treasurer, outgoing state president, and facility representative to review accuracy and finalize hotel bill so that payment can be made ASAP. The hotel will provide you with a copy of the bill for review. Check to be sure that food costs quoted are prices billed

CONVENTION MEETINGS AND ANNOUNCEMENTS BY THE CONVENTION CHAIR:

- The convention chair and members of hostess chapters present the Invitation to Convention one year prior to hosting the convention
- Greetings – the convention chair extends greetings at the first business session of convention. Plan these welcome remarks early and send W4W to state president
- Announcements – the convention chair makes announcements and gives any necessary instructions at convention meetings
- The convention chair introduces the members of the steering committee, and thanks the hostess chapters during the business session. The state president will set the time for introductions and thank-yous. Notify the steering committee and the hostess chapters of the time so that they can be present
- Assign someone to be outside of convention hall in case there is a problem/need/request

REPORTS:

- Within one month after convention, the convention chair prepares a convention summary report. This includes reports from ALL committee chairs and is sent to the president who presided at convention, the current state board and the next two year's convention chairs, if known
- The steering committee chairs write reports for their area of responsibility and offer suggestions to be included in the convention chair's report. Reports should include, but not limited to, the descriptions of decorations, favors, convention call, tickets, program, first aid items, properties to pass along, and printed material, if applicable. All information will help the following hostess chapters be better prepared for the next convention
- Suggestions for additions or corrections to the Convention Manual should be given to the outgoing state president
- Convention chair should work with convention treasurer to be sure the financial report of convention is sent within one month.
- Housing committee should include the number of sleeping rooms actually used and include this in the report.

RESPONSIBILITIES OF CONVENTION CO-CHAIR

Duties:

- Be familiar with all aspects of convention and be prepared to take over duties of convention chair in her absence
- Be available for all steering committee meetings and be present and available during convention
- Attend visits to facility with convention chair when possible
- Be familiar with all duties of all committee chairs

Other Responsibilities:

- Serve as secretary at steering committee meetings or assign this task to another member of the committee
- Assist chair with development and maintenance of the convention time line
- Working with committee chairs, coordinate volunteer assignments for support in display room, registration, hospitality, meals, COL, and other functions as necessary
- Assist chair with preparation and distribution of paperwork and reports
- Assist chair with preparation of steering committee meeting agendas, scheduling steering committee meetings and notification of committee members
- Assist chair in making announcements during convention
- Oversee information to be provided for state website regarding state convention with approval of state president

RESPONSIBILITIES FOR CONVENTION:

State Chapter responsibilities:

President

- Works closely with the convention coordinator and/or convention chair for site selection, negotiation and signing the contract
- Works with the steering committee to plan the convention and gives final approval to major decisions
- Chooses convention theme
- Makes appointments for convention as follows:
 - Credentials committee to work with registration volunteers
 - Committee to approve the minutes
 - Guards and pages
 - Pianist/song leader, who works with the president to make all final decisions on plans for music at convention sessions.
 - Photographer
 - Convention Technology Assistant
 - Tellers
 - Sisters to present the invocation, devotions and to lead the convention in the Pledge of Allegiance, Opening Ode and Objects and Aims
- Plans overall convention program/agenda
- Arranges printing of Convention Program
- Coordinates with convention chair and assigns someone to escort the International Representative to meetings and meals if she so desires. Sometimes they do not want an escort. Transportation arrangements still should be made
- Workshops are planned by the president, organizer and the state board. Secured areas and appropriate seating may be needed. Approves all event set-ups.

Vice president

- Plans and conducts delegates' orientation as assisted by the president.
- Works with the Chair of ACCRS Committee to locate a project speaker.
- Works with project chairs and coordinates speaker information for convention; i.e. collection of privacy forms, videos, W4W's. Gets information to convention tech
- Responsible for closing convention.
- Outgoing vice president prepares convention evaluation form; incoming vice president summarizes completed forms after convention and sends copies to immediate past president, current board and chair of convention.

Organizer

- Plans Period of Instruction and workshops
- Plans for Question and Answer Period with the International Representative if International wishes to have a Q&A
- Works with the Chair of STAR to locate a project speaker.
- Makes arrangements with physical arrangements chairman for props and arrangement of convention display area.

Treasurer

- Coordinates with the state president, convention chair, lodging/meals reservations chairmen for an accurate list of convention delegates.
- Oversees convention registration and works with the credentials committee
- Works with the Chairs of ELF and PCE Committees to locate a project speaker.
- Prepares yearly financial review and annual summary for display.

Secretary

- Works with Immediate past president planning the Celebration of Life (COL) providing complete and accurate Chapter Eternal list
- Works with committee to approve the minutes and is responsible for finalizing proceedings
- Prepares Golden Girls and Chapter Anniversaries celebrations.
- Works with the Chairs of PSA and IPS Committees to locate a project speaker.

Steering Committee/Hostess Chapter responsibilities:

Convention preparation (major decisions require approval of state president)

- Plan and execute the Invitation to Convention
- Convention printing not done by the state chapter and name badges
- Select menu for meals with state president, if asked
- Reserve lodging and meeting spaces
- Prepare e-mail convention information and send to president for approval and posting to Alabama website
- Provide decorations and favors
- Physical arrangements for meetings and meals
- Props, if needed
- Gift bags (optional)
- Store/sales (optional)
- Work with assigned PSP to plan Celebration of Life – available room, necessary equip

During convention

- Serve as convention greeters and hostess during entire convention
- Provide identification for hostess chapter members
- Assist property committee
- Receive meal reservations
- Distribute meal tickets
- Assist with arrangements for registration
- Assist with Celebration of Life with assigned PSP as adviser
- Clean up at close of convention

After convention

- Committee chairs write reports; send to convention chair within 1 month
- Convention chair makes final reports within 1 month
- Convention chair meets with current vice president, president and immediate past president to recap and offer suggestions for future planning

ALLOCATION OF CONVENTION EXPENSES

Per IOSC 4/23 and

State of Alabama Executive Board Duties, Guidelines, and Policies 5/23

- I. **State Chapter** is responsible for the expense of:
- A. Travel, except when serving as chapter delegate:
1. Executive Board (including return trip home for presiding president)
 2. Immediate past president; responsible for the Celebration of Life
 3. Committee chairs
 - a. Amendments and Recommendations
 - b. Finance
 - c. Nominating
 - d. Membership
 - e. Alabama Cottey College Scholarship and Recruitment
 - f. ELF
 - g. IPS
 - h. PCE
 - i. PSA
 - j. STAR Scholarship
 4. Historian
 5. Project Speaker (up to \$100 if arrangements cannot be made by local chapter)
- B. Housing, except when serving as chapter delegate:
1. Executive Board
 - a. Presiding President – full rate for two nights plus one extra night either before or after; a fourth night if necessary, for safe travel home
 - b. Other officers – one half room rate for two nights; a third night, if necessary, to attend Thursday morning meeting; a fourth night, if necessary, for safe travel home
 2. Immediate past president (1 night based on double occupancy) - COL
 3. Committee Chairs (see A. 3 above) (1 night based on double occupancy)
 4. Chapter delegates attending first convention after organization of their chapter (1 night based on double occupancy)
 5. Historian (1 night based on double occupancy if she does not live in a city where the convention is held and she is not a delegate)
- C. Meals, except when serving as chapter delegate:
1. Executive Board (including Thursday's Executive Board Meeting and PSP Dinner)
 2. Past State Presidents. Does not include the PSP dinner for which they pay for themselves
 3. Committee Chairs (see A. 3 above)
 4. Historian
 5. Project speakers, designated by the executive board, for meal at which they are speaking (usually luncheon)
- D. Office expenses of standing committees, including \$50/project display

- E. Rental of convention hall, if charged
 - F. Microphones and other AV equipment
 - G. Printing of convention program
 - H. Celebration of Life expenses including printing of program and flowers
- II. **Hostess Chapters** are responsible for the expense of:
- A. Printing
 1. Invitation to Convention (prior year)
 2. Call to convention (includes convention call, meal registration and BIL forms) will be posted on the website by January 31st. Print only enough for Past State Presidents without email and the Representative of International Chapter.
 3. Meal tickets
 4. Banquet programs
 5. Name badges - members of convention and visitors
 6. Signs designating registration, directions, banners, etc.
 7. Officer name plates for newly-elected officers, using the logo of the in-coming president

 - B. Postage
 1. Mailing of Call to Convention to Past State Presidents without email and the International Representative
 2. Mailing of invitations for Past State Presidents' dinner to Past State Presidents, Executive Board, guests of President, Representative of International Chapter, Historian, presidents of the hostess chapters (if committee decides to include), convention chair and steering committee members

 - C. Functions
 1. Cost of any rooms used, other than convention hall rental, as specified in the Constitution such as a Hospitality Room
 2. Past State Presidents' dinner – (does not include the cost of meals for state officers, International guest, other guests or Past State Presidents)
 3. President's reception prior to banquet. (Alcoholic or Non-Alcoholic punch and/or a cash bar is at the discretion of the state president)
 4. First day lunch or brunch (fee may be charged to those attending)

 - D. Contents of Registration Packets
 - Packets (see Delegate & non-delegate packets)
 - Optional enclosures at hostess chapters' discretion

 - E. Decorations
 1. Flowers - All flowers used for convention are hostess chapters' expense with the exception of the flowers for the Celebration of Life
 2. All table decorations, banners, etc.
 3. Favors - (optional)

 - F. Miscellaneous
 - Organist - Celebration of Life (if fee is charged)
 - Piano
 - Banquet entertainment
 - Reception entertainment, if provided

CONVENTION TREASURER- FINANCE

The convention treasurer is responsible to receive all monies, pay all bills, establish and maintain a checking account for the convention, prepare a budget with assistance from the convention chair, and make regular reports to the convention steering committee. She may have other duties as determined by the convention chair and steering committee. It is important that the convention treasurer budget her time to ensure that all duties are done in a timely manner. A knowledge of spreadsheets and basic accounting skills are extremely helpful!

- It is strongly recommended that the treasurer should be from a different chapter than the convention chair.
- The treasurer should set up a separate convention checking account (**P.E.O. Convention Fund**). It will include the allocated amount received from the state convention fund and money received from the sale of meals, marketplace, decorations, etc. This account should have two signatures, (it may be helpful if convention chair is second signature). Use the **state chapter tax identification** number provided by the state treasurer. (**Every fiscal year the account is open will require an IRS-HC form to be completed.**)
- Convention expenses should not go through the local chapter treasurers' books.

Convention Budget:

- Working with the state president, prepare a tentative budget using the sample budget form in the Appendix to this manual and submit to the state board for approval by January 10th
- Periodically provide updated copies of the budget to the steering committee members and the state president.

Checking Account:

- Convention treasurer is to open convention checking account any time after prior convention, during the first year of planning, using the information provided by the state treasurer. The previous year's convention account **MUST** be closed prior to opening a new convention account.
- Convention chair and treasurer should both be authorized to sign checks
- Receive, deposit and keep a careful account of all convention money and meal reservations.
- Ask that all checks be made out to **P.E.O. Convention Fund**. Make prompt deposits.
- Disburse funds by check as directed by convention chair and in accordance with the budget. **All reimbursements must be justified by receipts.**

Receipts:

- Contribution from the state convention fund is deposited to the convention checking account
- Money from sales of convention items
- Each hostess chapter may want to cover room and meals for their steering committee members since they must be on-site during convention. This should be discussed during a chapter meeting early in the process
- Payments for meals and lodging for members of convention and visitors to convention. Coordinate with the lodging/meal's registration chair

Disbursements:

- Bills from the facility for meals and lodging and other contracted expenses
- Meals and lodging for approved list provided by the state president
- PSP dinner
- Decorations and favors
- Printing needs (invitation, brochure, name tags, meal tickets, signs, etc.)
- Postage
- Hostess uniforms or identification (may be paid for by individuals)
- Entertainment for Friday night, if needed
- Other items, as funds allow as determined by the steering committee, such as hostess gifts for attendees, bags, folders, etc.

Record Keeping:

- Set up a spreadsheet following the opening of the bank account to keep financial records.
- Keep a record of the receipts and disbursements of monies.

Bills:

- Request that bills be submitted in writing with receipts attached.
- Bills are paid with the approval of the convention chair.
- Advise the state treasurer in advance of the amount to be paid by the state for meals. Before submitting the bill to the state treasurer, separate bill into following categories: state officers, past state presidents, committee chairs and guests (philanthropy speakers).
- Following convention, review the bill from the facility to ensure that all changes are correct and in agreement with the contract and other written guarantees. The convention chair and state president should approve the bill prior to payment.
- Any funds left after payment of all bills should be returned to the state convention fund.

Financial Reports:

- Present a basic financial report at each steering committee meeting.
- Have books audited by convention auditing committee.
- Within one month following convention, and after the audit, write a complete financial report of convention expenses and give to the convention chair, immediate past president, current board members. State will forward the state finance committee.
- File Form IRS-HC with the state treasurer by April 7 each year the account is open. (Details below). See Appendix for sample.

Miscellaneous:

- Work with meal committees when checking reservations and attendance. All meals should be paid in advance. Verify with hotel and meal chairs regarding the number of meals served after each meal.
- State Chapter pays for meals for the executive board and for the following unless serving as a chapter delegate: Past State Presidents, Historian, Chairs of A&R, Finance, Nominating, Membership, Alabama Cottey College Scholarship and Recruitment Committee, ELF, IPS, PCE,

PSA and STAR Scholarship. (Reference page 15 of convention manual). The convention chair will provide numbers for the above categories before convention.

- The Representative of International Chapter pays her own expenses.
- Each chapter pays for housing and meals for chapter delegates.

P.E.O. International requires chapters, with open bank accounts for state convention, to file Form IRS-HC at the same time state chapter reports their financial status. The state treasurer will send the convention treasurer two forms. Please complete both forms, keep one for your records and return the other form with signatures of convention treasurer and convention chairman to the state treasurer before April 7th following each year the convention account is open. You will be reporting on all financial activity from April 1 to March 31 for every year you are treasurer for a convention account.

NOTE: International has begun completing forms online. Please check with state treasurer if she does not contact you concerning completing this form.

In early March, the year following convention, you will be asked by the state treasurer to file financial activity from April 1 until closing of the account. You will use the ending balance from the previous year's form as your beginning balance on this form. At that time, you will report for the period April 1 to the closing of the account, the income from sale of decorations, meal tickets, and any additional monies contributed by the hostess chapters and expenses.

It is recommended you keep the financial records for the two fiscal years separate to avoid duplicate income or expenses on the form the second year. After you have closed out the convention fund account, please keep your financial records until April of the following year. At that time, the state treasurer will forward the IRS-HC forms to you after receiving them from International.

CONVENTION DOCUMENTS COORDINATOR

This position was established in 2022 to help the state board create a checklist of items needed for the convention booklet, as established by the Instructions of State Officers (IOSC). It is a committee that takes a huge burden off the officers as they prepare for convention while continuing to perform their duties of office and service to the sisterhood.

- Assembled final word documents needed and kept check sheet of item and person responsible
- Obtain quotes from local printers for printing program for delegate packets and separate agenda for visitors. Amount is one complete program for all voting members of convention and one agenda for each registered visitor and guest. Amounts vary.
- Schedule the selected vendor for submission (11 days prior to convention)
- Expected delivery date is 4 days prior to meeting
- Power Points were developed for use in the actual meeting.

NOTE: Google Docs is not useful for this activity. Documents need to be submitted in WORD format

LODGING/MEALS COMMITTEE

The primary responsibility of the Lodging/Meals Chair is to receive reservations for lodging and meals and keep an accurate and detailed rooming and meals list for the convention. This chair works closely with the registration committee. Registration will use the registration software to keep you posted with the number of lodging and meal reservations received.

Lodging:

- If the facility offers complimentary rooms, they may be used for the convention chair, steering committee members or state board members. The state president and the convention chair will delegate these rooms
- Start checking at least two weeks before the deadline so you have ample time to remind chapters of reservation deadlines
- Problems should be addressed to state president and her contract coordinator. Example is if designated number of rooms have been reserved and more rooms are needed
- Inform the convention chair of the checkout time. Arrange checkout as late as possible.
- Work with Call to Convention committee to inform them of hotel information and meal selections
- Work with state president and convention chair to honor deadlines when guaranteeing final numbers of reservations
- When convention is over, obtain count of rooms reserved and used per night for convention report. This is very important in planning future conventions
- Encourage chapters to reserve their rooms for delegates as soon as the Call to Convention is issued. If the chapter president reserves the room early, any change in names of delegates can be given to the hotel once elections have been held
- Report # of rooms per night for convention report

Meals:

- Work with state president and convention chair to select menus and pricing 4-5 months prior to convention
- Provide hotel with specific meal requests – gluten free, peanut or shellfish allergy, etc.
- Should breakfast not be included with meals during convention, work with hospitality committee to set service
- Works with registration committee to ensure appropriate number of meals are provided and that meal tickets have been issued correctly. Convention treasurer may also give you this information
- Have extra meal tickets printed up and at registration in the event lost tickets need to be replaced
- Follow the date specified in the contract for meal reservation deadline. The steering committee shall determine a “no refund after (date) policy for cancellations”
- Communicate with hotel staff regarding meal numbers
- Check with headwaiter before each meal to see that the correct number of places is set and that staff has prepared the correct number of dietary restricted meals
- Collect meal tickets and account for the number of meals
- If tickets are taken up for meals, make sure the number of meals served matches the number of tickets received. Meal designations may be printed on name tags. In this case, empty chairs may be counted as a check

- Maintain contact with hotel staff to ensure that meal service is timely, running smoothly during convention
- Check with the state president to determine audio equipment needed for each meal. Appoint someone to turn on the microphone and other equipment
- Check with the president and assist with placement and seating of state officers, guest of honor and other guests as needed
- Check with the state president regarding someone to give the blessing or invocation
- Work with Decorations regarding table decorations and with hotel staff if decorations need to be moved. Assist the decorating committee with table setup and cleanup, as needed
- Work with Properties and hotel staff to ensure rooms are properly set up prior to meal service
- Remain available during all convention meals and be prepared for final accounting
- Chairs of each meal should prepare a final report and include all descriptions or examples of programs and decorations.
- Be aware that reservations usually arrive after deadline!

MEAL COMMITTEES

A committee other than the specific meal committee, such as the decorating, entertainment or printing committee may perform many of the tasks outlined under the following specific meals. Another option is for one chapter to be responsible for all aspects of a given meal. Whichever option is selected, all of the following functions need to be handled.

MEAL TICKETS

- Make tickets a different color for each meal and clearly mark the meal on the tickets. Other methods of keeping track are acceptable, such as color-coded dots on the name badge for each meal. It is helpful if the tickets fit into the plastic badge/name tag holder.
- Meal tickets may be placed in a small envelope with the participant's name and chapter letter, title or other designation on the outside of the envelope. Tickets may be placed with badges in the badge holder. Remind participants to review their tickets.
- Ticket envelopes for members of convention and guest of honor should be given to the kit committee and given out with the badges. Badges and meal tickets for the state board and the PSPs are given with the kits on Thursday afternoon. Tickets for visitors making meal

reservations should be given to the registration committee for distribution during registration. Tickets for project speakers should be available at the registration desk.

*******Thursday Pre-convention Meals*******

EXECUTIVE BOARD WORKING LUNCH COMMITTEE

- Check with the state president to see if she would like special seating or needs.

PAST STATE PRESIDENTS' DINNER COMMITTEE

- Dinner may be held at the convention location, a private club, a restaurant or at the home of a chapter member.
- Plan to serve five members of the executive board, the Representative of International Chapter, past presidents of Alabama State Chapter, other state chapter presidents residing in Alabama, Historian, and any special guests the state president requests. Convention chair and steering committee may attend, if the PSP Dinner Committee wishes to invite them. The cost of the state president's guests' meals will be her expense.
- Past state presidents are responsible for the cost of their meals. The state will pay the cost of the meal for the executive board members and the Historian, if she is needed to take pictures. The Representative of International Chapter will be responsible for the cost of her meal. (International pays for her expenses.) The hostess chapter convention fund will cover the cost of the dinner for the convention chair. The PSP Dinner Committee will decide if members of the steering committee and hostess chapter presidents will be invited to the PSP dinner. If they are invited, each will be responsible for the cost of their meal.
- Invitations should be sent with a reply requested so that firm plans may be made and money collected.
- Arrange for an invocation.
- No program is necessary.
- If the PSP dinner is held away from the hotel, transportation to and from the hotel is encouraged as a courtesy for those who may be uncomfortable driving in the evening or in an unfamiliar area.

*******First Day Meals*******

LUNCHEON COMMITTEE

- The president of state chapter will set the schedule for convention and give the committee this information. If the Celebration of Life is held prior to the meal, the location of the meal may be determined by convenience.
- If the meal is served outside of the hotel, the meal committee will determine the cost of the meal. Reservations are required.
- If the meal is held outside the hotel, arrange for set-up, serving and clean-up following the meal.
- Aid the decorating committee with table decorations as needed.

BANQUET COMMITTEE

- Table décor should be coordinated with the decorations committee. Favors are optional.
- Design the printed program, if desired. Coordinate the agenda with the convention chair.
- The convention chair should check with the president to verify whether the program will be philanthropy speakers or entertainment.
- Assist with place cards on reserved tables, if requested. Check with the convention chair for a list of names (chair to confer with state president). Persons to be seated at reserved tables should be informed ahead of time.
- Assist in greeting invited guests and speakers.
- The state president will preside and introduce her guests, members of the Alabama State Board and their guests.
- If possible, have the head table above the floor so the speakers may be easily seen or have a podium with a microphone.
- A punch or cash bar reception is held prior to the banquet. State president decision.
- If there is to be entertainment, this must be engaged very early in the planning process. If a contract is required, the convention chair and the banquet chair should sign the contract.

*** Think “outside the box.” The banquet does not have to be a formal, sit-down dinner. A BBQ or buffet are options. Brainstorm local chapters for less costly talent.

*******Second Day Meals*******

BREAKFAST COMMITTEE (IF NEEDED)

- If it is not provided in the meal arrangements or complimentary from the hotel, the hospitality room should be prepared to have some breakfast items like muffins, coffee, etc.
- Aid the decorating committee with table decorations, if needed.

LUNCHEON/BRUNCH COMMITTEE

- Check with the state president to see if she would like special seating or a head table.
- Prepare for any speakers or presentations to be presented during the mealtime at the meal venue.
- Assist in greeting any invited speakers, scholarship recipients and guests.
- Aid the decorating committee with table decorations if needed.

BADGE / NAME TAG COMMITTEE

- Design and make badges for all members of convention and visitors.
- The properties registration box has lanyards and plastic holders for badges.
- Design and make badges for the guest of honor, pages, guards, tellers, chair of convention, and all members of the hostess chapters. Colors may be different so they will be easily recognized. Guards should know about different color codes.
- Guests who are not P.E.O.s must have easily identifiable badges different from the P.E.O.s.
- Check with the chair of convention for approval of the design.
- The convention treasurer/registration chair will supply the names, titles, and chapter letters to be used. Print the names large enough to be visible several feet away.
- Prepare badges for visitors and guests with meal reservations. It is helpful but not necessary for the badges of non-delegates to be of a different color for the benefit of the guards who check the badges of those entering the business sessions.
- Blank badges should be at the registration table ready to fill in for additional visitors.
- Collect the plastic holder and lanyard at the close of convention. Either the president or the convention chair will announce where to drop them.
- All holders and lanyards should be given to the property's registration committee.
- Present all receipts/bills to the convention treasurer.

The members of convention are as follows:

- 5 Executive board members
- 1 Chair, Finance Committee
- 1 Chair, Amendments and Recommendations Committee
- 1 Chair, Nominating Committee
- 1 Historian
- 2 Delegates from each chapter
- 1 Chair, Membership Committee
- 1 Chair Alabama Cottey College Scholarship and Recruitment Committee
- 1 Chair ELF Committee
- 1 Chair IPS Committee
- 1 Chair PCE Committee
- 1 Chair PSA Committee

1 Chair STAR Scholarship Committee
All attending past state presidents

CONVENTION CALL

- Collect all pertinent information from the convention chair to be used to announce upcoming convention. This is NOT the Invitation to Convention, which announces the date and location for the convention only. The Call to Convention is the information needed to register, obtain lodging and pay for meals at the convention which was introduced 9 months earlier.
- Design the Convention Call to include the following information:
 - date of convention
 - designation of the number of the convention, i.e., 65th annual convention
 - times
 - location including address, zip code and telephone number of the venue
 - hostess chapters
 - complete name, address, phone number and email address of the Lodging/Meals chair
 - lodging (including cost)
 - hotel web site for information
 - phone number
 - directions/map
 - meals (including cost)
 - reservation form
 - tentative schedule of events
 - convention theme
 - BIL information
 - marketplace information, if desired
 - deadlines if applicable, cancellation fees, and note of no-refund after a particular date
 - Notice that P.E.O. membership card should be brought in the event that the internet is down
 - instructions to advise convention chair of any changes to delegates
 - notice to all that a personal credit card will be required when registering at the hotel to cover any incidental items
 - notice to all delegates that convention ends on Saturday around 3:00 pm and all are expected to remain for the entirety of the meetings
- Have the Convention Call proofed and approved for accuracy and inclusiveness of all necessary information by convention chair and state president.
- Send the approved convention call to the webmistress to post on the website by mid-January.
- Send the approved convention call via email to all local chapter presidents to share with their sisters (state president will provide you with the email list) and past state presidents. Request if not received.
- By January 31st mail to:
 - Representative of International Chapter
 - All past state presidents who do not have email

- Others designated by the state president
- Present all bills with receipts to the convention treasurer.

BIL COORDINATOR COMMITTEE

- This committee works with Call to Convention committee to help set up activities for the BIL's to take advantage of while meetings are going on
- They also work with registration to see if any BIL's have signed up for the activities.
- Meet and greet BIL's as they register and answer questions, if necessary, for their activities
- Possibly set up BIL lunch for them on Saturday and have the state president BIL host it.

DECORATIONS AND FLOWERS COMMITTEE

This committee will plan and coordinate the general decorations and favors with the approval of the steering committee. They will be available to lend advice and assistance as requested by those responsible for the decorations used at each meal.

- Discuss the decorations and need for flowers with the steering committee. Work closely with all committees. It is permissible to ask for a donation of a certain amount for decorations to help defray the cost of decorations at the convention.
- Decorations for all meals, convention hall, (including any banners to be hung), lobby, registration areas, PSP dinner, etc. are the responsibility of this committee. Use decorations more than once if desired. Incorporate the convention theme. Utilize resources of your chapter members for cost cutting measures or items for decorations.
- The Celebration of Life flowers, provided from the service, if any, may be transported to the convention hall for further use.
- Present ideas and estimates for the preparation of the convention budget to the steering committee before making purchases.
- Homegrown flowers may be used if they are available. Silk flowers or other decorations that are consistent with the convention theme are acceptable.
- Responsible for placement and elimination of decorations during convention
- Decorations may be offered for sale at the end of convention or placed in market area once they are no longer needed at convention
- Be sure to keep accurate financial records and give all receipts/bills to the convention treasurer.

SPECIAL FAVORS

- The use of favors at any time is optional.
- If favors are used, they should be attractive, useful and inexpensive.

Suggestion: Check back-to-school and holiday sales. Think ahead – check spring sales the year before since our convention is in April/May. **Hand-made items showing the love of sisters are always appreciated.**

HOSPITALITY COMMITTEE

(Socialization is a very important part of our P.E.O. Convention)

This committee helps set the tone for the convention. Greeting P.E.O.s, speakers and guests as well as sharing love by feeding everyone, spreads the love that we know as P.E.O. This committee is also the contact for first aid and the lost and found. This committee also helps oversee and pays attention to all things going on in all rooms during the meeting.

Hospitality room:

- It is strongly preferred for hostess chapters to have a Hospitality Room (or area). Food and beverages may be brought into the hospitality room if it is connected to a sleeping room. Hotels have no control over any food or beverage brought into a rented sleeping area. As a courtesy, have the state president clarify with hotel. If a room is not available, she will negotiate with the hotel to provide groupings of sitting areas around the philanthropy tables or registration area. Any cost incurred is the responsibility of the hostess chapters.
- Some hotels allow for a hospitality room/area which is not in a sleeping room but no pre-packaged goods from outside the venue are allowed. This is a time that hostess chapters can bake items, such as muffins, trail mix, baked goods, etc. for the sisterhood to enjoy and is encouraged.
- The hospitality room should be open when the convention is not in session and when no other P.E.O. function requires the attention of the officers, past state presidents or delegates. It is especially important during registration and before the Celebration of Life, when delegates and visitors are arriving after an early morning drive. Consider encouraging young and young-at-heart sisters to socialize by opening the hospitality room following the banquet.
- Have hostess chapter sisters in the room when open.

Other:

- Greet delegates, all visitors and offer any needed assistance.
- If desired, a basket of fruit or plate of cookies or some other form of a welcome gesture may be placed in the room of the Representative of International Chapter. Since she may be traveling by air, she may not wish to take a gift home.
- If desired, place a welcome card, small gift basket, fruit, cookie, etc. in the room of each board member. Have the name and phone number of the convention chair listed for emergencies. This card could also be placed in the delegates' kits or rooms.
- Due to room privacy policies, check with hotel to determine the best way to accomplish the above.

Special:

- Assign volunteers to pay attention to all things going on during the meeting.
 - Monitor that water stations are refurbished as needed
 - Making sure that trash and service items were removed from meeting areas
 - Ensuring all is running smoothly
 - Working with marketplace and any needs they have to monitor the store
 - Monitor the display area and keep it neat

DELEGATE PACKET COMMITTEE

Per IOSC, 4/23

This committee will put together the delegate packet for voting members of convention. These are:

- 5 Executive board members
- 1 Chair, Finance Committee
- 1 Chair, Amendments and Recommendations Committee
- 1 Chair, Nominating Committee
- 1 Historian
- 2 Delegates from each chapter
- 1 Chair, Membership Committee
- 1 Chair Alabama Cottey College Scholarship and Recruitment Committee
- 1 Chair ELF Committee
- 1 Chair IPS Committee
- 1 Chair PCE Committee
- 1 Chair PSA Committee
- 1 Chair STAR Scholarship Committee
- All attending past state presidents

- Provide delegate packet for voting members of convention and the International representative.
- Packets may be a manila envelope, folder with pockets, or any suitable container.
- Packets are distributed during registration or provided in electronic format. Check with state president for her preference.
- Include, but limited to:
 - Printed convention program (compiled by the state)
 - Agenda items
 - Summary of Receipts and Expenditures by Funds
 - Annual Report of State Treasurer to International Chapter
 - Summary of Annual Report to International Chapter of Membership
 - Officers' Reports
 - Technology Tips (if virtual convention)
 - Rules of Convention
 - Budget
 - Committee reports
 - Proposed amendments
 - Honorarium & Gift list
 - Ballots
 - Meal tickets
 - Badge/name tag
 - Pencil and/or ballpoint pen
 - Pad of paper for note taking
- Delegate packets for the officers of state chapter, past presidents of state chapter and International representative are usually distributed in the afternoon prior to the past state presidents' dinner. Committee chairs of standing committees (who are not past state presidents) will pick up their packets at the registration desk. Past state presidents not present for the dinner will pick up packets at registration.

ALL OTHER CONVENTION PACKETS

- All other visitors (noted as non-voting P.E.O.'s) and guests (non-P.E.O.s) will receive a convention packet which will include:
 - Badge
 - Agenda with date and time of meeting items
 - Meal tickets, if applicable
 - Pen and paper
 - Local area information

MUSIC COMMITTEE

This committee is responsible for locating a pianist in the local area of the convention to help with the music throughout the convention, including the Celebration of Life. If a volunteer cannot be located, music can be provided by computer and sound system with music from International, a personal Spotify account or a personal playlist. The state president and convention chair will work with this committee to fine tune details.

- Pianist from local area of convention, if possible, since there is no allowance in budget for travel, meals or lodging for this sister who is volunteering her time and talents
- Make sure needed properties are available and in place (piano, music system, loudspeaker, etc.). The use of a keyboard is fine and often a chapter member can provide this and extension cords, but check with convention chair, to make sure it is permissible to bring in equipment at no charge. NOTE: Check volume on keyboards to make sure it can be heard in the convention hall.
- Arrange for convention pianist for all sessions and for necessary practice sessions. The pianist should be prepared to provide prelude and postlude background music for the assembly and dismissal of convention sessions.
- Provide all music for the convention as requested by the state president or convention chair. This will include the processional, the recessional and music for reporting of the guards.
- Work with state chair to arrange for a song leader. Try to locate one in area of convention.
- If desired, write a catchy song about the state president and the Representative of International Chapter using existing familiar tunes. Write other songs if desired or as requested by the state president. These should be ready for approval of the state president by January 15th or date agreed upon with the state president. **Not a requirement.**
- If songs are **not** to be included in the printed program, gather all approved material and have song sheets copied by convention documents coordinator. The convention chair will provide the number to be printed, including copies for all visitors. Be sure to include the national anthem and the Canadian national anthem. **The Canadian anthem is sung first.**
- If a large screen is available, lyrics to songs can be shown to help save the cost of printing.
- Provide music for the Celebration of Life if requested by the immediate past president. She may also request a soloist or other special music.
- Provide any music as requested by the convention chair for other related functions.
- Present all bills with receipts to the convention treasurer.

PROPERTIES COMMITTEE

Very Important Committee

It is the responsibility of this committee to see that the physical arrangements for the meeting are in order as requested by those responsible for any event, to obtain all equipment as requested, and to perform other duties as directed by the convention chair, state president and steering committee. The committee will receive an inventory supply list with the supplies from the outgoing properties committee as well as the physical items needed to store.

- All physical arrangements, exclusive of decorations (and AV Equipment, if a separate AV Equipment committee is appointed), are the responsibility of this committee.
- Receive the supplies from the outgoing properties committee at the end of the convention preceding upcoming convention or make arrangements to meet later and hand off for training purposes
- Check supplies against the inventory list to ensure that all supplies have been received.
- Visit the convention site with the convention chair and be familiar with all rooms to be used.
- Make two drawings of convention hall showing all exits and send one to the state president. (She may not need this if she has visited the site.) The hotel can provide this for you.
- Discuss with hotel management the desired room arrangements: tables, chairs, piano, and flag standards.
- Be familiar with lighting and thermostat controls, microphone controls and location of electrical outlets

Business Meeting:

- *Seating:*
 - Platform – tables should have covering to the floor in front and sides, with seating for six. President of state chapter will give you the seating arrangement for the platform.
 - Delegates – seating for two delegates per chapter
 - PSPs – seating for at least 20 (see president of PSPs for seating arrangements).
NOTE: Accurate list of number of PSPs attending as a PSP and not delegate can be obtained from registration
 - State committee and project chairs
 - Historian
 - Guards and pages – guards will be stationed at entry ways. Pages will be near the platform and/or around the room.
 - It is customary but not required to re-arrange chapter delegates seating (alphabetically) midway through convention, front to rear. **Usually, newly organized chapters are seated and remain in rows near front.**
 - Visitors – refer to past reports for an idea of number of seats needed. Visitors are seated behind the members of convention. For purposes of voting, it is necessary to have a row between visitors and members of convention.
 - Seats should be labeled with chapter letters or designation of PSP or committee chair. Chair covers are part of the inventory of supplies. Pages and guards chair covers have stars on them.
 - Chairs for pianist and song leader should be conveniently located but not necessarily marked.

- *Basic Equipment needs:*
 - Platform requirements:
 - Two tables with lectern/podium in center to **generously** seat six people. (Eight foot tables)
 - Officer title placards made and placed in front of each person. The holders are in the supplies. Place new logo and officer names on day two for back of placard.
 - Two working microphones, one at center podium and one at end of table.
 - Optional: Pitcher of water and glasses at each end of table for each session.
 - The flags and stands are kept in the box of convention supplies. The U.S flag should be on the speaker's right as she faces the audience or the left of the audience. The Canadian flag should be placed on the speaker's left or the right of the audience.
 - Seating arrangements are decided by the convention chair and state president and will be determined by the room size. Be sure to have adequate space between chairs and rows of chairs for visitors.
 - When arranging seating for members of convention, review the delegate listing to see if any committee chair are delegates. If they are serving as a delegate, they will **not** need a committee seat. A chair may also be a past state president and therefore, does not need a separate chair seat. This PSP may decide where she will be sitting, either with the other PSPs or as the committee chair position she is holding.
 - Committee chair signs may be placed on the table in front of their seats. The Committee to Approve the Minutes should also have a sign on the table in front of them
 - Signs (included in inventory box) will be placed on the table (if tables are used) at the seats of the following:
 - Chair, Amendments and Recommendations Committee
 - Chair, Nominating Committee
 - Chair, Finance Committee
 - Chair, Membership Committee
 - Chair, Alabama Cottey College Scholarship and Recruitment
 - Chair, ELF
 - Chair, IPS
 - Chair, PCE
 - Chair, PSA
 - Chair, STAR Scholarship
 - Historian
 - Committee to Approve Minutes (2) (Must be seated at a table in front)
- Supervise placement of tables for registration, 6 project displays, Historian's books, Membership Committee, and the yearbook display. **Have all tables in place before registration opens.**
- Check what will be needed for registration and credentials.
- Collect chair markers and plastic badge cases/lanyards at the end of convention and pass on with other convention supplies to the next year's convention hostess chapters. Contact the next convention chair and alert her that these items will need to be taken home after convention.

Props and special arrangements:

- Fill requests for props and put in place before each meeting begins
- Obtain easels for posters and signs as requested
- Post directional signs
- Ascertain the needs of any workshop presenters
- Make any necessary rental arrangements as directed by the steering committee or convention chair

Convention Display Area

- Provide tables and cloths for convention display area as requested by the state organizer
- Assign volunteers to help unload and set-up as needed

Workshops

- Obtain list of presenters from the state president
- Contact the state organizer and determine the set-up of the room and special equipment needed for each workshop if held outside of the business meeting room
- Ensure that all equipment (easels, podiums, flip charts, etc.) is available for the presenters to use for their workshops
- Check each room prior to workshop to be sure it is according to the request of the presenter

Cleanup

- Clean up the spaces used with the help of the members of the hostess chapters and return props and equipment as requested
- Collect chair covers, flags, meal tickets, name badge holders/lanyards and all other supplies of the committee and give to the incoming properties chair with an updated inventory list.

NOTE: The convention chair and steering committee will have determined if it is permissible to bring in outside equipment, such as easels, display tables, projectors, extension cords and screens. The answer will be communicated with this committee.

AV EQUIPMENT/TECHNOLOGY COMMITTEE

Important committee and MUST be computer savvy

It is highly suggested that a separate committee be appointed to work with the Alabama State Board as to the AV equipment needs for the convention. Alabama State Chapter is responsible for payment of the rental. This technology person will help run computer music with the help of her laptop, Power Points, and anything else needed by committees and the state board

Items possibly needed to be obtained from hostess chapter members to reduce costs, if permissible, but most hotels will not allow outside equipment:

Keyboard
Microphones
Screens
Projectors
Video equipment

These items are rented from the hotel or the hotel may have an outside company from whom rental may be necessary. Negotiation for pricing of renting AV Equipment is **necessary** prior to signing contract with hotel. State president will be in charge of this negation

- Verify that all requested audio-visual equipment, computers, projectors and screens have been delivered and set up properly. **TEST EQUIPMENT.** If equipment is to be moved during convention, this committee should supervise its placement and return.

AUDITING COMMITTEE

This committee is appointed by the convention chair with the approval of the steering committee and consists of two members from hostess chapters other than the convention treasurer's own chapter. It is suggested to have convention, registration and meals chairs along with convention treasurer.

Duties:

Within one month following the convention, examine the records of the convention treasurer to ensure the accuracy of her final report.

- Check the total amount received against the deposit slips
- Check the total amount disbursed against all bills and canceled checks
- Make sure the balance agrees with the cash on hand
- Note the disbursement of any funds left after all bills have been paid including any unused convention allotment amount that is to be returned to the state convention fund

Reporting:

- Place all canceled checks, deposit slips, and bank statements in a sealed envelope following the examination
- The members of the auditing committee and convention treasurer sign across the flap of the back of the envelope
- The envelope is sent to the state treasurer

The convention treasurer and convention chair will close the bank account after all funds have been disbursed and the examination of the books by the auditing committee has been completed.

REGISTRATION COMMITTEE

The purpose of registration is to record the members of convention (those entitled to vote) and ensure that each one has an accurate name badge for the purpose of admission to the business meeting. The committee should plan on having 6-8 volunteers on Friday morning and 2 volunteers for Saturday.

- **Should have a technology person help to learn registration software and tweak in preparation for the next convention.** Obtain an updated copy of Appendix H from International website (or presiding state president) to ensure that all appropriate actions and activities regarding registration and credentials are followed.
- The state treasurer oversees registration. Registration sheets designated for delegates, past state presidents, and visitors will be provided by the state treasurer and should be returned to her. Detailed instructions for registration and the Registration Book will be provided by the state treasurer.
- Members of convention are voting members and include the executive board, past presidents of state chapter, resident past presidents of International Chapter, two delegates from each local chapter, chairs of the Amendments and Recommendations, Nominating, Finance, Membership, Alabama Cottey College Scholarship and Recruitment, ELF, PCE, PSA, IPS, STAR Scholarship, and the Historian.
- Visitors include a P.E.O. who is not a voting member of convention but may attend the business meeting or a non-P.E.O. (a guest) who may not attend the business meeting.
- Registration of members of convention and visitors should be at separate tables. You will probably need two tables for each. Members of convention must sign the registry.
- Signs designating registration areas (delegate registration, visitor registration, etc.) should be prominently displayed and are furnished by the hostess chapters.
- The registration table should be open 90 minutes prior to the first convention event and remain open through the afternoon session of the first day. It should open at least one-half hour prior to the first event of the second day and remain open until the opening of the afternoon session. The registration table should be staffed at all times.
- **Delegates are a delegate packet at time of registration at the hotel.**
- **Each visitor registered is given a program, badge/ name tag and reserved meal tickets.**
- Hostess chapter volunteers are considered visitors and **MUST** register before working in their assigned area/event
- The convention or registration chair will report at the last convention session the total number of visitors registered. This is not the credentials report. This will include number of visitors (P.E.Os, BIL's, and guests such as speakers and family members)

CREDENTIALS COMMITTEE

The credentials committee is responsible for verifying that each member of convention has the proper credentials to serve as a member of convention (usually a current membership card).

- This committee is appointed by the president but may be recommended by the state treasurer and should have a PSP as chair. The committee consists of a chair and two members from the local area of the convention site. The state treasurer is in charge of this committee.
- Members of convention of state chapter, except officers, shall present membership cards to a member of the Credentials Committee before registering. The Credentials tables should be placed before (but very close) to the registration tables. The Credentials table should be staffed by a member of the Credentials Committee at all times.
- With new technology, credentials are verified when registering online and a list is produced for the committee to use during convention. Sisters still need to be checked off the list as having arrived for convention before going to the registration table for their delegate packets.
- Credentials Committee chair will report to convention at least two times. If the Credentials Chair is not a PSP, another *member of convention* may give the report. The state treasurer will furnish the form for this report and train how to use it so that accurate numbers are given.

CELEBRATION OF LIFE COMMITTEE

The service for the Celebration of Life is the responsibility of the immediate past president of the state chapter. She will choose the music selections, arrange for any speakers and design and print the programs. Committee members will serve as ushers to hand out programs. They will assist chapter members to their designated seat, when they have had a sister enter Chapter Eternal, if immediate past president arranges seating in this fashion.

It is the responsibility of the committee to:

- Secure a location for the service, if the service is being held outside the hotel. If the service is held inside the hotel, this should be added to the contract.
- If the service is in a church, inquire if the church will permit your choice of organist to play their organ. If not, will their organist be available for a fee and is there a fee. (Since the Celebration of Life is an open service, it is not necessary that all participants be P.E.O.s.) Be sure there is adequate parking available at the site, if it is not within walking distance of the hotel. When choosing an off-site venue, transportation should be a major consideration.
- Notify the past president in charge which hymnal is used in the church. Clear all arrangements with her so she may visualize the layout of the facility being used.
- Notify the convention chair of all arrangements.
- If transportation is needed, make arrangements or aid transportation committee with transportation.
- Recommended time for service is 45 minutes.
- It is strongly recommended to consider having the COL and luncheon at the hotel, unless there is a church or facility on the same street. Many of our sisters are not comfortable driving in an unfamiliar city. If a location away from the hotel is selected, there should be an allowance noted in the budget to pay for private shuttle service to be sure sisters make it to the destination on time.
- Signage at entry for Celebration of Life Service: *PLEASE REFRAIN FROM TALKING WHEN ENTERING FOR THE SERVICE...PLEASE BE REVERENT. PLACE YOUR CELL PHONE ON SILENT.*
- The State Chapter is responsible for the cost of flowers and program printing.

GUARDS AND PAGES CHAIR

- The president appoints the **advisor** to the guards and pages. This is usually a past state president.
- The state president will select the guards and pages for the advisor
- Guards and pages will furnish their own attire and is suggested to dress similarly. The state president will confer with the guards and pages regarding any special dress.
- Badges (name tags) or ribbons for the guards and pages will be made by the badge committee.
- Prior to the opening of convention, the guards and pages will meet with the advisor and the convention pianist for a practice session. The state president may select music to be used for the report of the guards. If not, the convention pianist should select an appropriate piece.
- The guards will be posted at entrance doors and check badges as sisters enter the business meeting. They will make sure that the doors remain closed during the business session.
- As of 2021, the password will not be taken upon entrance into the business session.
- The pages will be posted on each side of the dais and will collect notes that need to be delivered to participants on the dais, run errands for officers, and hand out fliers as needed.

TELLER CHAIR

- The president will either appoint tellers or ask the convention chair to appoint them.
- The state president appoints an advisor to the tellers. The advisor will receive all of her instructions from the president. The advisor will instruct the tellers prior to the opening of convention.
- The teller role is to collect and count ballots in the event a private vote is necessary or called for. They will also count voting by paddle if a vote is close and needs clarification.

FIRST AID CHAIR

- The registration desk or hospitality room should have these items on hand:
 - Band Aids
 - Tylenol
 - Sanitary napkins and/or tampons
 - Hand sanitizer
 - Scissors
 - Needle and thread
 - Any other items you think may be needed.
- International chapter advises that no medicine other than a Tylenol be dispensed.
- **In the event of an emergency, the first aid chair will notify the hotel front desk and the hotel will assist in obtaining medical attention.**

PUBLICITY/COMMUNICATIONS

This committee is responsible for all newspaper and community media coverage of the convention as well as exciting the chapters to attend the convention.

- Find out what information or photographs the newspapers or other media outlets will publish. Request a photo from the state president and the guest of honor, if needed.
- Write a press release including information about all P.E.O. projects. Check THE P.E.O. RECORD and with the state president for proper information.
- See that copies of all published articles are given to board members and the state historian.
- Provide signage during convention as needed.
- Report of activities for convention report.
- **No pictures shall be taken during the official business sessions of the convention.**

For sharing with chapters:

- Suggest promos to distribute during the year to “meet your president”, video for convention location, sneak preview of marketplace items, etc. to get sisters excited about coming to convention

TRANSPORTATION

- Plan for and provide transportation for any activity held away from the convention site. Communicate this information to all hostess chapters and board members.
- Plan for and provide (if needed) transportation for guests on special activities.
- Check with the convention chair to see if the International representative or other visitors need transportation to/from the airport.
- Hotel vans may be available to help with transportation. Check with the hotel.
- In Convention Call, notify attendees when there will be special transportation events. Have a section on form for attendees to request “Special Transportation Needs.”

INVITATION TO FOLLOWING YEAR’S CONVENTION

- The following year’s convention invitation is presented the last afternoon of the current convention by the chapters who will be hostess. Written invitations are passed to every member of the convention, including the International representative and all other visitors. Invitations should include the date, time and location of the next convention and should be consistent with the theme of the new president.
- The state president will inform the chapters in advance when the invitation will be presented so that they can be excused and prepared.
- The invitation may be presented by one member, chapter delegates or a group of members.
- The invitation should be brief and require only a few seconds to get any needed props in place.
- Arrange with the convention pianist, if she is needed, to assist with the invitation.

SALE OF ITEMS AT CONVENTION

(IOLC 7/22, Policies, p. 22)

- **Sales by hostess chapters and/or state chapter shall be limited to items sold to help defray convention costs.** Sales other than those limited to hostess chapters could jeopardize the tax-exempt status of the P.E.O. Sisterhood. Laws relating to retail sales vary greatly in states, provinces, districts and communities and are to be observed.
- Hostess chapters may hold silent auctions during in-person conventions, offering no more than three (3) items, each with a value not to exceed \$500. Bids must be posted at the convention site and the winner announced prior to the close of convention.
- A state chapter may sell P.E.O. related items such as state history, state chapter directory or commemorative item(s) for a significant anniversary of the state chapter.
- **With the approval of the state executive board, local chapters may advertise their fundraising items with descriptive sheets available in the following manner:**
 - Place in convention kits
 - Included with the convention mailing
 - Sent with the state newsletter
 - Placed on the state website
- **Note: Samples of fundraising items may be displayed with order forms available; however, no sales are permitted at convention. Pre-ordered and prepaid items may be delivered at convention.**
- The hostess state chapter(s) for Convention of International Chapter may sell International Convention commemorative items at state convention the year of and the year after that Convention of International Chapter.
- **Raffles at state conventions are not permitted due to liability concerns.** Many states have restrictions with any “gambling” activity, particularly those that are held where alcohol is available (as in hotels). There are other legal restrictions regarding raffles held in educational institutions (college campuses). These restrictions regarding raffles have been adopted to avoid the potential liability for state and district chapters.

SPONSORSHIP OF CONVENTIN FOR HOSTESS CHAPTERS

(IOLC 7/22, Policies, p.23)

- Local and state chapters may solicit sponsors to underwrite fundraising activities and events and programs related to convention. Sponsorship may be made in the form of, but not limited to, cash contributions, prizes, advertising, invitations, gift certificates, meals, supplies or other related items.
- Selection of sponsors should be in keeping with the image of P.E.O. and should be tasteful and appropriate. Sponsors may receive recognition in programs, kits and news releases at the event programs or at convention. Sponsor recognition shall be limited to company and/or logo. No endorsement or advertising of company services or products is allowed.
- Sponsors should be notified that while donations may be used to support the philanthropic projects of the P.E.O. Sisterhood, local and state chapters are not allowed to issue tax receipts. Donations from sponsors do not qualify for a charitable deduction.

OUTLINE FOR CONVENTION

Day prior to convention:

- Executive board meets, time and place determined by state president
- International representative arrives – transportation may be needed and is provided by the hospitality committee or hostess chapters
- International representative meets with state board and PSPs
- Dinner for the PSPs, state board, and the International representative
- Convention store and convention display area set up, if possible
- Meeting room set up, if possible
- Delegate packets assembled, if needed
- Delegate packets delivered early to IR, state board and PSPs
- Final preparations by the steering committee

During convention:

- Registration of delegates, visitors and PSPs, committee meetings (optional)
- Celebration of Life
- Orientation
- Workshops/seminars
- Period of Instruction
- Friday night dinner and program
- Business sessions
- Saturday lunch and optional program
- BIL activities & optional lunch
- Invitation to next year's convention
- Reception to meet state board and International Representative

Post-convention:

- Receiving line for immediate past state president, new state board and the International Representative
- Sales
- Clean up and return of props and equipment
- Collect badge holds/lanyards from convention attendees
- Collect convention surveys
- Finalize bill for facility (convention chair, convention treasurer and state president)
- Complete and distribute reports
- Audit committee meets
- Convention banking account closed

20XX P.E.O. Alabama State Convention Budget (SAMPLE)

	Proposed Budget	Actual	Total
INCOME			
Allocated by State Convention Fund	6,000.00		
Income from sales	<u>200.00</u>		
Total	6,200.00		
Meal Income			
Meals Paid by Attendees	4,500.00		
Meals Paid by State	<u>1,200.00</u>		
Total Meal Income	5,700.00		
TOTAL INCOME	11,900.00		
EXPENSES			
Convention Fund			
Decorations	900.00		
Favors/Packets/etc	50.00		
Call to Convention	40.00		
Name Badges	125.00		
First aid	15.00		
Gifts	100.00		
Hospitality	100.00		
PSP Dinner	250.00		
Properties	200.00		
Celebration of Life	100.00		
Banquet Entertainment	300.00		
Miscellaneous	<u>550.00</u>		
Total Convention Fund Expenses	2,440.00		
Meal Expense	<u>5,700.00</u>		
TOTAL EXPENSES	8,140.00		
Amount to be returned to Convention Fund	3,760.00		

Actual amounts are then added to the right of the proposed budget after convention is over and used as the financial report for the final convention report.

Line items may vary and items should be added if a significant amount is expended or receipted.

Certain expenses, such as conference room fee or church rental fee of \$300.00, are excessive. There are alternatives. Please consult the state president for options.

INSTRUCTIONS

ANNUAL SUMMARY OF HOSTESS CHAPTERS FOR STATE CONVENTIONS

To be used ONLY by local chapters who use the State Chapter's Federal ID Number to open a checking account used exclusively for state convention expenses.

This is not meant to replace any reporting requirements by your state chapter, but is intended to simplify the reporting to International. This information is then used in the filing of annual tax returns. Please be certain the report is mailed to the state treasurer no later than April 7, 20XX. A few items to note are:

- A form should be completed for each convention year; this may be the current convention year, the previous year's convention or any future convention. Be sure to include any money that was received and disbursed during the fiscal year April 1 through March 31. If any funds were received directly from the state chapter as an advance, please note on **line 1**.
- The Federal I.D. Number should be the number used when opening the convention bank account(s). If that number is not the State's Chapter I.D. Number do not complete this form, instead include the information on your chapters IRS-LC.
- *Please round amounts to the nearest dollar (.01-.49 round down, .50 -.99 round up)*
- Please included on line **6a**, and **12a** the items sold for fund raising. These are items that are purchased or made with the intent of selling. Selling of decorations should be included under ways and means, as selling was not the primary purpose. Also do not include as goods sold anything that did not have an actual cost. Garage sales and donated items sold should be included on line **6b**.
- When entering amounts on line **6a-6c** and **12a-12c**, please explain on the line provided.
- If there is an amount on line **13**, you must have amounts on at least one of the lines between **8** and **12c**.
- You must have amount on lines **15** to **17** unless line **18** is \$0. This will indicate the convention is over and all funds have been disbursed or returned to the state chapter (line **12b**).
- In order for Form IRS-HC to be balanced, lines A (beginning balance) + line 7 (receipts) – line 13 (expenses/disbursements) must equal both lines 14 and 18.

$$\text{Formula (A + line 7 – line 13 = lines 14 and 18)}$$
- **Line 14 must equal line 18** even if the amount is \$0.
- Make sure the form is signed by the convention treasurer and the chairman of convention. Please include the treasurer's telephone number and email address.
- Again, each convention year hostess chapter needs to report money on hand at the beginning and end of the fiscal year and any transactions during the fiscal year.

- Any questions with this form please call the P.E.O. International Accounting Office at 515-255-3153, Extension 3721.

SAMPLE FORM

Form IRS-HC **ANNUAL SUMMARY OF HOSTESS CHAPTERS FOR STATE CONVENTIONS**
April 1, 20XX - March 31, 20XX

FEDERAL ID NUMBER _____ STATE _____ CONV. YEAR _____

TOTAL CONVENTION ASSETS – MARCH 31, 20XX
(Line 18 from IRS-HC previous year)

A. \$ _____

RECEIPTS 20XX-20XX

- 1. Income received from State Chapter 1. _____
- 2. Initial hostess chapter donations 2. _____
- 3. Hostess chapter donations/assessments 3. _____
- 4. All interest received by check or added to savings, CDs 4. _____
- 5. Meals and housing 5. _____
- 6. Other receipts: **Do Not Include Transfers of Funds Between Bank Accounts**
 - a. Total from goods or services sold 6a. _____
 - b. Ways & means 6b. _____
 - c. Other: _____ 6c. _____

7. TOTAL RECEIPTS

7. \$ _____

DISBURSEMENTS 20XX-20XX

- 8. Convention housing, meals 8. _____
- 9. Convention center expenses, (rental conference/banquet rooms, etc.) 9. _____
- 10. All other committee operating expenses (decorations, printing, etc.) 10. _____
- 11. Hostess chapter contributions
 - a. P.E.O. Foundation and International Projects 11a. _____
 - b. State P.E.O. Projects 11b. _____
 - c. Other: _____ 11c. _____
- 12. Other disbursements: **Do Not Include Transfers of Funds Between Bank Accounts**
 - a. Cost of goods sold (goods sold _____) 12a. _____
 - b. Funds returned to State Chapter or passed to next convention committee 12b. _____
 - c. Other: _____ 12c. _____

13. TOTAL DISBURSEMENTS Add line 8-12c

13. _____

14. TOTAL ASSETS: Lines A+7-13=14

14. _____

ASSETS – MARCH 31, 20XX

- 15. Checking account (non-interest bearing) 15. _____
- 16. Checking (interest-bearing), Savings and Money Market account balances 16. _____
- 17. CDs and Investment _____ 17. _____

18. TOTAL ASSETS: Add lines 15 –17

18. \$ _____

Line 14 MUST equal line 18. The asset section (line 15-17) MUST be completed if there is a balance.

Treasurer _____ Date _____

Telephone Number _____ Email Address _____

Convention Chairman _____ Date _____

**20xx Alabama State Convention
Final Report
For**

(Fill in name of committee or position)

Responsibilities & Activities:

(Summarize your activity using bullet points. Try to keep to one page, if possible)

Suggestions for improvement/Recommendations: Use bullet points

Summary Statement:

(Give a concluding statement, if desired)

(Name), Chapter XX
(Date)

**20xx Alabama State Convention Steering Committee
EXPENSE REIMBURSEMENT FORM**

Committee _____ Date _____

Check Payable to _____ Amount _____

Brief description of expense or items purchased: _____

Please attach your receipts or bills to this form.

Mail reimbursement check to:

Name _____

Address _____

Phone _____ Email _____

Please return completed form to:

(Name), Convention Treasurer
20xx Alabama State Convention
(address)
(email)
(phone number)

Approved by:

Convention Chairman

Date _____

Treasurer's Use Only

Date Paid _____

Check _____

Amount _____
