

NYSOMOTC STATE MEETING GUIDELINES 2023

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BIDDING PROCESS

Two Years Prior: Member Club starts discussion on hosting a State Meeting.

Selection of the Co-Chairs: Two members who work well together volunteer or may be appointed by the club. The Co-Chairs are members of the NYSOMOTC Executive Board for the next two years and attend all the annual meetings.

Host Committee: Club members who work with the Co-Chairs to organize the State Meeting. This committee includes the Treasurer, Registration Chair, Raffles Chair, Hospitality Room, Show & Sell, Workshops, Friday Night, Saturday Luncheon, Saturday Night, Program Booklet and Publicity.

State Meeting Date: As stipulated by the By-Laws (Art. IX, Sect. 1 Date), the Saturday General Meeting of the NYSOMOTC shall be held on the last Saturday of April. The Parliamentarian confirms that Easter and Passover holidays do not conflict with the planned date. A change of the date may be requested and voted on at the Saturday General Meeting, once your bid is accepted.

Hotel Selection: The State Meeting Co-Chairs visit the hotels and meet with the Sales/Events Manager. The Host Committee may help to determine which hotel is the best choice. Once the hotel is selected, the State Meeting Chair assisted by the Co-Chair, is in charge of negotiating the contract and all matters related to the State Meeting during the two (2) year process.

Theme & Logo: The State Meeting theme and logo should be determined early on. The hosting club may vote if more than one idea is suggested. Discuss activities, entertainment, workshops, etc. to tie into the theme.

Notifications: Email the State President by April 1st, stating the club's intentions of presenting a bid. Include the names of the Co-Chairs, prospective hotel, room rates, theme and preliminary activities. Once informed, the President will add the bid presentation to the Saturday General Meeting's agenda. Contact the current State Meeting Liaison for additional information and review the Guidelines (Procedure Manual) available on the Website.

Presenting the Bid: At the Saturday General Meeting, the club makes a presentation to the membership. The President introduces the Co-Chairs. The presentation should include the theme, plans for the weekend, hotel location, rates and facilities. Use printed material about the hotel and local attractions to enhance your presentation.

After Bid Is Accepted: the future State Meeting Co-Chairs attend the Sunday Executive Board Meeting to receive the badge and request the \$2000 State Meeting Loan which is available to the hosting club. These funds are used to establish the State Meeting bank account. The loan is repaid at the Friday Executive Board Meeting of your State Meeting.

Important Reminder: The Co-Chairs follow the NYSOMOTC Bylaws and Standing Rules and answer to the President and the Executive Board. As a courtesy, the host club's president should be kept informed but will not be accountable for any decision-making or problem-solving.

ADVANCE PLANNING SCHEDULE

SELECTION OF THE COMMITTEE CHAIRS

Ask the club members to volunteer for the various committees described in these guidelines. Smaller clubs may not have the work force to fill all the committees. In this case, the Co-Chairs may take on multiple duties. You may reach out to sister clubs in the area, for assistance with the activities of the weekend.

THE FIRST HOST COMMITTEE MEETING – TWO YEARS PRIOR

Club members wishing to be part of the Host Committee attend this local meeting to review the State Meeting Guidelines, be informed of the specific activities and duties, who is in charge and who to contact if a problem arises.

STATE MEETING CHAIR oversees the running of the State Meeting; establishes which committees should begin to work immediately, approves all the work, expenses and refunds and takes care of any and all communications with the hotel staff.

STATE MEETING CO-CHAIR assists and consults the Chair throughout the two (2) year planning process and perform specific duties as requested by the Chair.

FOLLOWING THE STATE MEETING - After bid is accepted, the Host Committee meets again to set future goals, deadlines and prepare a budget.

- Each committee chair works on their respective activity; requests the State Meeting Chair's approval for expected expenses and keeps them informed of her committee's progress
- Conflicts or problems should be brought to the attention of the State Meeting Chair for resolution.
- Contact the State Meeting Liaison at any time for guidance and assistance.
- Attending the State Meeting the year before yours is helpful to learn how the weekend flows.

ONE YEAR PRIOR

The Host Club attends the State Meeting to present their official invitation skit at the Saturday General Meeting. The skit includes the theme, information about the hotel, room rates, location, schedule of events, transportation, facilities, entertainment, etc. Use hotel and local attractions brochures to enhance your presentation. Excitement and nerves will take over. Do the best you can.

ADDITIONAL MEETINGS

It is suggested that the State Meeting Chair arrange a meeting at the hotel site early on (before your State Meeting), for the various committee members to inspect the facilities, become familiar with the layout of the rooms for the different events and the services available. This meeting provides a unique opportunity to ensure that each committee's needs are discussed and can be met.

- ✓ Remind the committee chairs that all requests to the hotel are made only by the State Meetings' Chair and the Co-Chair, as they are the official NYSOMOTC representatives in charge.

NEGOTIATIONS

HOTEL

The State Meeting Chair, assisted by the Co-Chair, contacts the area hotels with conference facilities and meets with the Sales/Events Manager to inspect the hotel facilities.

- The Co-Chairs attend all subsequent meetings to schedule the dates, best possible room rates for single, double, triple, quad and suites; request a comp room for 3 nights for the State President, comp room for 2 nights for the Free Room Raffle fundraiser, rooms for the Executive Board and Saturday meetings, the Luncheon, evening events, workshops, Show & Sell, raffles and Hospitality (to be provided at no cost or at the lowest possible cost); discuss the menu selections (including their ability to accommodate special dietary requests), schedule of payments and other details.
- It is suggested that the Co-Chairs take notes of all discussions held with the hotel's management.
- The Chair should explain that the budget is limited and the bulk of the funds is not available until six (6) weeks prior to the event. If a deposit is required, the amount available to you is \$2000 (State Meeting Loan)
- The expected attendance varies from year to year. Review past State Meetings' final reports for data.
- Request that prices be frozen with a written guarantee included in the contract.
- Request a complimentary room or suite to use for Hospitality. Explain that this room is the members' social center for the weekend; that the club provides snack-type foods & hot/cold/non-alcoholic beverages.
- Inquire about the hotel's policy on allowance of outside food and the safety rules on the use of small appliances such as coffee pots, crock pots, toaster, microwave oven.
- Request extra tables and chairs for the food and beverages.
- The Co-Chairs should each receive a copy of the contract from the Sales/Event Manager. Be sure to read it and list items that need to be re-visited at future contract meetings.

CONTRACT

The negotiation process might last up to six (6) months prior to signing the contract. Be sure to specify and include in the contract:

- Room rates, guarantees, reservations and payment procedures for the members.
- Member clubs pay their block of rooms with a club check or a credit card (issued in the club's name) and their tax exemption certificate. If the hotel expects a different form of payment from the clubs, this arrangement should be stated on Third Call.
- All prices agreed upon should be guaranteed for two (2) years.
- Review the hotel's event cancellation or postponement policy in case of unforeseen circumstances or extenuating circumstances.
- Review the comp rooms for the "Free Room" Raffle, Hospitality and the President (3 Nights as per the Standing Rules)
- Inquire how the hotel will compensate you, should they double-book any room
- A spacious visible area or room for the On-Site Registration
- A large room (that can be locked) and tables – for the present and future State Meeting Raffles, the Ways & Means Raffles, the MSS Fundraiser, Member Clubs' scrapbook pages and newsletters.
- If space allows, this room may also be used for the Delegates/Alternates credentials registration meeting.
- Rooms for the Workshops and the Executive Board Meetings on Friday and Sunday mornings, with accommodation for 40 people, set up in classroom or horseshoe style. A podium, microphones, ice water pitchers, glasses (cost permitting)
- A spacious room or open area for Show & Sell to accommodate vendors tables and registered guests. The S&S Chair is to confirm the final number of tables needed by early March.
- A banquet room for the Friday Evening activity, the Saturday General Meeting and the Closing Party.

- The Saturday General Meeting: (8:00 AM to 5:00 PM). Room is set up banquet style with a head table, seating for the six (6) officers and a dais with a microphone. On the floor below the dais, two (2) rectangular tables for the Memorial Service, the Membership Pins and the Installation Ceremonies; a second microphone at the center of the room and a dry-erase board to the side of the head table
- Preferably, a separate room for the Luncheon (12 Noon – 1:45PM) to avoid the removal of personal items from the General Meeting room.
- For the Friday and Saturday Night activities: No rental fees for this room should be imposed since the host club will be purchasing food and requesting a cash bar.
- Discuss the fees for room set-ups, the use of AV equipment and the bartenders.
- Table settings and Menu selections (including special meals for members with food allergies) for the activities with food and the Friday and Sunday morning Executive Board meetings.
- Tables to be skirted, preferably at no charge.
- Late check-out time for the Co-Chairs, the Executive Board and the Hospitality room (if necessary)
- The schedule for payment of balances due, guest parking fees, etc.

REMINDERS

- Activities with food to include special meals requested by members with food allergies.
- Friday & Sunday Executive Board Meeting breakfast is suggested. Board members pay a per person fee
- Sunday morning breakfast /brunch for attendees is an optional activity.
- Friday Night Activity & Saturday Luncheon – members pay a per-person fee.
- Cash bar for Friday and Saturday Night activities – members pay for drinks.
- Bartender's fee is a contract item.
- Saturday Night Closing Party – food cost is covered by the registration fee
- Room accommodations – Member Clubs pay for their block of rooms with a check or credit card issued in the club's name and provide a tax-exemption form. Some hotels require that the tax exemption forms be submitted ahead of arrival. Obtain a name to whom the form should be mailed.

SIGNING THE CONTRACT

- Signing is done once both parties have agreed on **all** terms, hotel policies and everything you need is included in the Contract
- You might be required to pay a deposit.
- The Co-Chairs should each receive a signed copy of the Contract

SOURCES OF INCOME

Budget – use as a guideline for the expected costs of the Friday and Saturday's activities, printing of the Program booklet and the final report, the nametags, contest prizes, decorations and other expenses. Extra funds needed should come from fundraisers. The State Meeting is self-sustaining. The host club is not expected to cover any expenses. For a list of budget items, refer to the previous year's State Meeting Final Report.

State Meeting Loan - A \$2000 loan from the NYSOMOTC is available to the host club. The future State Meeting Chair requests the loan at the Sunday Executive Board Meeting following their bid acceptance. Funds are used to set up the State Meeting bank account and may be allocated for the hotel's deposit. The full amount of the loan is repaid at the Friday Executive Board Meeting of your State Meeting.

\$1 Per Person Assessment – this fee is paid by check to NYSOMOTC. Give to the Treasurer at the Friday or the Sunday Executive Board Meeting of your State Meeting.

Raffles – The preferred way to raise extra funds. The popular "Free Room" raffle is held at the State Meeting prior to yours. Raffles at your State Meeting are another important source of extra income. You may do a raffle or 50/50 at the Midterm Executive Board Meeting prior to your state meeting.

Surcharges - Once the cost for the Friday Night's activity and the Saturday's Luncheon has been determined, a small surcharge may be added to the final per person cost. This extra cash helps offset the cost of favors, centerpieces and prizes. Certain workshops may require a charge per person.

Registration Fee – **The current fee is \$50 for members, \$55 for guests.** The registration fee is used to offset the cost of the Saturday Night's activity. The State Meeting Chair may request a change of this fee at the Midterm Executive Board Meeting before their State Meeting. This fee is waived only for the six (6) Officers. The Treasurer issues a refund to the host club.

Reminder: No exceptions to this rule – Host club members, guests and family members (assisting during the weekend) must be registered to be allowed on site and/or attend any of the state meeting's activities.

Activities Paid by Members: include Friday Night, some workshops and the Saturday Luncheon. For the Friday and Sunday Executive Board Meetings where breakfast is served, an extra fee may apply to the board members.

Program Booklet Ads: Member Clubs and individual members are invited to buy an Ad in the Program Booklet.

STANDARD EXPENSES - Include in the Final Report

- ✓ President's room for three (3) nights, if not complimentary.
- ✓ Third Call
- ✓ Postage for donation letters
- ✓ Program Booklet
- ✓ Registration materials and nametags
- ✓ Raffle tickets
- ✓ Set up fees for meeting rooms; use of AV equipment (when needed)
- ✓ Hospitality room – if donations of food & supplies are not adequate
- ✓ Workshop speakers
- ✓ Friday Night Activity – decorations, food and bartender's fee
- ✓ Saturday Luncheon - food, entertainment, centerpieces and favors
- ✓ Saturday Night – DJ, appetizer-style food, bartender's fee and decorations
- ✓ Food and Hot/Cold Refreshments for the Friday and Sunday Executive Board Meetings - if finances allow.
- ✓ TIPS for the hotel staff. Minimum of \$5 per person, for any assistance they give you.
- ✓ \$2000 State Meeting Loan and the \$1 Per Person Assessment Fee – paid to NYSOMOTC
- ✓ Printing cost for the State Meeting's Final Report

HOST COMMITTEE

STATE MEETING CHAIR

- The Chair, along with the Co-Chair, attend the NYSOMOTC meetings for the two years and present a written activity report.
- Finalizes the hotel selection and all the contract negotiations, including all rooms, menu selections (include special meals requests), all communications with the hotel staff, any special arrangements and the settlement of all accounts due at the conclusion of the weekend.
- Confirms the comp room for the State President and provides the confirmation number.
- Approves the Host Committees' work, expenses and refunds.
- Communicates with the President and the State Meeting Liaison.
- Provides the First and Second Calls to the Newsletter Editor and the Webmaster
- Creates the first draft of Third Call and emails it to the President and the State Meeting Liaison by no later than the Midterm Executive Board Meeting for their corrections and approval.
- Sends the official Third Call packet by **December 1st** to the Officers, the Past Presidents, the Member Clubs' State Representatives, Presidents and to the Multiples of America (NOMOTC) Executive Office
- Forwards the Third Call file to the Webmaster to post on the website.
- Provides the logo design to Westside Suburban MOTC (Anne Clements) for the State Meeting Disc by no later than the Midterm Executive Board Meeting.
- Creates the Program Booklet. The President provides the copy-ready Welcome Message, the lists of the current Executive Board Members, Past Presidents and the past State Meeting Sites. The MSS Chair provides the list of the Scholarship Recipients. The Chaplain provides the Memorial Page.
- Contacts a local Scouts troop and arranges for them to present the Colors at the Opening Ceremonies
- Contacts a local politician in writing, requesting their attendance at the Opening Ceremonies to welcome the membership.
- Provides the contact information of newspapers and media sources to the Publicity Chair
- Flowers needed at the State Meeting:
 - ✓ President may request a small floral arrangement for the Rec. Secretary (in recognition of the Nat'l Administrative Assistant Day) Submit a voucher for this expense to the Treasurer.
 - ✓ Silk red roses for the Memorial Service are kept in the plastic bins.
 - ✓ 5 silk corsages used for the Installation Ceremony are kept by the Nominating Chair.
- Sees that all functions during the State Meeting weekend are running smoothly.
- Attends the Friday and Sunday Executive Board Meetings and presents a report, including the Show and Sell activity.
- At the conclusion of the Saturday General Meeting, the Co-Chairs assist the next year's Co-Chairs with packing the equipment, the official ballot box, the U.S. & State's flags/poles & stands, display plaques, flowers, vases and the table's identification cards.
- Signs the State Meeting Equipment Transfer Form, provided by the Procedure Manual Chair.
- Ruth Barone/Past President is the current custodian of the NYSOMOTC's Quilts and display stands.
- Meets with the State Meeting Co-Chair, the Treasurer and the Sales/Events Manager to settle hotel bills due at the conclusion of the weekend
- Sends the Evaluation Forms to the Advisor.
- Prepares a Final Report of the State Meeting (in booklet form) and presents it at the Midterm Executive Board Meeting. Distribute copies to the board members. Provide an extra copy to the Archivist.

TREASURER

- Sets up a checking account after the State Meeting Loan is received. All deposits and disbursements including hotel bills, refunds to members and host committee-related expenses are processed from this account.
- The State Meeting account checks should state "VOID IF NOT CASHED WITHIN THIRTY DAYS".
- The State Meeting Treasurer and the Chair are co-signers on the account.
- Prepares a budget based on past financial reports and informs the committee chairs their spending allotment. Budget a specific amount as income from the raffles. These funds may be used for expenses such as extra food for the Saturday night party, coffee for the Saturday' General Meeting or the Sunday Executive Board Meeting.
- Works with the Registration and State Meeting Chairs to keep accurate financial records.
- If necessary, due to lack of volunteers, the Treasurer may serve as the Registration Chair
- At the conclusion of the weekend, meet with the Co-Chairs and the Sales/Events Manager to settle all accounts due.
- Refunds are issued after the hotel bills have been paid in full.
- With the State Meeting Chair's approval, issue refunds to the committee members who have submitted a voucher with receipts. (A sample voucher form is in these guidelines)
- Prepare a financial statement of all income and expenses for the Final Report of the State Meeting. Be sure to allot funds to cover the printing cost of the Final Report.
- The remaining funds are transferred (by check) to the next year's State Meeting Chair, at the Midterm Executive Board Meeting, as per the Bylaws.
- Once all checks have cleared, the State Meeting account is officially closed.

REGISTRATION CHAIR

- The Co-Chair or the Treasurer may be appointed by the State Meeting Chair to work this position, if no one volunteers.
- Work with the State Meeting Chair during the registration process.
- Prepare the Evaluation Form.
- Maintain a database with the registration information. Create the Attendance List by clubs
- Provide an updated copy of the Attendance List to the President, the Parliamentarian and the following:
 - ✓ Friday Night and Saturday Luncheon Chairs – need the attendance number and meal choices including members' special meal requests.
 - ✓ Parliamentarian – confirms that Member Clubs in attendance have registered credentials for their Delegates & Alternates
- Program Booklet Chair – include the members' names and club affiliation
- Membership Pins Chair – to determine who qualifies for an attendance pin.
- Turn over all registration fees to the State Meeting Treasurer, for deposit in a timely fashion.
- Obtain the Member's Choice Ballots (e-file) from the Club Scrapbook Page Contest Chair.
- Prepare the nametags and the registration packets.
- Print the Member's Choice ballots for the Club Scrapbook Page Contest; add one to each registration envelope.
- Prepare the Sign-In Sheets for the on-site Registration - Thursday evening, Friday 9AM-6PM; Saturday 7AM- 8AM
- Each attendee signs in person, picks up their registration packet, the name tag and a Program Booklet.
- Inform the Membership Pins Chair of any late registrations.
- Give the original Sign In Sheets to the Membership Pins Chair before the pins presentation ceremony takes place at the Saturday General Meeting.

About Refunds

- The Registration fee - \$50 (for members) or \$55 (for guests) is Non-Refundable (Bylaw Art. IX Section 3). This should be so stated on the State Meeting Registration Form.
- All attendees and host club workers shall pay the applicable registration fee.
- The registration and luncheon fees for the six (6) Officers are paid by the State Treasurer to the host club's State Meeting account (as per the Standing Rules). The Chair submits an expense voucher form to the President.
- Refunds may be issued at the discretion of the State Meeting Chair, assisted by the Co-Chair - only after all the hotel bills have been paid in full.

RAFFLES CHAIR

Coordinates the two major raffles to raise additional funds to offset expenses.

The “Free Room for 2 Nights” Raffle – is held at the State Meeting the year before.

This room is secured and guaranteed at the contract negotiations conducted by the State Meeting Chair and the Sales Manager. The Co-Chair may assist with this raffle.

- Purchase rolls of double sided tickets
- Tickets selling price is discretionary.
- Contact the current State Meeting Chair to confirm your table set up near the Registration area.
- Other items may be added to make this raffle more appealing; use different color tickets.
- Winners are pulled during the Saturday General Meeting. Consult the President for appropriate time.
- Prepare a certificate to issue to the winner, stating “Winner of the Free Room for 2 Nights”.
- Give a copy of this certificate with the winner’s name to next year’s State Meeting Chair.

Regular Raffles - held at the State Meeting.

- Seek donations of new/unused items from local merchants and club members.
- Theme baskets are very popular and easy to assemble.
- Purchase varied color rolls of double sided tickets.
- Check with others who are using raffle tickets to ensure the colors are different – specifically the Future State Meeting and MSS fundraiser raffles
- Tickets selling price is discretionary.
- Provide a ticket container for each raffle prize.
- Set tables in a room with a lock near the Registration area.
- Sell the tickets during Friday’s Registration hours (9AM to 6PM).
- Draw the winners during the Saturday’s Luncheon break.
- Prepare the list of the winning tickets and distribute it to the membership, during the afternoon session of the Saturday General meeting.
- Oversee the distribution of prizes after the conclusion of the meeting.

HOSPITALITY

This is the social center of the State Meeting.

- This Committee should start early to secure donations of all non-perishable items and paper goods from local merchants. Club members should be asked to donate food items.
- Secure the coffee and hot water urns from club members
- Check the cost, if the hotel was to provide the hot beverage set-ups. This would eliminate the transportation and set-up of the urns.
- Room Schedule: Thursday evening “Welcome Reception” - 6PM - 10PM
Friday – 8:00 AM - 4:00 PM.
Saturday – 7:00 AM - 8:00 AM. Optional for a quick breakfast
- The schedule may be subject to change upon consultation with the President.
- The Hospitality Committee consults with the State Meeting Chair to arrange for the early availability of the room for delivery of supplies. Review the hotel’s policy on outside food to be brought in and what small electric appliances are allowed. Hotels generally discourage this practice, but some may make allowances.
- **Please be as discreet as possible!**
- Whenever assistance from the hotel staff is needed, the State Meeting Co-Chairs should be prepared to tip a minimum of \$5 to each helper.
- Post signs indicating the room’s location.

SHOW & SELL CHAIR

- Contact and recruit local vendors
- Mail the contract form to outside vendors;
- Provide the vendor contract form and information to the State Meeting Chair to include in the Third Call packet
- Collect the fee (Money Order or bank check) and the contract from the clubs and commercial vendors.
- Transfer all fees collected to the NYSOMOTC Treasurer, using the Financial Transmittal form. If a vendor pays earlier than three (3) months ahead, make a copy of their check and mail it to the Treasurer.
- Create a vendors' list for the Program Booklet and provide it to State Meeting Chair.
- Prepare a Show & Sell report to be presented by the State Meeting Chair at the Friday & Sunday Executive Board Meetings.
- Coordinate the Show & Sell activity. Merchandise set up is on Friday, starting at 3:00 PM.
- Selling times: 4:00 to 6:00 PM.
- See next page for specific duties and a sample of the vendor contract form

WORKSHOPS

- Held on Friday – AM/PM sessions. If scheduling permits, avoid conflict with the Executive Board Meeting's morning session. Try not to over-book too many workshop sessions.
- One standard workshop is featured at the State Meeting: Club Presidents and State Reps – presented by a Past President
- Some speakers may charge a fee; the budget should include this expense.
- Include the workshop titles, fees (if applicable), schedules and location in the Third Call
- Request members to pre-register. Attendance numbers are needed to set up the rooms accordingly.

OPENING CEREMONIES

This is the official opening of the State Meeting weekend. The Co-Chairs work together on this activity. The ceremony is traditionally held before the Saturday General Meeting is called to order. Should there be a scheduling conflict, the ceremony may be held on Friday evening. Consult the President.

- On Friday evening – the Ceremony is held from 7:00 to 7:25 PM in the same room as the Friday Night activity. A program card may be prepared – this is optional.
- At the Saturday General Meeting, the Ceremony starts at 8:00 AM. Confirm with the President before printing the Program Booklet.
- The State Meeting Chair arranges for a local Scouts troop to present the Colors.
- The President serves as the Mistress of Ceremonies. First, the Presentation of Colors; leads the Pledge of Allegiance; introduces the NYSOMOTC Officers, Past Presidents, other Executive Board Members in attendance and calls on the State Meeting Co-Chairs.
- The State Meeting Chair introduces the Host Committee, the club's president and the guest town official.
- Announcements are made as necessary.

SHOW & SELL

The Show & Sell Chair is appointed by the State Meeting Chair. They recruit and confirm the attendance of the vendors. They work with the State Meeting Chair to organize this activity.

- Assist the State Meeting Chair to select an appropriate area or room for Show & Sell and to secure the number of 6ft. tables and chairs that will be needed.
- Recruit local vendors with merchandise for women and children. Tell them about the Show & Sell activity and ask their participation. Create a list of names and addresses to send the contract information.
- Table fee for outside vendors is \$25 each. Member clubs, including those using an outside vendor as a fundraiser, are charged \$15 per table. A money order or check made out to NYSOMOTC are the only forms of payment accepted.
- Cancellations are accepted up to two weeks prior to the S&S event; the table fee is refunded by the NYSOMOTC Treasurer. No refund shall be issued for cancellations within two (2) weeks of the event.
- The NYSOMOTC and the future State Meeting Chair may use up to two (2) tables free of charge.
- In early January, mail contract form (see sample next page) with a cover letter typed on official letterhead, including the following information: event date, times for set up and sales, location, directions to the hotel site; an assistant must be at least 18 years of age; your contact information and the deadline for the contract and table fee to be returned to you. Reservations are on a “first come, first served” basis, due to room size limitations.
- The contract form for the Member Clubs is included in the Third Call packet, which is mailed **December 1st**. Provide the form to the State Meeting Chair no later than **November 1st**
- If needed - a copy of the current Member Clubs' Directory can be obtained from the State Meeting Chair or from the NYSOMOTC's website.
- Contract form and the table fee are due back by **March 1st**. Checks/Money Orders are mailed to the NYSOMOTC Treasurer in a timely manner, using the Financial Transmittal form. Make copies of all money orders/checks. Mail Certified Return Receipt Requested/Insured. Notify the Treasurer when the mailing is on its way. Destroy the copies of the money orders/bank checks after the conclusion of the State Meeting. If a check is received earlier than 3 months before, keep a copy and mail check immediately to the Treasurer using the Financial Transmittal Form.
- By mid-March, send a letter to each vendor registered confirming receipt of their contract and fee, the date, time, location of the S&S area and directions to the hotel.
- Inform the State Meeting Chair the amount of tables needed and to confirm this number with the hotel.
- Prepare a list of registered vendors and merchandise. This will assist you in setting up their table position.
- Create the VENDOR ID tag with vendor's name printed on 3x5 cards; place the card on each reserved table. A floor plan showing their table location is suggested.
- On the day of Show & Sell, oversee the set-up 3:00PM-4:00PM. Register all vendors, provide each an envelope with the identification badge and table location. The selling period is 4:00PM - 6:00PM
- Provide a written report to be presented by the State Meeting Chair.
 - ✓ **Friday Executive Board Meeting** – include the number of tables sold, total funds collected, number of outside vendors and clubs participating and a list of items sold.
 - ✓ **Sunday Executive Board Meeting** - include a final summary of the activity.



New York State Organization of Mothers of Twins Clubs

Show & Sell Display Contract

Check one: _____ Commercial Vendor _____ MOTC Vendor

Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____ Email: _____

Return this form with corresponding fee to the Show & Sell Chair by March 1st.

Display room for commercial and member clubs exhibits and sales.

Show & Sell is held on Friday, _____ 4:00 PM - 6:00 PM, for the NYSOMOTC Attendees.

Tables are available on a first to register basis. Space available is limited by room size.

A confirmation notice, including the set up schedule and directions to the hotel, will be mailed by mid-March

Check or money order (payable to NYSOMOTC) are the only acceptable forms of payment.

_____ \$ 25.00 Commercial Vendor (6Ft. table w/2 chairs)

_____ \$ 15.00 Member Vendor (6 Ft table w/2 chairs)

_____ \$10.00 Late Fee (if postmarked after March 1st)

Provide a brief description of merchandise:

The undersigned agrees to purchase space at the NYSOMOTC Show & Sell, held on Friday, *add date *.

No refund shall be issued for cancellations within two (2) weeks of the event.

NYSOMOTC reserves the right to reject item(s) not meeting its standards of acceptance.

Vendor's Name _____

Fee Enclosed: \$ _____

Authorized Signature _____

Date: _____

Mail the contract form with fees to: NYSOMOTC Show & Sell Chair
(Add Name & Address)

FRIDAY NIGHT

The chair works with the State Meeting Chair. This is usually a dinner at the hotel, with entertainment included. Entertainment may be optional.

- Provide decorations.
- Obtain the Attendance list from the Registration Chair. The list should also include members who request a special meal due to food allergies.
- Confirm that the special meals are available.
- Be at door to check nametags and the event registration sticker of each guest. Have the Attendance List on hand.

SATURDAY GENERAL MEETING

One hour prior to the opening of the Saturday General Meeting, the Co-Chairs check the following items:

- The flags, poles, stands, Ballot Box and NYSOMOTC displays are properly set up
- Microphones for the dais and the mid- floor section are in position and working condition
- AV Equipment is ready to project the reports.
- Dry Erase Board - to be used for the nomination process
- Extension cord for the Recording Secretary
- Two skirted rectangular tables in front of the dais, for the Membership Pins Presentation, the Memorial Service and Installation Ceremony.
- Silk red roses and vases for the Memorial Service.
- The Eleanor Siegel Memorial Book and the MS Scholarship Recipients' Book should be displayed.
- Five (5) silk flower corsages (4 for the Officers + 1 for the Installing Officer)
- Placement of the corsages, candles and ribbons and the Memorial Candle for the Installation Ceremony.
- Placement of the ID signs on the tables reserved for the Delegates and the Minutes Approval Committee in the front of the room

SATURDAY LUNCHEON

The Chair works with the State Meeting Chair to plan this activity.

- Obtain the Attendance list from the Registration Chair, which includes the meal choices and the members who requested special meals due to food allergies.
- Work with the Registration Chair to do the seating arrangement. Club members do not sit together - to promote socializing and conversation with others.
- Arrange for the entertainment (optional) and table decorations.
- Suggestion - To encourage a higher attendance at the Luncheon, (if finances allow it) offer a Free Registration for the next State Meeting, as a door prize. Present a certificate to the winner. Provide a copy of the certificate and a check for the winner's registration fee to the next year's State Meeting Chair.
- Be at door to check nametags and the event registration sticker of each guest. Have the attendance list on hand.

SATURDAY NIGHT CLOSING PARTY

This activity officially closes the State Meeting weekend. The Registration Fee covers the cost of this event.

- The Chair works with the State Meeting Chair to secure a DJ and a contract
- Provide the room decorations reflecting the theme. Favors are optional.
- Appetizer-type finger food and a Cash Bar are typically served. Keep in mind members with food allergies when planning the menu. The food arrangements are made by the State Meeting Chair at the contract negotiations.
- Check nametag and the event sticker of each guest at the door. Entrance is limited to registered members, guests and the hotel staff only.

SUNDAY BRUNCH

Information on breakfast facilities at the hotel are provided in the Third Call.

THE CALLS

The Calls are invitations and are used as reminders to the membership of the upcoming State Meeting. The State Meeting Chair is responsible to forward the Calls to the Newsletter Editor and to the Webmaster.

First Call– includes the meeting dates, hotel location, room rates and the State Meeting Co-Chairs' contact information. Provide to the Newsletter Editor for the May/June and the July /August issues, following the State Meeting where the bid was accepted.

Second Call – includes additional details about the weekend's activities, etc. Send to the Newsletter Editor for the May/June, Sept/Oct, Nov/Dec, Jan/Feb and the Mar/Apr issues, on the second year prior to your State Meeting.

Third Call - This is the official registration information packet for the State Meeting. It is suggested that you start creating a draft early on. Include the hotel's room reservation deadline, payment procedures, directions, the weekend's agenda with a description of activities, times and locations, the Registration form with the list of State Meeting Sites, the Newsletter and Club Scrapbook Page Contests' information, the Show & Sell Vendor contract form, the Club Ad contract form for the Program Booklet and other pertinent information.

- Forward the first draft to the President and the State Meeting Liaison, for their review and comments, no later than the Midterm Executive Board Meeting.
- Once the corrections and approval are completed, finalize the Third Call for mailing.
- The Third Call is sent by no later than **December 1st** to the Officers, Executive Board Members, Past Presidents, Member Clubs Presidents and State Representatives and to the Multiples of America (NOMOTC) Executive Office
- Send Third Call via US Mail to the Board Members without an email address
- Forward the file to the Webmaster to post on the website.

PROGRAM BOOKLET

The State Meeting Chair should review the previous Program Booklets

- Obtain price information and printing time-frame from local printers.
- Collect fees and ads sent in by the local clubs and individuals. All fees should be turned over to the State Meeting Treasurer for deposit as quickly as possible.
- Contact the following:
 - ✓ President - Welcome Message and the lists of the Past State Meeting Sites, the current Executive Board & the Past Presidents. **Note:** *As per a 1992 Executive Board decision, the list of Past Presidents skips a year and omits the name of a Past President.* Questions/concerns on this subject, should be directed to the President.
 - ✓ Parliamentarian - Voting Procedures and the Delegates report
 - ✓ State Meeting Co-Chair – List of Donors and Items donated
 - ✓ Chaplain - Memorial Page
 - ✓ Marie Simmons Scholarship Chair – List of the past and current year scholarship recipients
 - ✓ Membership Pins Chair - List of pin recipients
 - ✓ Newsletter and Club Scrapbook Page Contests' Chairs - List of participants
 - ✓ Registration Chair - the Attendance Lists for all events and the seating arrangement for the Saturday Luncheon
 - ✓ Show & Sell Chair - List of registered vendors
- Create the format for the booklet.
- Provide an extra copy of the booklet to the Archivist

PUBLICITY

A member of the host committee works with the Webmaster on posting the publicity release on social media (such as NYSOMOTC's Facebook page) as a means to promote the State Meeting being held in their local area.

- Consult with the State Meeting Chair and the President to obtain approval of the publicity statement, prior to posting it.
- Sample publicity release letter follows to use - if mailing is preferred.



New York State Organization of Mothers of Twins Clubs

April _____

The New York State Organization of Mothers Of Twins Clubs _____ (add #) annual State Meeting is being held on April _____, 20 _____ at the _____ (add hotel name & city) This conference will be hosted by the _____ (add hosting club's name)

Currently, there are ____ support groups for mothers of multiples throughout New York State. Each year, members and guests gather to discuss and be educated on topics that benefit their local clubs, their families and themselves. The weekend's events include workshops, exhibits, Executive Board and General Membership meetings, elections of officers, a presentation of two (2) scholarship awards and social activities.

Please publish this release no later than April _____, 20____.

For more information, contact the person listed below. Website: www.nysomotc.org Facebook: New York State Organization of Mothers of Twins Clubs.

Yours truly,

Add State Meeting Chair's Name
Contact information

CC: NYSOMOTC President

DOOR SIGN CONTEST

- This contest is up to the discretion of the club.
- The hotel's safety rules and fire regulations should be observed.
- Include participation information in the Third Call.
- Provide a theme and token prizes to be awarded.
- Four (4) judging categories: "Members' Choice Award" "Most Creative", "Funniest" and "Best Overall"
- Provide a ballot in the registration envelope.
- Select two (2 judges); provide them the judging criteria, score sheets and list of participating room numbers. A small token gift may be given to them.
- Judging takes place Friday evening.
- Winners are announced at the Saturday General Meeting

NAMETAGS

The Registration Chair prepares the nametags, using the registration database.

- Lariat style laminated business size card or the standard plastic pouch with a label insert.
- Print: NYSOMOTC, State Meeting & Year, Name, Club Affiliation, or if a 'Guest'
- The logo in pink or blue is used to identify the member's children (this includes singletons)
- Deceased children are identified by placing an angel, star or rosebud sticker over its corresponding pink or blue logo.
- Use different stickers to identify the paid events; place them in the back of the nametag.
- First Time Attendees may be given a number "1" pin (in their registration envelope). Optional
- Guests may be given a "G" pin. Optional

DITTY BAGS (Optional)

It is the discretion of the host committee to give a ditty bag to each attendee.

- The State Meeting Chair prepares the letter requesting donations from the local club members, area businesses, the local Chamber of Commerce and the Visitors' Bureau.
- Work closely with the Registration Chair to assemble the correct amount of bags and distribute them during the registration hours.

To Do List - Between Midterm Executive Board Meeting and the State Meeting

Between the Midterm Executive Board Meeting and the State Meeting, the State Meeting Chair confirms the following:

Reflections - prepares the Memorial page for the Program Booklet. The silk red roses are part of the equipment inventory. Confirm if the Reflections Chair needs a CD player.

Club Scrapbook Page & Newsletter Contest Chairs – need at least two tables to display the newsletters and scrapbook pages. The contests' chairs provide you the rules and entry form to be included in the Third Call. The Club Scrapbook Page Chair needs your assistance in securing two (2) on-site judges.

Future State Meeting Chair - needs a table to sell their raffles during Registration and at Show & Sell.

Membership Pins Chair –provides you the list of pin recipients for the Program Booklet.

Nominating Chair – provides the white Memorial Candle**, the color candles, the matching silk flower corsages and ribbons that are attached to the President's gavel. Two tables to be placed at the center, in front of the dais – to be used for the Memorial Service, Membership Pins Presentation and Installation ceremony. Note: the Installation ceremony is held every other year.

** State Meeting Chair to confirm hotel's policy on using lit candles in their premises.

Parliamentarian - needs a room or area for the Delegates/Alternates registration meeting on Friday evening - [6:00-6:30 PM]. Provides the Voting Protocol and the Delegates Report for the Program Booklet.

Recording Secretary - provide a copy of the logo cover for the State Meeting Minutes.

State President – confirm the order of a small flower arrangement (from a local florist) for the Recording Secretary, in recognition of the "Administrative Assistant Day". This is paid by the NYSOMOTC Treasurer. Use the voucher form to request a refund.

Vice President or a Past President – may serve as the moderator for the Clubs Presidents/State Reps workshop. This arrangement may be finalized at the Friday Executive Board Meeting.

Ways & Means Chair - needs a room (with lock) and tables near the registration area to set up the W&M Raffles

Westside Suburban MOTC- provide them the color and logo design of the State Meeting Disc. If they are not represented at the meeting, send the design to Anne Clements, 111 Cider Creek Lane, Rochester NY 14916 or via email to aclemtwins@yahoo.com. The club's contact information is found in the current Member Clubs' Directory.

HELPFUL TIPS/REMINDERS for the State Meeting Co-Chairs:

- ✓ The State Meeting Liaison is available to answer your questions.
- ✓ Communicate with the President on a regular basis.
- ✓ It is suggested that the Host Committee wear a “uniform” look throughout the weekend for easy identification.
- ✓ Nametags must be worn for all the activities. NO EXCEPTIONS! Add a reminder sticker on the registration folder.
- ✓ Activities involving food service should include the special meal requests from members with food allergies.
- ✓ If the hotel’s Sales/Event Manager has done a super job for you, a small gift is appropriate. This expense is paid from the remaining funds.
- ✓ At the discretion of the Co-Chairs, a token gift of appreciation may be presented to the Host Committee chairs. This expense is not paid from the remaining funds.
- ✓ Keep notes on all meetings and discussions during the two years. These will be useful to prepare the Final Report.
- ✓ Send the Evaluation Forms to the Advisor, within one (1) month after the State Meeting
- ✓ Be sure that all expenses, including the printing cost for the Final Report copies, have been paid before the State Meeting bank account is closed.

FINAL REPORT of the STATE MEETING

This report is presented at the Midterm Executive Board Meeting in October. Prior to closing the State Meeting account, funds should be allocated to cover the printing expenses for the report. A copy is given out to each Board Member in attendance. Provide an extra copy to the Archivist.

The Final Report is presented in a booklet format and includes the following:

- The State Meeting logo cover with “Final Report” printed on the front page
- Summary of all your fundraising activities
- Hotel and contract information
- Reports of all the committees and events
- Financial Statement including all monetary transactions of the two-year period – Income and Expenses
- List of all donations received, including those from the Host Committee and clubs’ members
- Helpful comments for future state meetings

Two-Year Schedule for the Present and Future State Meeting Chairs

Two years prior to the State Meeting:

- ✓ Discuss hosting the State Meeting; refer to the State Meeting Guidelines in the Procedure Manual
- ✓ Establish the Host Committee and the theme; check the dates to avoid conflicts with holidays
- ✓ Inform the President of your intentions to bid
- ✓ Attend the State Meeting to present the bid
- ✓ After bid is accepted, the Co-Chairs attend the Sunday Executive Board Meeting to request the Loan and receive their badges. Procedure Manual is on the website.

Spring/Summer

- ✓ Set up the State Meeting bank account
- ✓ Review the State Meeting Guidelines, NYSOMOTC Bylaws and Standing Rules
- ✓ Set up meetings with the hotel's Sales Manager to fine tune the contract negotiations. Take notes of all discussions.
- ✓ Prepare a budget. Refer to the previous state meeting's Final Report for Income & Expenses
- ✓ Create the theme and the logo that will identify the State Meeting
- ✓ Meet with the Host Committee chairs to set up a plan of action
- ✓ Send First Call to the Newsletter Editor and to the Webmaster
- ✓ Show & Sell Chair begins to recruit local vendors

September

- ✓ The Co-Chairs register to attend the Midterm Executive Board Meeting
- ✓ Contract negotiations with the hotel should be more defined at this point in time

October

- ✓ Present a progress report at the Midterm Executive Board Meeting. Provide eight (8) copies - one each for the Officers and the Minutes Approval.
- ✓ Hotel contract with all written agreements should be signed by this time.
- ✓ Send article to the Newsletter Editor and to the Webmaster

December

- ✓ Send article to the Newsletter Editor and to the Webmaster

January thru March

- ✓ Finalize the workshops.
- ✓ Plan the skit presentation to the membership in April.
- ✓ Host Club members should attend the State Meeting to present the skit and familiarize themselves with the weekend's activities.
- ✓ Obtain literature from your hotel and local attractions to enhance the skit.
- ✓ Raffles Chair purchases tickets for the 'Free Room' raffle.
- ✓ Create a certificate to give to the winner (a copy for the State Meeting Chair). Other prizes may be added to enhance this fundraiser
- ✓ Confirm the raffle table you need with the current State Meeting Chair

April – One year prior to your State Meeting:

- ✓ Attend the State Meeting, including the Friday & Sunday's Executive Board Meetings – present a written activity report. Provide eight (8) copies- one each for the Officers and Minutes Approval Committee
- ✓ Sell tickets for the 'Free Room/2 nights' raffle on Friday, during the On-site Registration - 9AM to 6PM
- ✓ If schedule allows it, follow the current State Meeting Chair to learn what goes on and what to expect
- ✓ Present the invitation skit at the Saturday General Meeting
- ✓ Select the raffle winners during Saturday's General Meeting afternoon session; consult the President for the appropriate time.
- ✓ At the conclusion of the meeting, the current and next State Meeting Co- Chairs and the Procedure Manual Chair meet to collect and pack the plastic bins holding the equipment and the Ballot Box, for the next year's meeting.
- ✓ Sign the Equipment Inventory List provided by the Procedure Manual Chair

May thru August

- ✓ Send Second Call to the Newsletter Editor and to the Webmaster to post on the website
- ✓ Meet with the various committees to follow up on all the plans and activities
- ✓ Confirm the workshop presenters, dates and time of the sessions.
- ✓ State workshop - Club Presidents & State Reps: confirm the moderator at the Midterm Executive Board Meeting
- ✓ Begin typing the first draft of the Third Call
- ✓ Show & Sell Chair recruits local vendors and keeps a list of names & addresses

September

- ✓ Register to attend the Midterm Executive Board Meeting
- ✓ Third Call draft should be near completion. Include the Show & Sell vendor contract form, the Club's Ad form, the newsletter and club scrapbook page contests' rules and entry forms, the list of State Meeting sites with the registration form.
- ✓ Make preliminary arrangements with a DJ for Saturday Night. Request a contract.

October

- ✓ Finish the first draft of Third Call; email a copy to the President and the State Meeting Liaison for their review
- ✓ Attend the Midterm Executive Board Meeting and present a written activity report.
- ✓ Confirm the arrangements as listed in "To Do List" of these Guidelines.
- ✓ You may do a 50/50 raffle. Consult the President.
- ✓ If you are the previous State Meeting Co-Chairs – prepare the Final Report; distribute copies to the board members in attendance. Prepare the overage check to be given to the next year's State Meeting Chair.
- ✓ If you are next year's Chair – obtain the Final Report and the overage check from the previous Chair.
- ✓ Send the 2nd Call to the Newsletter Editor and to the Webmaster

November

- ✓ Once approved by the President, make the final corrections/updates to the Third Call.
- ✓ Mailing (see below) may be completed before the designated deadline.

December

- ✓ Email the Third Call by **December 1st** to the Officers, Executive Board, the Past Presidents, the Club Presidents, State Representatives and the Multiples of America (NOMOTC) Executive Office.
- ✓ Forward the Third Call file to the Webmaster to be published on the website
- ✓ Send a hard copy via regular mail to the board members without an email address.

January

- ✓ Review the State Meeting Guidelines
- ✓ The Co-Chairs should arrange a meeting at the hotel with the host committee to inspect the facilities and rooms for the various events. The Co-Chairs should note the committees' requests so they can be discussed with the Events Manager
- ✓ Begin typing the Program Booklet; start researching local printers and obtain printing cost estimates
- ✓ Raffles and Hospitality Chairs should begin to search and request donations
- ✓ Show & Sell Chair mails contract to commercial vendors.
- ✓ Ditty Bags Chair begins collection of items – optional

February

- ✓ Follow up with the Host Committee' work progress.
- ✓ Re-confirm date and location with the DJ for Saturday's closing party
- ✓ Re-confirm arrangements with all the workshops' presenters
- ✓ Check with Raffles Chair to purchase the ticket rolls and prepare the list of prizes
- ✓ Send an invitation letter to the local town or city official requesting their attendance at the Opening Ceremonies, to welcome the membership.
- ✓ Contact a local Scouts troop, to present the Colors at the Opening Ceremonies.
- ✓ Forward contact information on local newspapers and media sources to the Publicity Chair.

March

- ✓ Registration Chair tallies the registrations; prepares the Attendance List (including members with food allergies) and forwards a copy to the Parliamentarian and the President. They prepare the nametags, the Evaluation Form, folders and the Sign In registration sheets; prints the Member's Choice ballots for the Club Scrapbook Page Contest and adds one in each registration envelope.
- ✓ All monies from the registrations and booklet ads are deposited on a regular and timely basis
- ✓ Co-Chairs meet with the Event Manager to discuss room assignments for the President and the "Free Room" winner; review the list of special dietary requests; request that clubs be grouped on the same floor; request updates on the room reservations
- ✓ Provide the President their room confirmation number when available.
- ✓ Show & Sell Chair should send the vendors' checks/money orders to the NYSOMOTC Treasurer via Certified/Return Receipt Mail
- ✓ State Meeting Chair confirms the number of tables needed by the various committee chairs
- ✓ All seating arrangements, list of donors and S&S vendors must be completed for the Program Booklet
- ✓ Cancellations or changes: the State Meeting Chair works with the Registration Chair on handling cancellations or changes on an individual basis. Keep a list of the members. Inform them that the registration fee is non-refundable. Refunds on any activities may be issued only after the State Meeting hotel bills are fully paid and depend on the availability of remaining funds.
- ✓ Assemble the ditty bags – if applicable

Early April (Before the State Meeting)

- ✓ Confirm the Friday Night and Saturday Luncheon entertainment (if applicable) and the Saturday Night DJ
- ✓ Confirm the availability of the Hospitality room and other rooms for any deliveries
- ✓ Flowers for Memorial Service – silk red roses (kept in the equipment bins)
- ✓ Installation Ceremony – 5 silk flower corsages (4 for the Officers + 1 for the Installing Officer)
- ✓ President may request you to order a small arrangement (from your local florist) for the Rec. Secretary. This is paid by the NYSOMOTC Treasurer. Request a refund using the voucher form.
- ✓ Finish and print the Program booklet. Secure an extra copy for the Archivist
- ✓ Check that the committees have completed their tasks
- ✓ Publicity for the State Meeting to be posted on social media
- ✓ Check that raffle prizes, tickets and containers are ready
- ✓ Registration Chair should be ready with all materials.
- ✓ Inform the Membership Pins Chair of any late registrants.

April (At the State Meeting)

- ✓ Attend the Friday Executive Board Meeting; present a report and the checks for the State Meeting Loan refund, the per person Assessment Fee and the Show & Sell vendor tables' report.
- ✓ Oversee all the weekend activities.
- ✓ Nametags must be worn and should be checked at all activities.
- ✓ Registration Sign-In Sheets are transferred to the Membership Pins Chair before the pin's presentation is held.
- ✓ After the Saturday General Meeting concludes, the current Co-Chairs meet with the next year's Co-Chairs to transfer the ballot box, the flags, poles, stands and plastic bins holding the State Meeting equipment.
- ✓ Sign the Equipment Transfer Form provided by the Procedure Manual Chair
- ✓ Attend the Sunday Executive Board Meeting and present the Show & Sell final report.
- ✓ Provide a copy of the logo cover to the Rec. Secretary to be used for the State Meeting Minutes
- ✓ Give an extra copy of the Program Booklet to the Archivist

May through September (following the State Meeting)

- ✓ Send the Evaluation Forms to the Advisor within one month after your State Meeting
- ✓ Request the Host Committee chairs to provide you a final summary of their activity
- ✓ Treasurer prepares a detailed financial report.
- ✓ Type the Final Report. Use same logo cover as for the Program booklet.
- ✓ Register to attend the Midterm Executive Board Meeting.

October/ Midterm Executive Board Meeting

- ✓ The Chair presents the Final Report- a copy is given to each board member.
- ✓ Present the overage check to next year's Chair
- ✓ Your duties conclude and you serve as the next State Meeting Liaison.
- ✓ The state meeting bank account is closed after all checks have cleared.

SAMPLE REGISTRATION FORM

New York State Organization Mothers of Twins Clubs
(add number) Annual State Meeting
Add theme name
Registration Form

Please Print Clearly

Name: _____

Club: _____

Address: _____

Phone: _____ Email: _____

Attending as: (Check all that apply)

NYSOMOTC - Officers: President. _____ Vice President _____ Rec. Secretary _____
Treasurer _____ Advisor _____ Parliamentarian _____ Past President _____
Executive Board Member _____

Club: *Member* _____ *President* _____ *State Rep* _____ *Delegate* _____ *Alternate* _____ *Guest* _____

How many State Meetings have you attended? _____

Are you a First Time Attendee? Y _____ N _____

If attending by yourself, would you like to connect with a Buddy/Room Mate Mom? Y _____ N _____

Your Age: 20-30 _____ 31-40 _____ 41-50 _____ 51- 60 _____ Aged to Perfection _____

Marital Status: Single _____ Married _____ Divorced _____ Widowed _____

Your Multiples: Twins _____ Triplets _____ Higher Order _____

Identical _____ Fraternal _____ Sex: M _____ F _____ Age _____

Other Siblings: Sex: M _____ F _____ Age(s) _____ / _____ / _____

Have you lost a child? Y _____ N _____

Participating in Door Sign Contest? Y _____ N _____

Handicap/Limitations _____

Registration Fee: Non refundable. No one is allowed on site without paying this fee.

NYSOMOTC Officers (Pres., VP., Rec Sec., Treas., Adv., Parl.)		Paid by NYSOMOTC
Club Member	\$50.00	\$_____
Guest	\$55.00	\$_____
Late Fee (If postmarked after March 1st)	\$10.00	\$_____

Please indicate the events you plan to attend:

Thursday - Welcome Reception	Y_____ N_____	N/C
Friday - Executive Board Meeting Breakfast	Y_____ N_____	\$_____
First Time Attendees Workshop	Y_____ N_____	N/C
Club Presidents/State Reps Workshop	Y_____ N_____	N/C
Workshops (list all)		
Evening Activity	Y_____ N_____	\$_____

Indicate meal choice: _____

A Special Dietary Plate is available upon request. Please indicate exactly what your preference is:

Food Allergies: _____

Saturday - Luncheon

Officers: Pres., VP, Rec Sec., Treas., Adv., Parl.		Paid by NYSOMOTC
Club Member or Guest	Y_____ N_____	\$_____

Indicate meal choice: _____

A Special Dietary Plate is available upon request. Please indicate exactly what your preference is:

Food Allergies: _____

Evening Activity	Y_____ N_____	N/C
------------------	---------------	-----

Sunday - Executive Board Meeting Breakfast \$_____

Donation to the Marie Simmons Scholarship Fund \$_____

(Separate check/money order payable to the MS Scholarship Fund)

TOTAL DUE \$_____

State Reps: Include one club check payable to: State Meeting account name here

Mail Registration Form and Fees to: add Registration Chair's info here

Mail donations to the MS Scholarship Fund to the MSS Treasurer – add info here

STATE REPS: Club Participation: (check all that apply)

Club Scrapbook Page Contest _____ Ways & Means Raffles _____ Newsletter Contest _____ Show & Sell _____

Program Booklet Ad _____ Door Sign Contest _____

REGISTRATION CHAIR ONLY: Date Received _____/_____/20____

#_____

Checklist for State Meetings Attended – For Membership Pins Records

___ 1966	Yonkers
___ 1967	Gr. Rochester MOTC
___ 1968	So. Tier MOTC – Spring Is Here
___ 1969	MOTC Buffalo – Queen For A Day
___ 1970	TNT of CNY – We'll Measure Up In '70
___ 1971	MOTC Suffolk – Sunny Suffolk
___ 1972	Chemung Valley MOTC - Play Hooky In '72
___ 1973	Westside Suburban MOTC – Go Country Style
___ 1974	Mohawk Valley MOTC – Up, Up and Away
___ 1975	Schenectady MOTC – A Twin B'day Party
___ 1976	MOTC Buffalo – Twin Spirit In Buffalo
___ 1977	TNT of CNY – Twice As Nice
___ 1978	Staten Is. MOTC – Great In '78
___ 1979	So. Tier MOTC – Sweep Into Broome
___ 1980	So. Chauttaqua/Dan-Way-Co MOTCs – Join Our Pow Wow
___ 1981	Gr. Rochester MOTC – Meet Us At Home Plate
___ 1982	MOTC Suffolk – Sail Into Suffolk
___ 1983	Westside Suburban MOTC – Over The Rainbow
___ 1984	So. Chauttaqua MOTC – Stomp Into Chauttaqua
___ 1985	Schenectady MOTC – Tiptoe Thru The Tulips
___ 1986	MOTC Buffalo - Rock & Roll With Buffalo
___ 1987	TNT of CNY – Let's Meet At The Heart
___ 1988	MOTC Queens – Bite Of The Apple
___ 1989	Nassau Co. MOTC – A Roaring Good Time
___ 1990	So. Tier MOTC – Come To The Tier For The 25 th Year
___ 1991	Kins of Twins – Country Fun
___ 1992	MOTC Buffalo – The Winner Is You
___ 1993	Jefferson Co. MOTC – A Bridge Into The Future
___ 1994	Staten Is. MOTC – Party Hardy
___ 1995	TNT of CNY – Magic Live In '95 (30 th Anniv.)
___ 1996	Gr. Rochester MOTC - Picture This In '96
___ 1997	Nassau Co. MOTC – Cruising to Nassau, L.I.
___ 1998	So. Chauttaqua MOTC – Feeling Great In '98
___ 1999	Schenectady MOTC – Double Time In '99
___ 2000	MOTC Buffalo – Buffalo Rodeo (35 th Anniv.)
___ 2001	So. Tier MOTC – Laugh & Have Fun In 2001
___ 2002	Westside Suburban MOTC – Let The Sun Shine On You In 2002
___ 2003	TNT of CNY – Pamper Me In 2003
___ 2004	MOTCs of Queens, Suffolk Co., Nassau Co., TWINrific MOMs, T&T SOS, Staten Is. MOMs – Mardi Gras & More In 2004
___ 2005	Dutchess Co. MOMs – History & Mystery Come Alive In 2005 (40 th Anniv.)
___ 2006	Schenectady MOTC – Love The Flicks In 2006
___ 2007	Kins of Twins – A Little Bit Of Heaven In 2007
___ 2008	Capital District MOTC – Out of the States In 2008
___ 2009	Gr. Rochester MOTC – Turn Back Time
___ 2010	NYSOMOTC Past Presidents – The Journey Continues (45 th Anniv)
___ 2011	POM of CNY – Turtles Just Wanna Have Fun
___ 2012	Nassau Co. MOTC – Time To Renew In 2.0.1.2.
___ 2013	MOTC Buffalo – Roaring 20s At The Roaring Niagara
___ 2014	Genesee Country & Westside Suburban MOTCs – Disney Dream In 2014
___ 2015	TNT of CNY – Back To The Beginning (50 th Anniv.)
___ 2016	MOTC Suffolk – Sweet 16
___ 2017	Gr. Rochester MOTC – Flip Flop To The Lake
___ 2018	NYSOMOTC Executive Board – Back To The Future
___ 2019	Schenectady MOTC – Saratoga Scene
___ 2020	Virtual Executive Board Meeting due to Pandemic (via Zoom)
___ 2021	Virtual State Meeting due to Pandemic (via Zoom)
___ 2022	POM CNY - Looking For You In 2022
___ 2023	Buffalo or Bust – Ain't no Stopping Us Now

Name: _____

Club _____

___ Total of State Meetings attended

~State Representative Registration Checklist~

1. Review the registration packet.
2. Make copies for the club members or send via email.
3. Discuss the State Meeting and the registration information at the club meetings.
4. Collect the registration forms and fees with the member's approval.
5. Review all forms and correct with the member's approval.
6. Provide your club's Treasurer the checks collected and obtain one club check for the full amount to be paid to the convention account – as indicated on the registration form.
7. Mail one club check with all the registration forms to the State Meeting Registration Chair.
8. Remind members to make their room reservations directly with the (add name of hotel)
9. Fill out and return the entry forms to the respective chairpersons for the Club Scrapbook Page and Newsletter Contests, the Show and Sell contract and fee, Club's Ad in the Program Booklet.
10. **Be sure to respond by the specific deadlines for the following:**

FEBRUARY 1st.	March 1st
Newsletter Contest Entry Form	Newsletter Contest Entries
	Show & Sell Contract and Fee
	Club Scrapbook Page Contest
	Program Booklet Ad
	Hotel Reservations
	Registration Form
11. Prepare the club's donation for the Ways & Means Raffles
12. Remind club members attending to bring extra funds for the various Raffles and Show & Sell.
13. Get ready and join us to celebrate the **(add #) NYSOMOTC State Meeting (add name).**

20__ NYSOMOTC State Meeting

Evaluation Form

Thank you for your positive comments

On-Site Registration: Was it a smooth process? Yes____ No____

Comment:_____

Hotel: Were the facilities adequate? Yes____ No____ Indicate if any problems_____

Comment:_____

Workshops: Which did you attend:_____

Comment:_____

Show & Sell: Attended: Yes____ No____

Comment:_____

Friday Night Dinner & Entertainment: Attended: Yes____ No____ (If No, would you share why?)

Comment:_____

Saturday Luncheon: Attended: Yes____ No____ (If No, would you share why?)

Comment:_____

Saturday Night Closing Party: Attended: Yes____ No____

Comment:_____

Hospitality Room: Circle one: Excellent Satisfactory Needs Improvement

Comment:_____

Describe your weekend profile: check any that apply:

Did you fly____ or drive? _____ Thursday arrival _____ Friday arrival_____

Buy Raffles _____ Attended Workshops_____

Most Favorite Activity and why: _____

Least Favorite Activity and why: _____

Suggestions for future State Meetings: _____

*This voucher form is used to request a refund for events' expenses;
Expenses are approved by the State Meeting Chair*



State Meeting Expense Refund Voucher

Host Committee Member - fill out all pertinent information
Original & receipts attached - submit to the State Meeting Chair for approval
Upon approval, the State Meeting Treasurer issues the refund.
Retain a voucher copy for your file.

Date: _____

Name: _____ Committee: _____

EXPENSES:

Postage \$ _____

Copies \$ _____

Supplies \$ _____

Misc. \$ _____

\$ _____

Subtotal \$ _____

Advanced \$ _____

Total \$ _____

Host Committee Member's Signature

Date Received _____

Approved by _____ State Meeting Chair

Date Paid _____

Paid by _____ State Meeting Treasurer

Check Number _____

Amount \$ _____



New York State Organization of Mothers of Twins Clubs

Financial Transmittal Form

Prepare two [2] copies:

- Submit one [1] to the Treasurer with the cash and/or checks
- Retain one [1] for your files

Name: _____ Date: _____

Board or Committee Position: _____

Enclosed:

<u>NAME</u>	<u>AMOUNT</u>	<u>CHECK / CASH</u>	<u>PURPOSE</u>
		<input type="checkbox"/> check <input type="checkbox"/> cash	
		<input type="checkbox"/> check <input type="checkbox"/> cash	
		<input type="checkbox"/> check <input type="checkbox"/> cash	
		<input type="checkbox"/> check <input type="checkbox"/> cash	
		<input type="checkbox"/> check <input type="checkbox"/> cash	
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		<input type="checkbox"/> check <input type="checkbox"/> cash	
		<input type="checkbox"/> check <input type="checkbox"/> cash	

TOTALS:

Cash: _____

Checks: _____

Total Deposit: _____

SIGNATURES:

Submitted by: _____

Received by: _____ (Treasurer)