

**POLICY GUIDELINES  
COUNTRY WOMEN’S COUNCIL USA**



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## GUIDELINES FOR CWC, USA/ACWW AREA MEETING

### HOST SOCIETY RESPONSIBILITIES:

It is suggested that written invitations should be submitted to the CWC Chairman at least two to three years before the date of the meeting to allow for ample planning.

Possible sites and information on hotels should also be submitted, as should parking facilities, nearby restaurants and available shuttles from airports.

Host society shall submit information on TWO or more reasonably priced hotels/motels; these may also be from different locations in the state/area. Transportation costs to the location should be considered. Use the form attached to these guidelines – one for each site.

### ACCOMMODATION INFORMATION NEEDED: (Fill out check list for each site)

- Room rates for single, double, quad, including tax. The meeting estimates an attendance of 95 - 110 using approximately 40 - 50 rooms, which number shall be reviewed annually with the CWC Chairman
  - CWC Board members will make their own reservations.
  - It shall be the host society's responsibility to watch deadline dates to be able to cancel unneeded rooms in time to avoid unnecessary expense.
  - When there is a complimentary suite or room, it shall be provided for the CWC Chairman and/or special guest. Additional comp room or suite will be given to the host society.
- Board Meeting room large enough to accommodate 15 people, with table. The CWC board will meet for pre board meetings.
- Meeting room large enough to accommodate 95 -110 people, this number to be confirmed by CWC Chairman annually.
- Banquet Room large enough for approximately 110 people, this number to be confirmed by CWC Chairman annually, with setup for podium and stage area.
- Secured room with tables for a silent auction.
- Breakout Rooms (2-3), able to accommodate 30-50 persons each. Check with CWC Chairman if needed.
- Obtain menus for planned meals, including price, tax and gratuities.
  - Is breakfast included with room rate?
  - If meals are prerequisite by hotel to get comp and meeting rooms, a reasonably priced meal package including breakfast is recommended.
  - Host society to provide sales tax exempt number to hotel.

Selection of meals to be made by host society with approval of CWC Chairman.

**PROPERTIES NEEDED:**

- Registration table(s) to be staffed by host society(s).
- Table(s) for display, distribution, and sales of ACWW and CWC materials. ACWW USA Area President and CWC Vice-Chairman will provide the materials, but may request someone from the host society to assist in manning the distribution table.
- USA flag for meeting room plus a flag stands for the USA flag and ACWW flag (to be provided by ACWW Area President).
- Podium and public address system for meeting room and banquet room
- Platform with skirted table and seating for 6-8 in meeting room and banquet room.

**HOST SOCIETY SHALL:**

- Provide name of the host society coordinator(s) and committee chairs who will work with the CWC Chairman.
- At the CWC Meeting preceding the date of hosting, present an invitation. Packets of information may be handed out.
- Contract with Hotel in host society's name, providing their sales tax exempt number. Will provide copy of signed contract to CWC Chairman.
- Supply CWC Chairman with name of hotel contact.
- Provide name badges and folder for attendees. It is advisable to contact the local Chamber of Commerce and/or Visitor's Bureau for available resources.
- Work with Editor of CWC's NEWS SHEET in preparing promotional article for Winter/Spring issue (Feb.); and registration, tours, and travel (plane, train, bus or driving), parking fees, etc. information for the Summer issue (May/June), with copies to CWC Chairman.
- Provide names for two evening entertainment options during the program with final approval of CWC Board; entertainment expenses to come out of host society budget. Be responsible for providing thank you cards/gifts to entertainment.
- At the request of the CWC Chairman, provide a list of recommended speakers, including all costs to the CWC.
- Arrange for official greetings. May provide a local group to perform flag ceremony. Notify CWC Chairman of names and titles of such persons for the program book. Be responsible for providing any thank you cards/gifts if deemed necessary.
- Arrange for skirted head table with six to eight chairs on platform, if possible.
- Pay the cost of any hotel equipment used or meeting room charges.
- Pay all food bills and related expenses incurred at the hotel.
- Pay the cost of any publicity, other than CWC News Sheet.
- Provide registrant and collect registration forms and fees. All checks are to be payable to the host society. Prepare list of participants and make copies available for all in attendance.
- Organize and staff silent auction room including collection and payment for items. Provide silent auction forms using the CWC sample (pg. 26).
- If asked, provide staff for the ACWW and CWC sales table.
- Provide baskets/containers for Pennies collection during the final dinner, and Sayre Scholarship collection.
- Provide containers for collection of evaluation forms at end of meeting; the forms then being given to CWC Chairman.

- ❑ Write check(s) for Pennies for Friendship collection, sales table receipts, and silent auction receipts payable to Country Women's Council USA and deliver check(s) to CWC Treasurer at close of meeting.
- ❑ Compile and give registration report at the pre-board meeting, and during the general session.
- ❑ Compile and provide to the CWC Chairman a copy of your CWC meeting budget and financial report, and completed Post Meeting Report, within 30 days of conclusion of the meeting, for use in future planning.
- ❑ To help curtail costs to the host society and CWC members, CWC recommends eliminating bags, door prizes, etc. If host society wishes, a favor may be provided at the banquet.
- ❑ One year prior to the start of the meeting all raffles and/or fundraisers desired by hosting society should be presented to the CWC Board for approval.

#### **SUGGESTED COMMITTEES FOR HOST SOCIETY:**

- Registration Chair
- Name Badges, and Folders for Participants
- Budget and Financial
- Silent Auction
- Meeting room Properties
- Banquet and meals
- Entertainment
- Tours
- Airport Shuttle Transportation
- Hostesses
  - provide aid to members, guests and presenters
  - be clearly visible
  - collect tickets, when necessary

#### **COUNTRY WOMEN'S COUNCIL RESPONSIBILITIES:**

- As part of the meeting publicity, the host society may provide names and addresses (printed labels or data file) for up to 100 key people in their state to receive the registration and information issue of the CWC NEWS SHEET that will be mailed with the regular bulk mailing or e-mailed with the regular distribution of the meeting issue. (Provide email addresses when possible to save on cost.) As an alternative, the host society may request up to 100 copies to be sent in one package to one address.
- CWC Chairman will provide official printed programs for the meeting, the number to be determined by registration.
- CWC will provide meeting evaluation forms and a news release.
- Assume the cost of presenters invited by the CWC board, transportation, meals, and lodging.
- Will provide for parliamentarian, tellers and pages at meeting.
- CWC Chairman and ACWW USA Area President will preside at all general sessions.
- CWC Chairman will provide head table seating arrangements for general session, luncheons, and banquet.
- CWC Board will determine the registration fee.

## **MEETING FEES:**

- All fees, including tour costs, shall be submitted for approval of the CWC Board.
- The registration fee shall be divided with 60% going to CWC and 40% to the host society.
- Late Fees shall be received and retained by the host society.
- Fees for Registration, Meals, and Tours are nonrefundable, BUT are transferable after the late fee date.
- Total refunds may be made if requested before the late fee date. Any refunds of registration fees requested after the late fee date but under extenuating circumstances shall be determined by the CWC Board.

## **SUGGESTED TIMETABLE**

### **Three years prior to General Meeting**

Host society shall provide 2-3 location and hotel suggestions to CWC Chairman, along with prices of meals available, and possible tour day suggestions. Shall provide name of Meeting Coordinator to CWC Chairman. It is recommended that Coordinator not be the President/Chairman of hosting society.

### **One-and one-half year prior to General Meeting**

Select committees and their chairman. Shall prepare budget for the meeting using approximate number of participants expected. Suggest tour day itinerary and prices to CWC Chairman. Work with CWC Chairman to select meals and set tentative registration price. Shall suggest entertainment choices for two evening meals to CWC Chairman.

### **One year prior to General Meeting**

Appear at the previous year's meeting to issue an invitation to all participants. Meet with CWC Board to expedite plans for next year's meeting. Prepare promotional article by January for CWC News Sheet inviting them to your location. Send directly to the CWC Editor of the News Sheet with a copy to the CWC Chairman.

### **Six months prior to General Meeting**

Work with CWC Editor to prepare for Summer issue of News Sheet, including registration form, description and pictures of entertainment and tour options, travel options, etc. Communicate to CWC Chairman local welcome and flag ceremony information, and names of all host society committee chairmen. Review and prepare for items listed in checklist of host society.

### **General Meeting.**

Host society make a final review of host checklist responsibilities. Host society present welcome at General Meeting. Be available to CWC Chairman and Board.

**INFORMATION NEEDED FOR CWC MEETING**

**DATE OF BID** \_\_\_\_\_



**FILL OUT A SEPARATE SHEET FOR EACH LOCATION/HOTEL**

NAME OF HOTEL: \_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_

DATES AVAILABLE: \_\_\_\_\_

ROOM RATES: (for 1-4 in room)\_\_\_\_\_ Double beds?\_\_\_\_\_ Queen beds?\_\_\_\_\_

Irons/ironing boards and coffee pots in rooms?\_\_\_\_\_

COMPLIMENTARY ROOMS: (How many per sleeping nights?) \_\_\_\_\_ SUITE?\_\_\_\_\_

MEETING ROOMS: (Free with how many meals/sleeping rooms?) \_\_\_\_\_

MEALS: (Range of prices) \_\_\_\_\_

Can the lunch menu be used for evening meals? \_\_\_\_\_

Can meal prices be locked in a year in advance?:\_\_\_\_\_ How long in advance?:\_\_\_\_\_

Complimentary breakfast?:\_\_\_\_\_

Walking distance to restaurants? (for meals other than the planned conference events) \_\_\_\_\_

TRANSPORTATION LOGISTICS: (Airports, trains, etc.)\_\_\_\_\_

COST OF AIRPORT SHUTTLE TO HOTEL: \_\_\_\_\_ Contact:\_\_\_\_\_

HOTEL PARKING FEES? \_\_\_\_\_ FREE?\_\_\_\_\_

PROPERTIES: (Attach list of audio visual costs)

IS PUBLIC ADDRESS SYSTEM INCLUDED WITH THE MEETING ROOM? \_\_\_\_\_

CAN EQUIPMENT BE BROUGHT IN? (i.e.: TV/VCR, overheads, etc.)\_\_\_\_\_

AREA ATTRACTIONS/TOUR POSSIBILITIES:

APPROXIMATE COSTS:

ADDITIONAL COMMENTS ABOUT SITE:



## CWC/USA ACWW Area Meeting Budget Planner

<b>Society</b>				
<b>Income</b>		<i>Budgeted</i>		<i>Actual</i>
# Registered				
Registration Fee Including Meals				
Room Rate				
# of Rooms Booked				

<b>Expenses</b>				
Meeting Rooms/Extras				
Meals Included in Registration				
Sleeping Rooms & Meals for Speakers and/or Presenters				
Speakers/Entertainment				
Registration Supplies				
Postage/Phone				
Audio/Visual				
Shuttle Transportation				
Decorations/Favors				
Gifts to Presenters, etc				
Punchbowl Reception				
Misc.				
<b>Total</b>				

### Projected Funds:

$$\begin{array}{r}
 \underline{\hspace{2cm}} \times \hspace{1cm} = \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\
 \# \text{Participants Expected} \times \text{Registration Fee} = \text{SubTotal} + \text{Donations} = \text{Projected Funds}
 \end{array}$$

**CWC SILENT AUCTION**

Item number: \_\_\_\_\_

Name (optional): \_\_\_\_\_

State: \_\_\_\_\_

Article: \_\_\_\_\_

**Increase bids in \$1.00 increments.**

Minimum bid: \_\_\_\_\_

Bid	Name
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

**CWC SILENT AUCTION**

Item number: \_\_\_\_\_

Name (optional): \_\_\_\_\_

State: \_\_\_\_\_

Article: \_\_\_\_\_

**Increase bids in \$1.00 increments.**

Minimum bid: \_\_\_\_\_

Bid	Name
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____



CWC GENERAL MEETING GUIDELINES FOR HOST SOCIETIES

CWC POST MEETING REPORT



Year \_\_\_\_\_

(To be completed by Coordinator & given to CWC Chairman within 30 days following the meeting.)

Dates of General Meeting: \_\_\_\_\_ Registration

Deadline: \_\_\_\_\_

Meeting Hotel: \_\_\_\_\_

Address of Hotel \_\_\_\_\_

Host Society: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Total # of Registrations: \_\_\_\_\_ Amount \$ \_\_\_\_\_

(Includes # \_\_\_\_\_ of 1 day registrations @ \$ \_\_\_\_\_)

Hotel Room Rate: \_\_\_\_\_ Number of Hotel Rooms Used: \_\_\_\_\_

First night \_\_\_\_\_ Second night \_\_\_\_\_ Third night \_\_\_\_\_ Fourth night \_\_\_\_\_

Tour 1 - # attending \_\_\_\_\_ Tour 2 - # attending \_\_\_\_\_ Tour 3 - #attending \_\_\_\_\_

Registration Fees: \$ \_\_\_\_\_

55% of Reg. Fee Paid to CWC Board: \$ \_\_\_\_\_

45% of Reg. fee Retained by host society: \$ \_\_\_\_\_

Late Fees Retained by host society \$ \_\_\_\_\_

Report Completed by: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

For use by board:

Registration Fee: \$ \_\_\_\_\_ Total Expense \$ \_\_\_\_\_

Registered Delegates: \_\_\_\_\_