Indiana Beta Sigma Phi

State Council

State Fun/Bowling Day Rules

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FHA COMMITTEE 2020

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| Timeline guide for STATE FUN/BOWLING DAY |
| Time  | Item | complete |
| 2-3 years before | Submit bid to FHA- **This Bid must be included with a Bid for State Day- Both Events must be done by same Host City.** |   |
| 1-2 years before \_\_\_\_\_\_\_\_\_\_\_ | Secure venue |   |
| Create Theme |   |
| Designate Chairperson(s) |   |
| Designate Secretary and Treasurer |   |
| Designate Registration person |   |
| Set Budget – Registration Fees must be used entirely for this event. **President suite for 1 night (Friday)** **should be included in Budget**. **If monies are left they are to be paid to the State Fun/Bowling Fund until the amount agrees with the Bylaws.** |   |
| Form committees if needed |   |
| Create Flyer/skit for presentations at State EventsSend Flyer to Website |   |
| Year before event | Meet with board at events for updates. You may submit a form for a Ways and Means Booth to help raise money for your event. |   |
| 2 Events before your event | Board must approve registration form before mailing. Form will be a part of the State Day Packet. |   |
| Bring copies to State Event Previous for Secretary to mail |  State Recording Secretary can mail State Day packet at bulk rate. State Fun/Bowling form will be in this mailing. |   |
| Month before  | Complete registration packets |   |
| 30 days before | Registration deadline – Registration deadline can be extended by the Host City. |   |
| 14 days before | Send registration list to State President, Vice President & State Treasurer |   |
| Day before | Meet with Board final time with State Day Hosts. |   |
| No later than month after | Send check to state board if you borrowed start up monies **and any monies left over to be applied to the State Fun/Bowling Fund.** |   |

 Event after your Event Give Final Report including Financial Report to Board & Membership. Also bring copies for Recording Secretary to mail with the State Mailing and a complete Report for FHA Chairman.

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| Checklist for the Day of the Event |
| **State Fun Day** |
| Registration | Staffing –2 of committee to do registration. Registration time 10:00 – 11:00 AM Saturday Morning. |
|   | Microphone |
|   | Name tags |
|   | Decorations |
|   | Door Prizes  |
| President's Suite | Pay for 1 night – Check with President to see if she wants to come in early and pay for the extra night (which would be Thursday) as State Fun Day should be paying for Friday night in the budget for Fun Day.. If venue doesn’t have a reasonable suite, do a king room, then consult with the President for her storage needs for the weekend.  |
| Board Room | Needed on Friday Night unless President’s Suite is big enough to hold Board meeting  |
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**AGENDA FOR STATE FUN DAY**

**REGISTRATION SATURDAY MORNING 10:00 – 11:00 AM**

**FUN TIME - 11:00 - 3:00- 3:30 PM**

**LUNCH SHOULD BE AROUND 12:30 PM**

**FUN TIME TO FINISH AFTER LUNCH TILL AROUND 3:00 – 3:30 PM**

**THIS LEAVES TIME FOR SISTERS TO SHOP, VISIT, HAVE DINNER, ETC.**

Chairman/Co-Chairman

* Conduct all planning meetings (set as needed).
* Secure the location for the event with approval of committee.
* Set up a budget with committee approval. Review attendance from past events to help set budget. All of the Registration fee should be used for the event. **If there is any money left then it is to be paid** **to the State Fun/Bowling Fund until the total Fund meets the requirements of the Bylaws.**
* Chair/Co-Chair may request a loan from the State Executive Board (check with the State Treasurer for amount available) to be paid back no later than one month after the event.
* Follow time line guide to make sure tasks are accomplished.
* Determine the theme of your event and if your event will or will not have:
	+ You may choose the type of event you would like to have. (Remember the sky is the limit.)

The only thing that must happen is it must be fun.

* + Determine the length of time
	+ Determine if lunch will be served and should say so on flyer and Registration form
	+ Determine if you will have a memento, name tags, decorations etc.

Secretary

* The Secretary shall bring to first State Board Meeting prior to your Event the names, addresses, email addresses, and telephone numbers of event board (Chair, Co-Chair, Treasurer, Secretary, and Registration Chair. Keep minutes of each meeting to be given to all Board Members at each reporting time and to FHA Chairman.
* Submit to Website: Name, Address, Telephone number, and email address of Chairman/Co-Chairman of the Event. Also submit a Flyer to Website. Flyer should state cost, kind of event, lunch, etc.

Treasurer

* The Treasurer is responsible for keeping track of all income and expenses for Event.
* All bills should be paid including loan from State if Borrowed and the books closed as soon as possible after the close of the event. **Any monies left are to be paid to the State Fun/Bowling Fund per Bylaws until the amount reaches the amount designated in the Bylaws.**
* Prepare closing financial statement which will be presented to the State Board by the Chair/Co-Chair (need one copy for each State Board member and enough copies to be put in the state mailing). A copy needs to be given to the FHA Chairman.

Registration Chair/Committee

Assemble the registration form to be given to the State Day Chairman to be mailed with the State Day Registration Packet along with Directions, maps, flyers etc.

* Make two copies of all checks: one to keep with the registration form and one copy to be given to the Treasurer with the actual checks.
* A list of everyone registered should be sent to the State President, Vice President, and Treasurer as soon after the registration deadline as possible (no later than two (2) weeks prior to the event). If there is a change in registration, current copies need to be sent to State Vice President and Treasurer on Monday prior to Event.
* Name tags should be made for this event.
* A registration area is needed and someone in charge to check in those that have registered and paid to attend the event. Those that have not registered may attend but must pay the fee at check in time.
* THIS EVENT MAY NEED AN AGENDA FOR THE DAY. BE SURE ALL PARTICIPANTS ARE GIVE ADEQUATE INFORMATION NEEDED FOR THE EVENT.