

USA Council of Serra International



Region/District Convention Manual

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USA Council of Serra International Region/District Convention Manual

I. Purpose of the Regional/District Convention:

The purpose is to bring together USA Council Serrans, spouses, guests, and priests and religious so they can mutually work for Vocations through prayer, training, fellowship, and sharing. There will be an increased awareness among leaders and members of ways to accomplish our mission. A major goal should be to attract as many Serrans as possible. The location, program and cost of the Convention should be positive factors in encouraging attendance.

II. Objectives and Goals of the Serra Convention:

There are many reasons for having a convention; some of the reasons are shown below. Review the list and include several in the Convention goals. Form objectives, which are important to your Region. Three to five objectives are sufficient, linked to the theme of the convention. Objectives are statements of achievement, such as, "Participants will be able to form and support Parish Vocation Committees."

Spiritual growth	Increase communication skills	Share information	Learn to collaborate with other vocation organizations
Training and education	Leadership development	Motivate to excellence	Build community

The Keynote address, programs, and workshops are to help the participants carry out the mission of Serra.

III. Types of Conventions:

Two types of conventions have evolved to meet the needs of Serrans in the USA Council:

Regional Conventions

Regional Conventions are the responsibility of the Regional Director (RD). The RD appoints a Regional Committee for Planning Conventions. A Host District Governor monitors the work of the Host Club and Convention Timetable. The Host Club appoints the Convention Chair. The Regional Director should never be the Convention Chairman because he or she will have many other duties and may not live near the convention location. The Regional Committee for Convention Planning (RCCP) will provide guidance and support as needed.

District Conventions

The District Governor, under the guidance of his or her Regional Director, is directly responsible for the District convention and will designate a Host Club that will appoint a Convention Chairperson (Chair). The District Governor should never be the Convention Chair because he or she will have many other duties and may not live near the convention location. The Regional Committee for Convention Planning will provide guidance and

support as needed.

IV. Regional Director's Role in Fall Regional Conventions

Long Range Planning:

Maintain a 5-year schedule of Host District Governors and Host Clubs for future Conventions. At the Convention add a new host District and Club to the schedule.

General Duties:

The leadership role of the RD is to provide continuity and consistency for this annual event. The responsibilities of the Regional Director (RD) include:

- ✓ Be familiar with the Regional Convention Manual and attend available training for Convention Planning.
- ✓ Monitor the progress of the Convention Committees to assure a quality Convention each year in the region.
- ✓ Appoint and monitor a Regional Committee for Convention Planning.
- ✓ Encourage all District Governors (DG) to promote the Convention at Incoming Presidents Seminar, Spring Leadership Planning Conference and District Council meetings, and DG annual visits to Serra Club and Board Meetings.
- ✓ Work with the DG to develop a plan to have every Serra Club represented at the Convention.
- ✓ At the Fall Convention, RD will conduct a meeting with all DGs.
- ✓ Encourage each District Governor to have a District Council Meeting during the Convention.

The annual Regional Convention is one of many responsibilities of the Regional Director. The Serra USAC Convention Committee recommends that the Regional Director establish a Regional Committee for Convention Planning. For this responsibility, appoint a three or four person group with experience in planning Serra Conventions. This group will be familiar with the Serra USA Council Regional Convention Manual and carry out the above list of responsibilities as delegated by the RD. The responsibility of the Committee will be to provide support for Host District Governor and Host Club Convention Chair and Convention Committee.

V. Regional Committee for Convention Planning

The Regional Convention is a vital element in supporting Club and District leadership, and motivating Serrans to accomplish the mission and ministry of Serra. The members of the Regional Committee for Convention Planning (RCCP) are selected from the Districts and Clubs in the region. The Regional Director has the responsibility to appoint a Committee of qualified Serrans to serve as resource to those who will host a Regional Convention. Serrans who serve on the RCCP will be appointed for three years on a rotating basis for the sake of continuity.

The names of Serrans serving on this Committee are to be given to the Chairman of the Serra USAC Convention Committee. The Serra USA Council Convention Committee is working on a training program for members of the RCCP.

The RCCP:

- ✓ Is a support group and is not to assume direct responsibility for planning the

Convention.

- ✓ Will meet with Host Committee when Convention Chairman is selected, 36 months before event.
- ✓ Will offer guidance and assistance in planning conventions within the region.
- ✓ Will develop a data file of bishops and vocation directors for use of the Convention Committees.
- ✓ Will maintain the 5-year schedule of Host Districts and Host Clubs for future conventions.

Proposed Convention Time Table

	<u>Months in Advance</u>
Name Convention Chairman	36
Survey Convention Locations	36
Selection of Convention location*	36
Name Host Club or Host District	36
Name Committee Chair, Treasurer, Secretary and Subcommittees	36
Meet with Ordinary, who will invite other bishops in region	36
Select Convention dates after consultation with bishop's office	36
Notify USAC Office and Chair of USAC Convention Committee	36
Develop Program and Select Speakers	24
Establish Convention Program	18
Establish Budget and Registration Fee	18
Set registration dates and deadlines	18
First notice to Club Presidents, District Governors, Regional Directors	18
Confirm that letters of invitation have been sent to region ordinaries	18
Invite USAC President or designee to give A State of Serra USAC Address	18
Pre-planning with diocesan Office of Worship	12
Announce Convention and distribute flyer at previous convention	12
Obtain Commitments and Firm up	
<input type="checkbox"/> Program–Speakers–Topics–Workshops	
<input type="checkbox"/> Social–Meals	12
Plan liturgies: readings, celebrants, music	10
Second notice to Club Presidents, district governors, regional dir.	10
Press release to Serra USA publications	10
Mail announcement of date and location and theme to Serrans	6
Confirm liturgical music, musicians, and liturgical ministers	6
Print Program and Registration Forms	6
Mail Program and Registrations	4
Confirm all required volunteers	
<input type="checkbox"/> Fill all committee positions	
<input type="checkbox"/> Receive workshop outlines from facilitators	3
Finalize agenda	3
Print Worship Aid	3
Press release to Diocesan Newspaper	3
Press release to Secular Newspaper	2

After Convention

Pay bills–Thank you letters Immediately

Complete Convention Recap Report Forms within the month following Convention

(*Thirty-six months is necessary and recommended in order to arrange for a contract and location to meet Convention goals.)

VI. Convention Chair

The person selected for this position must be appointed early in the planning phase. He or she should be familiar with previous Serra Conventions and live near the Convention location and be a member of the Host Club.

Notify the Regional Director and the SERRA USA Council office by mail or e-mail: Name, address, phone and e-mail for the Chair. The convention Chair should not be a Club President, District Governor or Regional Director.

The Convention Chair prepares an agenda and meets regularly with the other Convention Subcommittee Chair, setting time frames for assignments and completion of tasks. This person must keep the District Governor and Regional Director aware of progress and problems.

The Chair may also be asked to be a second signature on any checks that pay for convention expenses. The Convention Chair may discharge/release other Committee Chairs when those Chairs are unable or unwilling to complete their assigned duties and tasks. In most cases, the Convention Chairman will inform each committee Chair of the duties and responsibilities in writing immediately after his or her appointment.

All Job Description and suggested duties are shown in this Manual. Some of the skills needed by the Convention Chair are:

Planning Evaluating Directing
Supervising Communicating

Develop a convention program agenda in collaboration with Subcommittee Chairs. A sample convention agenda is shown on page 10. Review reports and budget of previous convention with the current Subcommittee Chairs.

Checklist for Convention Chairman

General Duties	Date Initiated	Date Completed
Notify the District Governor of your Convention:	_/_/_	_/_/_
Convention Chair:		
Name:		
Address:		
Phone:		
FAX:		
E-mail		
Contact the Regional Committee for Convention Planning Chair for support and training	_/_/_	_/_/_
Appoint or select Sub-Committee Chairs	_/_/_	_/_/_
Review previous Convention Reports for information that will help the planning process	_/_/_	_/_/_
Meet with Ordinary	_/_/_	_/_/_
Select Convention Dates	_/_/_	_/_/_
Meet with Convention Sub-Committees	_/_/_	_/_/_
Establish Convention Program	_/_/_	_/_/_
Establish Budget and Registration Fees	_/_/_	_/_/_
Continually monitor the Sub-Committees timelines and provide assistance as needed to keep the planning process on schedule	_/_/_	_/_/_
Select location:	_/_/_	_/_/_
Hotel Facility	_/_/_	_/_/_
Lodging costs: Single Room: \$ Double Room: \$	_/_/_	_/_/_
Continental breakfast:	_/_/_	_/_/_
Banquet facilities:	_/_/_	_/_/_
Times: Check in: Check out:	_/_/_	_/_/_
Time Hotel facilities available to guests:	_/_/_	_/_/_
Parking facilities:	_/_/_	_/_/_
Arrange for a room for Hospitality	_/_/_	_/_/_
Arrange Reception Cash bar	_/_/_	_/_/_
Selection of Convention Location:	_/_/_	_/_/_
Contract for Convention with hotel:	_/_/_	_/_/_
Retreat house or other religious facility:	_/_/_	_/_/_
Lodging costs: Single Room: \$ Double Room: \$	_/_/_	_/_/_
Adequate Accommodations for planned number of guests:	_/_/_	_/_/_
Information regarding meals and if included in lodging cost:	_/_/_	_/_/_
Times: Check in: Check out:	_/_/_	_/_/_
Contract for Convention with facility:	_/_/_	_/_/_

VII. Convention Master of Ceremonies

The Convention Chair will select a Convention Master of Ceremonies and should not attempt to perform this function. The Chair has many other duties he/she must perform.

The Master of Ceremonies (MC) will set the tone for a diverse gathering of Serrans, spouses, guests, Priests, religious and others. The MC will often blend humor with an attention to details, maintain time discipline and be fully briefed on the total program and major participants. The MC should not be the District Governor or the Regional Director.

VIII. Host Club:

Each Region will select the Host District and Club 5 years in advance to allow pre-planning to be completed. If a Host District rotation system is used, the District Governor will know well in advance and work within the District to select the Host Club.

Serrans in other clubs should be encouraged to participate as facilitators of workshops, speakers, or liturgical ministers. Involvement of many Serrans from multiple clubs will increase the attendance.

IX. Involvement of the Local Ordinary:

Before the date for the convention has been chosen, a meeting should be held with the Ordinary of the diocese where the Convention is to take place. The following points can be considered for this meeting:

- ✓ Availability of the Bishop or his designee during the days or evenings of the Convention.
- ✓ Invite Ordinary to be one of the keynote Speakers, give the Homily at a Liturgy, or speak at the Saturday Banquet.
- ✓ Bring information, include theme and logo, to show the Bishop the initial planning for the convention, and determine if the Bishop has specific suggestions.
- ✓ Consult Bishop on prospective Keynote or other Speakers. Speakers should be acceptable with Ordinary and Regional Director or District Governor and Convention Chair.
- ✓ Ask the Bishop or his Office of Worship or his designee to review all liturgical plans.
- ✓ Do not begin the process of contacting speakers until consultation with Bishop.
- ✓ Always follow up the visit with a thank you letter, and confirm items discussed.
- ✓ Ask the Bishop to invite other regional bishops and tell the committee about their involvement as speakers or in liturgy. (See the Appendix for sample letter.)

X. Convention Timing:

Conventions should be held annually, and in the fall season. The convention date should be set 36 months prior to the convention, after consultation with the Host Ordinary's availability. A proposed convention timetable is shown on page 5.

Convention Sub-committee Chairs should be selected 36 months prior to the convention. Meetings should be held with all Subcommittees to discuss timing, committee duties and responsibilities. A suggested assignment of duties and responsibilities, including those shared with other committees, are shown in this manual.

Sample Convention Program (Agenda)

FRIDAY

- 1:00 p.m. - 5:00 p.m. Registration
 5:30 p.m. Travelers Mass or Evening Prayer
 6:30 p.m. Social Hour - Generally cash bar
 7:30 p.m. - 10:00 p.m. Dinner with social or entertainment.

(Can include entertainment or Social) (If at a facility other than Hotel, a social time can follow with sing a long, snacks and goodwill or cash bar.)

SATURDAY

- 6:30 a.m. - 8:00 a.m. Continental Breakfast if in Hotel, or breakfast at another facility.
 8:00 a.m. Opening Prayer – Welcome and
 Facility Information, confirm room numbers for Workshops
 8:15 a.m. Keynote Speaker
 9:00 a.m. Questions and Answers
 9:15 a.m. Workshops
 USAC Four Major Committees facilitators or other Workshops
 10:15 a.m. Break
 11:00 a.m. Repeat Workshops shown at 9:00 a.m.
 12:00 p.m. Lunch

Possible speaker suggestions include Representative from USAC, President, President Elect, Immediate Past President or Executive Director, District Governor on State of Serra.

- 1:30 p.m. Vocation Panel with Questions and Answers
 2:30 p.m. Serra International Foundation
 2:45 p.m. Break
 3:00 p.m. Workshops (Repeat Morning Workshops or add others)
 4:00 p.m. Meeting of District Advisory Council
 5:00 p.m. Break before Mass
 5:30 p.m. Mass
 7:00 p.m. Banquet and speaker or social time.

SUNDAY

- 8:30 a.m. Mass or prayer service
 9:00 a.m. Continental Breakfast
 10:00 a.m. If available - panel with Seminarians and/or novice
 11:00 a.m. Foundation, Club, District and Region Awards.
 11:45 a.m. Announce the Dates, Host Club for the next Regional
 Convention
 12:00 p.m. Closing Prayer

XI. Convention Location:

The Convention Chair, Governor and/or Regional Director should visit prospective locations 36 months prior to the convention and selection should be made as early as possible. A contract should be negotiated no later than 36 months prior to the convention date.

Items to be considered during the selection of the location:

- ✓ Availability, including handicap availability, and travel time for majority of Serrans.
- ✓ Set up of rooms during the convention, which could include VCR, TV, overhead projector, seating arrangements, clean up, etc
- ✓ Food service facilities available for continental breakfast, refreshments at breaks and banquet
- ✓ Adequate meeting rooms - are these meeting rooms provided at no cost or is this a separate cost
- ✓ Location accessible to out of town traffic and secure parking available
- ✓ Provide free transportation to and from the airport for Bishops and dignitaries.
- ✓ Other in house services for guests, i.e., restaurants, shops, swimming pool, exercise facilities
- ✓ Facility has experience handling conventions the usual size of your convention.
- ✓ Will the hotel allow you to bring in hospitality food and beverages?
- ✓ Ask about their policy on complementary rooms based on total convention rooms booked for the event.
- ✓ What is the cancellation contingency?
- ✓ Obtain a sample hotel contract for your use in planning and for convention records.

Smaller conventions may consider Retreat Centers or other Religious Houses where meals are included in the cost. Conventions held at Retreat Centers or Religious Houses can often provide lower Registration fees, meals and vehicle parking expense.

XII. Convention Theme and Logo:

The Committee selects a convention theme, with concurrence from the Local Ordinary. Theme considerations are:

- ✓ Past or future Serra International Convention theme
- ✓ USAC theme for the year
- ✓ A passage chosen from the bible, gospel reading, for the Sunday of the weekend

Develop/design a logo that would visually depict the convention theme the logo will be used throughout the convention. The logo should be utilized on all stationery, registration forms, liturgy booklet, workbooks, and other materials used at the convention.

XIII. Funding the Convention:

The financial goal is for each convention to at least break even and forward seed money to the next year's convention committee. It is not to be a "fund raising event for the Host Club or Host District." Every opportunity must be taken to ensure that the Host Club/District does not incur any debt as a result of the Convention.

The USA Council Board recommends that each region, district or area establish a written policy on the establishment and maintenance of a convention operating fund and how surpluses and deficits from conventions will be handled.

The Convention Chairman will issue the final financial report along with the Convention Host Convention Committee Report. The major source of funds resulting from the Convention is the Registration fees. It is desirable to keep the cost of registration, hotel and meals at a minimum to enable all Serrans to attend. These registration fees should also be accounted for and are included in the overall final report on the convention.

After the payment of all convention expenses, the balance is to be sent to the next year's Convention Committee. A Regional policy is to be established to assure disbursement of the funds. This policy should also include a method to cover any convention shortfall.

XIV. Registration Fee:

After consideration of the funds received from the Region Convention Assessment and the monies received from the previous year's convention, the Registration Fee should be established to cover all convention costs, including the amount to be set as "seed" money for next year's convention. The cost estimates used to calculate the Registration fees should be based on the requirements of each of the planning committees compared with previous year convention report and experience. Care should be taken when determining the attendance projection. Cost estimates should recognize the likelihood of increase in expenses due to inflation or location.

Cost factors:

- ✓ Typical expenses include these items in preparation for Convention, the Honorariums, nametags, convention packet, liturgy booklets; copy costs, mailing costs, etc.
- ✓ It is usual and customary to invite the President and Executive Director of the United States Council to the convention and pay for their registration and lodging.
- ✓ It is also customary to pay bishops lodging and registration, a bishop celebrant or bishop speaker's travel, registration and lodging, and a non-Serran speaker's registration and lodging. See XIV. D. For guidelines on honorariums.
- ✓ The number and cost of meals included in the registration fee is a big factor in the total registration fee. Review the contract with the hotel related to meals for an off site event. Some hotels require the hotel catering service provide the meals with these events.
- ✓ Decide if the registration fee for non-Serran spouse will be the full fee or partial fee.
- ✓ Registration fee for One Day attendees should be higher than actual cost of one

- day to cover a fair portion of the shared expenses of the Convention.
- ✓ Some committees offer a reduced registration fee for priests and members of religious communities.

XV. Convention Treasurer:

The Convention Treasurer should be a person other than the Host Club treasurer. Advice from a CPA in setting up bank accounts to avoid tax problems is encouraged.

The Pre-Convention duties of the Treasurer include the following:

- ✓ A convention bank account is suggested with checks signed by Treasurer and possibly countersigned by one other person, such as Chair, Subcommittee Chair.
- ✓ Obtain the State Sales Tax Exemption letter from the Host Club Treasurer. If the Host Club does not have a State Sales Tax Exemption Letter, contact the USA Council Office. Please note: the process of obtaining a new Sales Tax Exemption may take up to six months.
- ✓ Establish the Budget and Registration fees. Record all incoming funds and outgoing expenses.
- ✓ Prepare frequent financial reports that show all committees' projected vs. actual expenses.
- ✓ Prepare frequent reconciliations of registrations and fees received, and communicate closely with the Registration Committee Chair.
- ✓ The Treasurer should inform committee Chairs that all outstanding expenses should be submitted on a timely basis to expedite paying all bills in preparation for closing Convention Accounts.

To maintain proper control over receipts and expenditures the following basic items should be considered:

- ✓ To track all financial transactions, a receipt should be given each time cash or checks are received. It is recommended that a carbonless duplicate receipt book be obtained.
- ✓ All expenditures should be supported by a purchase order approved by the Convention Committee Chair.

The Post Convention duties of the Treasurer include:

- ✓ Preparation of final Income and Expense Statements and Balance Sheet
- ✓ Preparation of a list of names of all paid attendees, which includes number of Serrans, Spouses and other guests (Bishops, speakers, religious, seminarians)
- ✓ Preparation of checks for Honorariums and delivery to the Convention Secretary for mailing with the "Thank You Letters."
- ✓ Musicians and others may ask for payment the day of service.
- ✓ Close the Convention Checking Account as soon as all checks have cleared and forward the remaining balance to the next year's Convention Committee Chair.

The following criteria should be used for determining the honoraria for Bishops, Speakers, Religious, Council Board Officers and Staff Members:

- ✓ When speaker is a Cardinal, Bishop, Archabbot or Abbot the hotel, registration and traveling expenses should be paid and a monetary stipend should be offered.
- ✓ When the invited speaker is a Priest, Sister or Brother the hotel, registration and traveling expenses should be paid, along with a monetary stipend. If the invited speaker is the USA Council President or designee, or USAC Executive Director, the hotel and registration costs should be paid.

- ✓ Facilitators who are not Serrans should also be presented a minimum stipend. Honorariums should be included with thank you letters.
- ✓ When all convention expenses are paid, original seed money and the remaining balance in the convention checking account are sent to the next Convention Host Committee.

Checklist for Convention Treasurer

	Date Initiated	Date Completed
Pre Convention duties:		
Apply for 501c3 Not for Profit Tax Number or obtain copy of Tax ID from Serra USAC Office.	_/_/_	_/_/_
Set up Convention Bank Account	_/_/_	_/_/_
Set up Convention Budget for Committees	_/_/_	_/_/_
Establish Fees:		
<input type="checkbox"/> Serran Registration Fee: \$		
<input type="checkbox"/> Spouse or guest Fee: \$		
<input type="checkbox"/> Fee for One Day Attendees: \$	_/_/_	_/_/_
Establish Method to Track incoming and outgoing funds and expenses.	_/_/_	_/_/_
Record receipts and expenses	_/_/_	_/_/_
Account for reservations/registrations	_/_/_	_/_/_
Prepare regular reports for Host Committee Meetings	_/_/_	_/_/_
Post Convention:	_/_/_	_/_/_
Inform committee Chairs, of outstanding expenses in preparation for closing Accounts:	_/_/_	_/_/_
Balance Sheet prepared for the Convention	_/_/_	_/_/_
Final Report includes list of names of all paid attendees		
<input type="checkbox"/> Number of Serrans:		
<input type="checkbox"/> Number of Spouses/guests:		
<input type="checkbox"/> Number of Speakers:		
<input type="checkbox"/> Priests:		
<input type="checkbox"/> Religious:		
<input type="checkbox"/> Seminarians:		
<input type="checkbox"/> Others:	_/_/_	_/_/_
Confirm Checks for Honoraria	_/_/_	_/_/_
Confirm Thank You Letters sent	_/_/_	_/_/_
Send Convention Bank Balance to next year's Convention Chair	_/_/_	_/_/_

XVI. Convention Secretary:

The Convention Secretary should be appointed by Convention Chair and, ideally, would not be the Host Club Secretary. The Pre-Convention duties of the Secretary include the following:

- ✓ Letters of invitation to the Ordinary (after he has placed the convention date on his calendar)
- ✓ Minutes of Committee Meetings, distributed within a week following the meeting. This can aid in surfacing any problems that may have been brought up at the meeting and enable the Chair to follow up on action items to keep committees on the time lines.
- ✓ Letters of confirmation to all speakers, facilitators, and invited guests
- ✓ Letters to all Ordinaries in the Region 18 months prior to convention
- ✓ Determine, with the bishop, who will send these letters. The Regional Director, the Bishop, or the Convention Chairman can do it. (See sample letters in the appendix)

The Post Convention duties include the following:

- ✓ Thank you letters to all Bishops and Abbots and speakers.
- ✓ Mailing of stipends and honorariums. Checks for honorariums should be received from Treasurer as soon as possible after the convention.
- ✓ Thank you letters to all committee members.
- ✓ Thank You Letters to the organizations and businesses that donated materials. The Registration Committee and other Subcommittees develop this information.
- ✓ Recap of Convention, complete the Convention Summary, include names and addresses of attendees, and forward the report to Convention Chair, the next year's Convention Chair, Host District Governor, Regional Director, and USAC Chair of Meetings and Conventions Committee.

Checklist for Convention Secretary

	Date Initiated	Date Completed
Pre convention duties		
Order Stationery and envelopes (coordinate these supplies with Committee Chairs)	_/_/_	_/_/_
Letters of Invitation to the Ordinary	_/_/_	_/_/_
Agenda of Committee Meetings	_/_/_	_/_/_
Minutes of Committee Meetings	_/_/_	_/_/_
Letters of confirmation:		
<input type="checkbox"/> Speakers	_/_/_	_/_/_
<input type="checkbox"/> Facilitators	_/_/_	_/_/_
<input type="checkbox"/> Invited guests	_/_/_	_/_/_
<input type="checkbox"/> Clergy	_/_/_	_/_/_
<input type="checkbox"/> Religious	_/_/_	_/_/_
Post Convention Secretary duties:		
Thank you letters to:		
<input type="checkbox"/> Diocesan Bishop	_/_/_	_/_/_
<input type="checkbox"/> Other Bishops	_/_/_	_/_/_
<input type="checkbox"/> Keynote Speakers	_/_/_	_/_/_
<input type="checkbox"/> Other Speakers	_/_/_	_/_/_
<input type="checkbox"/> Mass Celebrants	_/_/_	_/_/_
<input type="checkbox"/> Mass Participants	_/_/_	_/_/_
<input type="checkbox"/> Facilitators	_/_/_	_/_/_
<input type="checkbox"/> Committee Chairman	_/_/_	_/_/_
<input type="checkbox"/> Host Club	_/_/_	_/_/_
<input type="checkbox"/> Others Convention participants	_/_/_	_/_/_
Get Honorariums from Treasurer to be included in thank you letters for those receiving them.	_/_/_	_/_/_
Convention Recap Report	_/_/_	_/_/_
Recap of Convention, copies of all worksheets, fill out Convention Summary and forward to Convention Chair, District Governor, Regional Director, RCCP, and Chair of the USAC Meetings and Conventions Committee.		

XVII. Convention Subcommittees:

The effective use of committees is essential to the success of the convention. When selecting people to serve in committee positions, their expertise should be considered. The Host Club should seek input from all Districts.

If a Regional Convention cannot be held, and therefore, the Convention is a Multi-District or a District convention, the chairs and committee members should represent all of the clubs in the District/s. The Convention Chair should avoid one-person committees; should avoid membership on multiple committees and should avoid overburdening the Host District or Host Club. Involvement of many Clubs and Districts is an effective way of increasing the attendance at the convention.

The following is a list of the committees:

- ✓ Publicity Committee
- ✓ Registration Committee
- ✓ Program Committee
- ✓ Workshops Committee
- ✓ Liturgy Committee
- ✓ Hospitality Committee
- ✓ Facilities and Transportation Committee
- ✓ District/Region/Serra Club Awards

Checklists for the Committee Chairs are presented following their Committee responsibilities.

XVIII. Publicity Committee

This committee must encourage maximum attendance from all clubs in the Region. The Governors and Regional Director will include Convention information in their newsletters and encourage club newsletter editors to support the Convention.

The USA Council Office will provide the names and addresses of all Club Presidents and Serrans in the Region or District either on a disk or labels. The committee should request a new set of labels for each mailing in order to insure mailings are sent to current members. Allow at least two weeks to obtain the labels or disk.

Pre Convention duties include:

- ✓ Preparation of a publicity piece, that includes the theme and logo that would be distributed at the prior year's Regional Convention.
- ✓ Preparation of a motivational presentation to be given at the prior year's Regional Convention inviting Serrans to attend the next scheduled convention.
- ✓ Mailing of preliminary information to all Club Presidents and their newsletter editors, District Governors and Regional Directors 18 months in advance of the convention.
- ✓ Mailing of final Information, including names of Keynote Speaker(s) and Workshops Facilitators, 6 months in advance, should be sent out to all club

members in District and Region.

- ✓ Notification sent to the USA Council Office and the Chairman of the Council's Meeting and Convention Committee of the dates of the convention 36 months prior to the convention.
- ✓ Develop Press Releases for publication, during the 6 months prior to the convention, in the serraUSA - Magazine and the Serra Leader - quarterly publication, Club, District and Region Newsletters Editors.
- ✓ About 3 months prior to the Convention prepare Press Release for publication in the diocesan newspaper. Notify the editor about the involvement of the local ordinary and ask for coverage of the Convention.
- ✓ Mail convention registration and invitation to all Serrans in the Region and District 6 to 7 months in advance Mail convention advance information and registration forms to Diocesan Vocation Offices in the Region 6 months prior to the Convention.

Checklist for Publicity Committee

	Date Initiated	Date Completed
Publicity		
Prepare marketing materials and coordinate Convention Publicity <u>18 months</u> in advance	_/_/_	_/_/_
Develop/Design Logo that follows the Convention Theme.	_/_/_	_/_/_
Gather information from other Sub-committees on		
<input type="checkbox"/> Location – Maps to hotel		
<input type="checkbox"/> Costs of registration–Other events for the marketing flyer	_/_/_	_/_/_
Prepare marketing flyer for distribution <u>one year</u> prior to your Convention		
<input type="checkbox"/> At the Regional Convention		
<input type="checkbox"/> At Incoming President Seminars the year prior to the Convention	_/_/_	_/_/_
Update Flyer with more current information for distribution		
<input type="checkbox"/> Spring Leadership Planning Conferences–District Governor's		
<input type="checkbox"/> Diocesan Vocation Office in the Region	_/_/_	_/_/_
Advance information to District/Region Newsletter <u>18 months</u> prior to the Convention	_/_/_	_/_/_
Encourage Club Chaplains to participate in Region Convention by sending letters of invitation and information on the Chaplains' Workshop and Clergy Hospitality gathering.	_/_/_	_/_/_
Establish a publicity link with each Club in the Region	_/_/_	_/_/_
The RCCP can assist in setting up a program that recruits one Serran in each Club to promote the annual Convention This individual will be encouraged to have several members of their Club attend the Convention		
Final information to all Club Newsletter Editors <u>6 months</u> prior to the Convention	_/_/_	_/_/_
Invitations to Serrans in Region/District with Registration Form including		
<input type="checkbox"/> Dates–Convention Schedule–Hotel room rate		
<input type="checkbox"/> Methods of hotel registration for Serrans and guests	_/_/_	_/_/_
Other Information on Convention with registration:		
<input type="checkbox"/> Bio's on Speaker–Workshops–Other events that will attract a large number of Serrans	_/_/_	_/_/_
6 months prior - send information to USAC/Serran Magazine	_/_/_	_/_/_
3 months prior - send information to Catholic/Diocesan Press	_/_/_	_/_/_
2 months prior - information to secular newspaper	_/_/_	_/_/_
Mail follow up Registration form with information on		
<input type="checkbox"/> Speakers Location		
<input type="checkbox"/> Theme		
<input type="checkbox"/> Fees/Facility	_/_/_	_/_/_

XIX. Registration Committee:

The work of the Registration Committee requires effective and accurate record keeping. Additionally, this Committee needs people with good communication and people skills. It is the first Committee that attendees of the convention will contact and will be the group that attendees see at the Registration Table, therefore, it is very important that the first impression be favorable.

Pre Convention duties include:

- ✓ Work with the Publicity Committee to design the registration form to correspond to the database format to facilitate tracking registration information, count for each meal, and other support information. (In this age of more computer literate Serrans, consider setting up a process for on-line registration.)
- ✓ Receive and process the registrations.
- ✓ Mail acknowledgments/confirmation and information packages to registrants.
- ✓ Prepare Name Tags that are readable: first names should be at least 1" tall.
- ✓ Prepare a list of Convention attendees and report totals at Committee meetings.
- ✓ Prepare Emergency Medical Information - Nearest hospital or emergency facility.
- ✓ Location of nearest Catholic Church and Schedule of Masses
- ✓ Coordinate the printing of the Convention Schedule and Program
- ✓ Make room/lodging assignments if not at a hotel
- ✓ Order Materials from the USA Council as needed.
- ✓ Order materials from the Serra International Foundation or delegate this to the person making the Foundation presentation.
- ✓ Obtain other materials to be included in the convention folder or tote bags
- ✓ Assembly of convention folders or tote bags
- ✓ Prepare placards/or sheet in tote bag, listing organizations and businesses that donated materials
- ✓ Recruit and assign sufficient persons to staff the registration area.

During the Convention:

- ✓ Confirm registration staff has necessary support and assure Serrans get the feeling of being warmly welcomed. Committee members should be available to staff the registration desk, greet the arriving Serrans and provide directions.

Other duties include:

- ✓ Distribution of the convention folder or tote bags
- ✓ Register Serrans who had not pre-registered. Work out procedures for handling registration for those who are not pre-registered.

Post Convention:

- ✓ Preparation of "Thank You Letters" for the organizations and businesses that donated materials, to be mailed by the Convention Secretary

Checklist for Registration Committee

Registration Responsibilities	Date Initiated	Date Completed
Assist in preparation of the Registration Forms with Publicity Committee	_/_/_	_/_/_
Coordinate items to be printed with Publicity and other Committee Chairs	_/_/_	_/_/_
Set up registration data tracking process using		
<input type="checkbox"/> Computer based system		
<input type="checkbox"/> Hard copy forms	_/_/_	_/_/_
Report total registrations at Committee Meetings	_/_/_	_/_/_
Recruit and Schedule volunteers to Staff Registration Desk:		
<input type="checkbox"/> 1 st Day		
<input type="checkbox"/> 2 nd Day	_/_/_	_/_/_
Make list of Honoraria:		
<input type="checkbox"/> Who/amount	_/_/_	_/_/_
Buy and print nametags	_/_/_	_/_/_
Buy nametag holders	_/_/_	_/_/_
Collect items for Convention packet List of Registered Attendees	_/_/_	_/_/_
Prepare Convention folder/tote bag Include: List of eating facilities and location Medical information in the area Room Assignments, if not at a Hotel	_/_/_	_/_/_
Prepare and print Program/agenda of the event	_/_/_	_/_/_
Select a Printing Company	_/_/_	_/_/_
Determine the number and type of Awards to be distributed during the Convention: Pins, Plaques, or Recognition certificates	_/_/_	_/_/_
Equipment and supplies needed:		
<input type="checkbox"/> Computers		
<input type="checkbox"/> Schedule use of copy machine either from a retail outlet, parish, or a Serran's business	_/_/_	_/_/_
Buy or solicit donation of:		
<input type="checkbox"/> Copy paper (white and colored)		
<input type="checkbox"/> Pens or pencils		
<input type="checkbox"/> Lined writing paper	_/_/_	_/_/_
Get bids from and select Printer:		
<input type="checkbox"/> Envelopes		
<input type="checkbox"/> Letterhead/stationery	_/_/_	_/_/_
Convention Folders/Packet:		
<input type="checkbox"/> Prayers or cards		
<input type="checkbox"/> Agenda		
<input type="checkbox"/> Letter from Bishop		
<input type="checkbox"/> Serra International Foundation information	_/_/_	_/_/_

XX. Program Committee

The principal function of the Program Committee will be to develop and implement the program portions of the Convention Committee. Collaborate with the Convention Chair and other Sub-committee Chairs to select the Convention Theme.

The Convention Program Committee should be selected and organized as early as possible but no later than 36 months prior to the planned convention. The local ordinary is a good source of potential “Keynote” or major speakers for the convention. Some Conventions have multiple Keynote speakers or Panels to add to the Convention Program.

Pre-Convention duties include:

- ✓ Obtaining speakers for the convention. All speakers or panelist should be informed of the Convention Theme and presented with topics on the theme. Ask speaker, his or her, normal and expected stipend. The Keynote Speaker(s) should be dynamic and passionate.
- ✓ Once the topics are selected the Committee Chair or Secretary sends a letter to each speaker/panelist to confirm the date, place, time, topic, audio-visual aids needed, stipend and other considerations, such as complimentary lodging if it is part of the Convention arrangements.
- ✓ In addition to the local ordinary, there are several sources to contact for excellent Keynote presenters:
- ✓ Regional Committee for Convention Planning, and the USA Council Office for a list of their most sought after speakers and vocation collaborators.
- ✓ Others include Bishops, Vocations Directors, theologians, and leaders of other organizations involved in vocation ministry.
- ✓ Give the names and addresses of the presenter(s) panelist to Secretary, Treasurer, and Registration Chair to be included in the convention records of attendees and to provide information for sending Thank You letters and Honorariums or stipends.

Checklist for Program Committee

	Date Initiated	Date Completed
Speakers for Program and Panelist		
Collaborate with the Convention Chair and other Subcommittee Chairs to select the Convention Theme.	_/_/_	_/_/_
Develop a list of potential Speakers	_/_/_	_/_/_
Select Keynote Speaker(s)*	_/_/_	_/_/_
Contact Speakers – verbal	_/_/_	_/_/_
Confirm verbal contact in writing	_/_/_	_/_/_
Inform Secretary the names of Speakers and Facilitators regarding confirmation letters for Speakers, also addresses for Thank you letters	_/_/_	_/_/_
Inform Treasurer about Honorariums to be included in thank you letters	_/_/_	_/_/_
Keep the Convention Chair informed on the Keynote Speaker and subject of the presentation. Communications with keynote speaker, or panels of seminarians/novices or clergy, are to be given the same support as shown above		
Suggested list for Convention Speakers or Keynote Speaker(s):		
<input type="checkbox"/> Seminarians and Novices for Panel relative to Convention topic	_/_/_	_/_/_
<input type="checkbox"/> Officer or representative (USAC President or designee)	_/_/_	_/_/_
<input type="checkbox"/> USAC Regional Director	_/_/_	_/_/_
<input type="checkbox"/> USAC Committee representative	_/_/_	_/_/_
<input type="checkbox"/> District Governor	_/_/_	_/_/_
Other Collaborators/Speakers on related Vocations topics related to the Convention Theme:		
<input type="checkbox"/> Knights of Columbus	_/_/_	_/_/_
<input type="checkbox"/> Knights of Peter Claver	_/_/_	_/_/_
<input type="checkbox"/> National Council of Catholic Women. Etc.	_/_/_	_/_/_

*Speaker contact: Program Chairman should begin the process of contacting Keynote Speaker 24 months prior to the Convention. All speakers should be informed of the Convention Theme and presented with topics related to the theme. Once the topic for a talk has been selected by speaker(s), confirmation letter should be sent. This communication clarifies the speakers' role and gives them sufficient time to prepare their talk. Inquire to audio/visual support need for the presentation.

XXI. Workshops Committee

The USA Council recommends that a minimum of two hours be allocated to workshops. Each of the USA Council Standing Committees has committee members available to present workshops for their areas. The Workshops Committee Chair should contact the Regional Committee for Convention Planning, USA Council's Chair of the Meetings and Conventions Committee for assistance.

Presenters should be made aware of their time limitations and allow for follow up questions. Confirm with presenters of the Workshop what support they need for presentations: overhead projectors, flip charts, projection screens, etc. The hotel may charge for each presentation support item they provide.

Workshop topics include:

- ✓ Leadership Development:
 - Methods of leadership,
 - Motivating/leading volunteers,
 - Recruitment of volunteers,
 - Using the committee structure.
- ✓ Programs:
 - Effective use of USAC internal program materials
 - How to use the USAC Prepared Programs Planning a series of programs on a theme, not 5 vocation stories in a row
- ✓ Membership:
 - New club extension teams,
 - Membership drives,
 - Retention of members,
 - Use of exit interview to improve your club
- ✓ Vocations:
 - Parish vocation committee formation,
 - How Serra Clubs support parish vocation committees,
 - Current vocation trends,
 - Collaboration with diocesan vocation programs,
 - Affirmation programs
- ✓ Communication:
 - Improve club newsletters;
 - Develop club webpage and on-line support,
 - Use of e-mail to improve communications with and participation of members
- ✓ Club Chaplains:
 - Offer program for Serra Club Chaplains.

Potential Workshop Presenters and Facilitators:

- ✓ USA Council Committee Members
- ✓ Competent Serrans from other clubs in the District or Region
- ✓ Ask all District Governors to recommend their best presenters and quality programs to make the event truly regional in nature.

- ✓ Catholic educators lay and ordained.
- ✓ Experienced Serra Club Chaplain for Chaplains' Workshop.

Checklist for Workshops Committee

	Date Initiated	Date Completed
Workshop Committee duties		
Select the number and type of Workshops	_/_/_	_/_/_
Develop a list of Workshop Facilitators	_/_/_	_/_/_
Select Facilitators for each Workshop	_/_/_	_/_/_
Confirm Facilitators and Topics	_/_/_	_/_/_
Check out facility for workshop needs	_/_/_	_/_/_
Suggested Workshops topics:		
Leadership –		
<input type="checkbox"/> Presidents/President-elects Goals & Planning.		
<input type="checkbox"/> Motivating Volunteers to participate.		
<input type="checkbox"/> Making sense of Serra Reporting forms.	_/_/_	_/_/_
Programs –		
<input type="checkbox"/> How good Club Programs fulfill the Serran commitment to grow in Catholic faith.		
<input type="checkbox"/> How to use the USAC Prepared Programs Planning a series of programs on a theme, not 5 vocation stories in a row.	_/_/_	_/_/_
Membership –		
<input type="checkbox"/> Extension Teams help form new Club Membership programs that get results.		
<input type="checkbox"/> How to retain members All members and involved in committees		
<input type="checkbox"/> Use Exit Interview to improve your Club.	_/_/_	_/_/_
Vocations –		
<input type="checkbox"/> Form & support Parish Vocations Committee		
<input type="checkbox"/> Current vocation trends.		
<input type="checkbox"/> Vocation Retreats for young adults sponsored by Vocation Office or Bishop.		
<input type="checkbox"/> Vocation Awareness Affirmation programs.	_/_/_	_/_/_
Communication –		
<input type="checkbox"/> Club Newsletters best communication.		
<input type="checkbox"/> Serra Websites – on line Club information.		
<input type="checkbox"/> Effective Use of E-mail/communications.		
<input type="checkbox"/> Improving members understanding of club activities through good communications.	_/_/_	_/_/_
Contact competent Serrans from other clubs in the District or Region for specific Workshop tasks.	_/_/_	_/_/_

Facilitators can also be members of USAC National Committees. A very knowledgeable club member could be considered. Committee to monitor facilitators' preparation for their workshop and meet with them individually or as a group prior to the Convention. Check out facility for all workshop meetings and needs: i.e. overheads, VCR, Television, flip charts, easels, etc

XXII. Liturgy Committee:

The quality and prayerfulness of the liturgies reflect on the host Bishop and the diocese. The Liturgy Committee Chair should meet and discuss the liturgical requirements of the convention with the Director of the host diocese Liturgy Office. The Bishop may wish to include his master of ceremonies.

Pre Convention duties include:

- ✓ Plan the types of liturgies that will be used during the convention, such as:
 - Friday night travelers Mass
 - Beginning of Adoration in Eucharistic chapel, if not following Mass
 - Friday Evening Prayer
 - Saturday morning Prayer
 - Saturday night Mass
 - Sunday Morning Prayer
 - Plan the adoration chapel and schedule.
- ✓ Schedule celebrants for Eucharist and presiders for other Prayer Services in advance and confirm in writing. Confirm with celebrant whether Mass of the day or other Scripture readings will be used. Coordinate Psalm, hymns and Prayers of the Faithful with the readings.
 - Request each priest to bring his own alb and stole. Obtain vestments for all priests or ask those participating in the liturgies to bring their vestments.
 - Designate a place for priests to vest.
- ✓ Schedule competent musicians for each liturgy
 - Work with instrumentalists and singers on psalm selection in advance.
- ✓ Contact Serrans to serve as Cantor, servers, readers, extraordinary ministers, usher/greeters, gift bearers, involving as many clubs as possible.
 - Send readings and prayers of the faithful to readers in advance of convention
- ✓ Determine liturgy requirements for mass; refer to check list on page 27
 - Prepare an Order of Worship booklet - Work with Diocesan Office of Liturgy to prepare Worship Booklet. It should include music and an outline of the Mass. You may prefer one booklet or separate booklets for Mass and prayer services. Be aware of copyright laws.
 - Inform the Facilities and Transportation committee of the specific facilities requirements and locations of liturgies.

During the Convention:

- ✓ Work with Liturgy Office to practice movement and use of microphones with all involved in liturgy to build confidence of those participating in liturgies.
- ✓ Greet celebrants and prayer service presiders and assist them as required
- ✓ Insure that usher/greeters understand their duties and are in place before liturgies
- ✓ Insure that readers, gift bearers and other liturgy participants are in place before the liturgy.
- ✓ Maintain adoration chapel/prayer room, if one is being provided.

The Post Convention Duties include:

- ✓ Return all borrowed items
- ✓ Send thank you letters and stipends, where appropriate, to diocesan personnel and musicians involved in liturgy. (Musicians may request payment at time of service.) The Secretary may assist in the mailing of the letters.

Checklist for Liturgy Committee

	Date Initiated	Date Completed
Liturgy Committee Duties		
Contact Diocesan Worship/Liturgy	_/_/_	_/_/_
Contact Mass Celebrant(s) confirm in writing.	_/_/_	_/_/_
Select Musicians	_/_/_	_/_/_
<u>Contact Serrans to serve for each liturgy as: needed</u> (consider Serrans in other Districts)		
<input type="checkbox"/> Cantors		
<input type="checkbox"/> Altar		
<input type="checkbox"/> Servers		
<input type="checkbox"/> Readers		
<input type="checkbox"/> Eucharistic ministers		
<input type="checkbox"/> Gift bearers		
<input type="checkbox"/> Ushers/Greeters		
(Involve as many clubs as possible)	_/_/_	_/_/_
Send readings	_/_/_	_/_/_
Prepare Prayers of the Faithful, Send to readers in advance of convention	_/_/_	_/_/_
Friday night service one of <u>the following:</u>		
<input type="checkbox"/> Travelers Mass at the Hotel or other facility		
<input type="checkbox"/> Followed by opening of the Adoration Chapel		
<input type="checkbox"/> Prayer service		
<input type="checkbox"/> Rosary	_/_/_	_/_/_
Priest Vestments (stoles only?)	_/_/_	_/_/_
Priest vesting room	_/_/_	_/_/_
Room completely set up for Mass if not in Church		
<u>Liturgy Requirements if not in Church:</u>		
<input type="checkbox"/> Altar		
<input type="checkbox"/> Hosts and wines		
<input type="checkbox"/> Chalice and Paten		
<input type="checkbox"/> Crucifix and Candles		
<input type="checkbox"/> Sacramentary and Lectionary		
<input type="checkbox"/> Altar cloths		
<input type="checkbox"/> Cruets other vessels		
<input type="checkbox"/> Order of Worship Booklet		
The worship aide should include readings, music, components of the Mass(s)	_/_/_	_/_/_
Committee should be knowledgeable regarding Liturgies. Rosary, and Prayer services and how they complement a convention program. Should be able to converse with religious about the components and needs of Mass, Adoration Chapel, and other forms of prayer services.		

XXIII. Hospitality Committee:

The purpose of this committee is to provide the convention participants an enjoyable convention experience. The Convention Chair may assign the duties of negotiating the meals and break refreshments to this committee.

The Pre-Convention duties of this committee include:

- ✓ Implementation of the Convention Theme and Logo in terms of decorations, table arrangements and signs
- ✓ Recruit and assign Hosts/Hostesses for all functions, i.e., welcoming reception, banquet, and brunch.
- ✓ Have host liquor insurance or an event policy as required by diocese or local liquor laws.
- ✓ Plan all social activities, such as: Friday night social in a private facility and, where permitted, purchase wine, beer, snacks, obtain volunteer bartenders
- ✓ Plan entertainment.
- ✓ The provider of the services should present a contract for the Convention Chairman to sign prior to the event, called "Banquet Event Order" (some hotels refer to these as "BEOs"). These BEOs should include all events; dinners, morning and afternoon break refreshments.
- ✓ Chaplain/Clergy hospitality room

During the Convention:

- ✓ Confirm volunteers for Hospitality are in the assigned places.
- ✓ Coordinate activities assigned to the Hospitality Committee.
- ✓ Provide set up and support for priest/chaplain hospitality room.

Post Convention duties:

- ✓ Clean up facilities if a retreat house or private facility was used
- ✓ Send thank you letters to the volunteers who worked on the Hospitality Committee. The Secretary can assist in mailing thank you letters.

Checklist for Hospitality Committee

	Date Initiated	Date Completed
Hospitality		
Determine the activities for Hospitality	_/_/_	_/_/_
Recruit and assign volunteers for the various activities:		
<input type="checkbox"/> Hosts/Hostesses		
<input type="checkbox"/> Greeters		
Give volunteers the information needed to assist the attendees	_/_/_	_/_/_
Social Activities Schedule	_/_/_	_/_/_
Friday night social - Time	_/_/_	_/_/_
Hospitality Room/Determine how beverages will be handled (Cash Bar, free, or free will offering)	_/_/_	_/_/_
Hospitality Room for Clergy	_/_/_	_/_/_
If a private facility and allowed: Purchase of wine, beer, snacks Secure Bartender	_/_/_	_/_/_
Entertainment - sing a long	_/_/_	_/_/_
Music (recorder), Choir, etc.	_/_/_	_/_/_
Clean up crew - if a private facility	_/_/_	_/_/_
Timing of Reception prior to dinner(s)	_/_/_	_/_/_
Food Service		
Check Convention Hotel/Facility- Meet the Staff providing the services during the convention	_/_/_	_/_/_
Friday evening meal - Included or on one's own	_/_/_	_/_/_
Saturday breakfast (Continental Breakfast?)	_/_/_	_/_/_
Break between Keynote address and workshops	_/_/_	_/_/_
Saturday lunch (Included or on their own)	_/_/_	_/_/_
Afternoon Break	_/_/_	_/_/_
Saturday Banquet/Menu	_/_/_	_/_/_
Sunday breakfast (Included or on their own)	_/_/_	_/_/_
Contracts agreed upon/signed	_/_/_	_/_/_

Cost, quality, and quantity are important considerations for having a successful convention. It is also vital that breaks be considered with coffee, tea, juice or soft drink. This committee can be included in the Hospitality or Entertainment Committee. The major requirements are with the facility providing the food being served, times of service and method of service, i.e. sit down dinner or a buffet, and should be spelled out in writing on the contract. A signed contract for all food service, referred to, as BEO's by hotels, is very necessary so both the Convention Committee and Hotel are aware of what is expected, and members and guests attending will be well informed ahead of time.

XXIV. Facilities and Transportation Committee:

The purpose of this committee is to provide for transportation services required for the convention. Coordination with the other subcommittees is essential to perform this function.

Pre-Convention duties include:

- ✓ Obtain list of Bishops, Speakers, USA Council Committee members and Board Officers, that will require transportation assistance. Prepare a list of arrival times and need for transportation from the airport, train station, or bus depot to the Convention location.
- ✓ Recruit and assign drivers to handle the transportation assignments.
- ✓ If the Eucharistic Liturgies are going to be held at a location other than the convention location, determine need for transportation and arrange for drivers or busses. Be sensitive to the need to provide transportation to those Serrans who have difficulty walking and provide transportation even if the distance to the liturgy site is reasonably close to the convention location.
- ✓ Obtain signage requirements from each of the other committees and obtain professional appearing signs and methods of display.
- ✓ Obtain equipment needed by each of the other committees, such as computers, copiers, overhead projectors, multi media projectors, screens, projector stands, and microphones. Negotiate equipment orders with the convention venues and sign Banquet Event Orders (BEO's).

During the Convention

- ✓ Post signs for workshop at the assigned rooms.
- ✓ Confirm rooms are set up as required for workshops with podiums, projectors, equipment, etc.
- ✓ Confirm chairs, tables, microphones are set up as required for the liturgies, banquets and brunches.
- ✓ Some bishops and other dignitaries may need to return to the airport, train station, or bus depot prior to the end of the convention. Coordinate these additional trips as needed.

Post Convention duties include:

- ✓ Make arrangements for transportation of dignitaries to the hotel
- ✓ Return borrowed equipment to the lender.
- ✓ Package and store reusable equipment and signs or give to next year's Convention Committee.

Checklist for Facilities and Transportation Committee

Convention Expenses	Initiated Date	Date Completed
Complete lists of dignitaries and arrival times	_/_/___	_/_/___
Recruit and assign drivers	_/_/___	_/_/___
Determine need for transportation to Liturgies	_/_/___	_/_/___
Determine signage requirements	_/_/___	_/_/___
Determine equipment requirements	_/_/___	_/_/___
Post Signs	_/_/___	_/_/___
Arrange for set up of meeting rooms	_/_/___	_/_/___
Arrange for set up Head Table for Banquet	_/_/___	_/_/___
Pick up dignitaries from Airport	_/_/___	_/_/___
Return dignitaries to Airport	_/_/___	_/_/___
Pick up borrowed equipment	_/_/___	_/_/___
Return borrowed equipment	_/_/___	_/_/___
Package and store reusable equipment and signs	_/_/___	_/_/___
Room Assignments, if not at a Hotel	_/_/___	_/_/___
Program (If assigned)	_/_/___	_/_/___
Printing (If assigned)	_/_/___	_/_/___

Post Convention Duties:

If private facility or retreat house is the location, provide clean up of facilities as required in the Convention Contract

XXV. Awards

Peer recognition and awards for each organization are detailed below. These award programs are for Serra International, the Serra International Foundation, the USA Council, and local area Serra Club awards as determined by region and district.

Serra International Board: Recognition of achievement and outstanding contribution to the Serra movement has been primarily on the International Board level.

The International Board gives the following awards:

- ✓ Harry J. O'Hare Award
- ✓ Archbishop William E. Cousins – Outstanding Chaplain Award
- ✓ Fr. Serra Award for Promoting Vocations
- ✓ Fr. Serra Award for Furthering Catholicism

Serra International sends the requirements in the Bellringer to all club presidents and governors in the fall of each year. Governors are expected to promote these awards and to encourage clubs to apply for these awards. Serra International will present these awards at the annual Serra International Convention.

Serra International Foundation (SIF): Serra International Board and the USA Councils encourage the clubs to contribute to the Serra International Foundation and qualify for one of the five SIF awards. The awards offered vary from time to time.

Serra International Foundation: The Foundation will recognize and present these awards beginning at the Serra International and throughout the district/regional conventions schedule.

The Currents awards are:

- ✓ Majorca Banner Club (\$10,000.00 and up)
- ✓ Carmel Banner Club (\$5,000.00–\$9,999.00)
- ✓ Padre Club (\$3,000.00–\$4,999.00)
- ✓ Mission Club (\$2,000.00–\$2,999.00)
- ✓ Banner Club (\$1,000.00–\$1,999.00)

Club Presidents, Club Representatives and individual members can become member of the Century Club for contributions of \$100.00 or more.

USA Council Awards: As part of its continuing emphasis to recognize efforts of energetic and productive Serrans and clubs, the USA Council established the following awards:

- ✓ Annual Outstanding USA Council Serran Award: This award recognizes the Outstanding Serran in the United States. The USA Council will present this award when the outstanding Serran is identified at the annual USA Council meeting.
- ✓ Outstanding Newsletter Award is presented to Serra clubs for excellence in communications via outstanding club newsletters. All you need to do is send 3

copies EACH of 2 CONSECUTIVE newsletters published since May 1, 2004 to: Anne de Courtenay, USA Council of Serra International, 65 E. Wacker Place Ste. 802, Chicago IL 60601, by April 30, 2005.

- ✓ “Spirit of Serra” Award is presented to the secular media who produce vocation affirming book publications, newsprint and television programs that significantly assist in the achievement of the goals and mission of Serra.
- ✓ Distinguished Governor Award. This annual award is approved and presented by the Regional Director to those District Governors that meet the established requirements. District Council, and immediate Past District Governor or the Regional Director may submit nomination. Nominations for the previous year must be submitted on or before May 1. The Regional Director will take the appropriate action and inform the District Governor if an award is to be made. The Regional Director at the Fall District or Regional Convention will personally give the award.
- ✓ Distinguished President. The District Governor presents this annual award to those Club Presidents in the District that meet the established requirements. Local club Board of Trustees, the District Council or the District Governor, may submit nominations. Nominations for the previous year must be submitted on or before May 1. The District Governor will alert the Club President of the granting of the award. The District Governor at the Fall District or Regional Convention will personally give the award.
- ✓ Honor Club. This annual award is approved and presented by the District Governor to those clubs in the District that meet the established requirements. Nominations for the previous year must be submitted on or before May 1. The District Governor will take the appropriate action and inform the Club President of the granting of the award. The District Governor at the Fall District or Regional Convention will personally give the award.
- ✓ Club Membership Campaign Awards: These awards may be achieved three times a year. The USA Council sponsors a membership campaign for Serra Clubs in the United States throughout the year. As Serra Clubs that meet the goals in campaign during the year and qualify for an award, the Serra clubs are identified and the awards are prepared to be presented at the district/regional conventions by either the Regional Director or District Governor. Information on the Membership Campaigns is published on the Serra USA Council webpage. Check the web page and Leader Newsletter for details on current programs.
- ✓ Serra Club 25th and 50th Anniversary Banners: The USA Council recognizes and presents 25th and 50th anniversary banners to those Serra clubs celebrating these anniversaries of their charter. The Regional Director or District Governor will present the banners at the district/regional convention.
- ✓ Serran Years of Service Lapel Pins: The USA Council recognizes and presents to those individual Serrans celebrating 50-years of service a lapel pin. The Regional Director or District Governor will present the 50-year pin at the district/regional

convention.

In addition, the USA Council encourages Serra Clubs to enthusiastically emphasize and recognize the great contribution their peers have made and will continue to make to Serra and their Serra club by adopting a program of peer recognition.

The USA Council prepares each year a listing of those Serrans that are celebrating their 10th and 25th year of service to Serra that is sent to the each Serra club. The USA Council also has available 10 and 25 year service pins available in the USA Council merchandise catalog. These items are available from the USA Council Office in Chicago by calling toll-free 1-888-777-6681.

District/Regional Awards: The USA Council Meetings and Convention Committee also enthusiastically encourages district and regions to adopt a program of peer recognition for the efforts of Serrans and Serra clubs that actively advance the mission of and objectives of the Serra movement at the district and regional level. The appendix includes the suggested nominations forms and criteria that may be used to identify and recognize Chaplains, Serrans, and Serra clubs. The award nomination form due dates are subject to local scheduling.

- District/Regional Best Chaplain Award
- District/Regional Membership Award
- District/Regional Newsletter Award
- District/Regional Vocations Award
- District/Regional Affirmation Award
- District/Regional Internal Programs Award
- District/Regional Outstanding Club Award
- District/Regional Outstanding Serran Award

Appendix

Sample Letter:

(Arch/diocese letterhead - Letter to all Bishop in the Region from the local ordinary of Host Clubs)

<DATE>

Bishop's Name

Address

City, State, ZIP

Dear Your Excellency:

The Serra Club of <NAME> will host the Serra International, USA Council (District <#>/Region <#>) Convention. It is my honor to invite you to the annual convention to be held <DATE> at the <LOCATION>.

The purpose of the convention is to bring together USA Council Serrans in (District <#>/Region <#>), spouses, bishops, guests, priests and religious so they can mutually work for Vocations through prayer, training, fellowship, and sharing. There will be an increased awareness among leaders and members of ways to accomplish the mission and ministry of Serra International.

The theme is <THEME>. You are invited to be a guest of the (District <#>/Region <#>) Convention Committee for this event. The Serrans are looking forward to a wonderful gathering of their members who continually provide support to diocesan vocations programs, and appreciation for our priests and religious.

I am looking forward to the Serra Convention and encourage you to join us for this event.

Yours in Christ,

+

Sample Confirmation Letter

<DATE>

**Name
Address
City, State, ZIP**

Dear Name

The purpose of this letter is to confirm our discussion regarding your acceptance to be the <Keynote Speaker, Facilitator, and/or Guest> at the (District <#>/Region <#>) Convention. It is my honor to invite you to be <Keynote Speaker, Facilitator, Guest> the annual convention to be held <DATE> at the <LOCATION>.

The purpose of the convention is to bring together USA Council Serrans in (District <#>/Region <#>), spouses, bishops, guests, priests and religious so they can mutually work for Vocations through prayer, training, fellowship, and sharing. There will be an increased awareness among leaders and members of ways to accomplish the mission and ministry of Serra International.

The theme is <THEME>. You are invited to be a guest of the (District <#>/Region <#>) Convention Committee for this event. The Serrans are looking forward to a wonderful gathering of their members who continually provide support to diocesan vocations programs, and appreciation for our priests and religious.

I am looking forward to the Serra Convention and I look forward to meeting you at this wonderful event.

**Yours in Christ,
+**

Sample Thank you

<DATE>

Name
Address
City, State, ZIP

Dear Name:

The purpose of this letter is to warmly express our appreciation and thanks to you for joining the Serra Club of <NAME> the host of the Serra International, USA Council (District <#>/Region <#>) Convention. It was my honor to invite you to the annual convention to be held <DATE> at the <LOCATION> as <Keynote Speaker, Facilitator, Guest>.

We believe we met our objective and the purpose of the convention to bring together USA Council Serrans in (District <#>/Region <#>), spouses, bishops, guests, priests and religious so they can mutually work for Vocations through prayer, training, fellowship, and sharing.

Thank you for your contribution and support to increase our awareness and ways to accomplish the mission and ministry of Serra International. We look forward to our continued and strengthened collaboration and work with in the coming years.

Yours in Christ,
+

**USA Council of Serra International
Region/District Convention
Serra Best Chaplain Award**

Serra Club of

Chaplain

Purpose: To recognize a Serra Chaplain for his support of and contribution to his club and its members

Criteria:

Does your chaplain regularly attend the meetings? Yes No

Number of meetings attended during the time period _____

Does your chaplain provide spiritual insights/quickening at the club meetings? Yes No

Does your chaplain provide suggestions and guidance to the club on its various programs and activities? Yes No

Does your chaplain provide other support to the club and its members? Yes No

Comment in detail

Does your chaplain celebrate Mass on special or scheduled occasions? Yes No

Comments

Has your chaplain attended or participated in a District/Region Convention or the Serra International Convention? Yes No

Explain

Does your chaplain participate in Vocation Events, such as: Pilgrimage, vocation walks Catholic Vocations Retreats, Vocation panels, etc.? Yes No

Other information on your chaplain for consideration

The chaplain who best meets the above characteristics or otherwise significantly contributes to the purposes and goals of Serra is eligible for the chaplain award at the District/Region Convention. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered

**USA Council
Region/District Convention
Serra Membership Activities Award**

Serra Club of _____

District _____

Membership VP

Purpose: To recognize the Membership VP that has done the most to maintain and increase its own membership and to contribute to the overall growth of Serra in their own Club and in District.

Criteria:

- 10% net membership gain for fiscal year Jun 1 through May 31
 - Total Membership May 31 _____
 - Total Membership Jun 1: _____
 - Difference: _____
 - Percent change: _____ Yes No
- Largest percentage of new members for fiscal year Jun 1 through May 31 (regardless of net membership gain or loss): _____ Yes No
- Developed new, innovative, effective recruitment programs Yes No

- Participated in the USA Council Membership Campaign/Drive Yes No
- Promoted membership diversity Yes No
- Coordinated/encouraged/participated in organizing new Serra clubs Yes No
- Attended and/or encouraged the attendance and participation in:
 - District Spring Leadership Planning Conferences
 - Serra International Conventions
 - District/Regional Conventions Yes No

Additional Comments:

The Membership VP that has best met the above criteria will be the recipient of the membership activity's award, at the District/Region Convention. Nominees should be encouraged to attend the convention. Deadline for this nomination to be submitted for awards are July 30. No late entries will be considered.

USA Council Region/District Convention Serra Newsletter Award	
Serra Club Of	District
Newsletter Editor:	
<p>Purpose: To recognize the Newsletter Editor that has consistently maintained internal communications between the board, committees, members, other District clubs, and USA Council.</p> <p>Criteria:</p> <p>The newsletter provides comprehensive reports on the club's bi-monthly meetings including:</p> <p><input type="checkbox"/> Bi-monthly meetings recap and one month's information and highlights of:</p> <p><input type="checkbox"/> Membership</p> <p><input type="checkbox"/> Affirmations/Vocations</p> <p><input type="checkbox"/> Programs/events</p> <p><input type="checkbox"/> Highlights of Members</p> <p><input type="checkbox"/> Other Club Activities</p> <p><input type="checkbox"/> District News</p> <p><input type="checkbox"/> Serra Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The newsletter is consistently well written, easy to read, and free of grammatical and factual error <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comment</p>	
<p>The newsletter is sent on a timely basis and mailed to all members, presidents, secretaries, Governor, Governor elect, Region Director, USAC, others designated by the District Governor <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details</p>	
<p>The newsletter displays creativity and innovation in its coverage and graphic design. Two concurrent newsletters must be submitted along with these criteria. "Newsletters not submitted at time of nomination will not be considered for award." <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Did Newsletter editor attend and report on Serra International Convention? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Did Newsletter editor attend and report on the District/Region Convention <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Newsletter Editor, who may be the Club Secretary or VP of Communications, that best met the criteria, will be the recipient of the Newsletter Award at the District/Region Convention. Nominees should be in attendance at the convention. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered.</p>	

<p>USA Council Region/District Convention Serra Vocations Award</p>	
Serra Club Of	District
VP Vocations	
<p>Purpose: To recognize the Vocations VP, that has aided the club with the best and most active vocations committee during the time period, in supporting, encouraging, and promoting vocations to the priesthood and religious life. To bring about religious vocation awareness among candidates, families, peers, parish communities, and other support groups.</p> <p>Criteria:</p> <p>The Vocations VP has actively participated with the vocations committee regarding clear goals and objectives, including USAC Vocation goals, in the time period mentioned. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Were the Vocations VP and members of your club, active participants in the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Setting up Vocation Committees in assigned parishes <input type="checkbox"/> Vocations V.P. played an active role in any District Retreat <input type="checkbox"/> USAC Vocations Committee's parish activities part of the vocations plans for your club <input type="checkbox"/> Took advantage of the National Vocations Awareness week <input type="checkbox"/> World Day of Prayer and other Vocation recognized days <input type="checkbox"/> Encourage members to become involved in setting up parish vocation committees <input type="checkbox"/> Attended District / Region Convention and participated in vocations panel or workshop <input type="checkbox"/> Sponsored four or more vocations activities during the year <input type="checkbox"/> Are routine announcements, concerning vocations, appearing in parish bulletins, club newsletters, etc <input type="checkbox"/> Yes <input type="checkbox"/> No <p>List the goals of Vocation Committee show those accomplished due to the work of the Vocations VP and committee.</p>	
<p>How many parishes assigned to your club have active Parish Vocation Committees? Name the parishes (Use backside of form for additional space to list parishes)</p>	
<p>Contact with other organizations to work together for vocations</p>	
<p>Vocations VP that best meets the above criteria will be the recipient of the Vocations Award, at the District/Region Convention. Nominees should be in attendance at the convention. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered</p>	

**USA Council
Region/District Convention
Serra Vocations Affirmation Award**

Serra Club Of	District
VP Vocations	
<p>Purpose: To recognize the Serra Club, that has had the best and most active affirmation program or Affirmation Subcommittee during the time period. The programs can be in the support and affirming of Seminarians, Priest, Religious, or those in a discernment programs.</p> <p>Criteria:</p> <p>Is your Club active in the clergy/religious affirmations work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>How are the clergy and other religious recognized on birthdays, and ordination anniversaries? Explain</p>	
<p>Does your club affirm your own chaplain? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Example</p>	
<p>Is your club in contact with clergy/religious in parishes without Serra Membership? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Explain</p>	
<p>Does your Affirmation Subcommittee Chair encourage activities just for clergy/religious in your area with dinners, lunches, picnics, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe the activity</p>	
<p>Do the seminarians assigned to your club, get support and affirmations from members? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe</p>	
<p>Are seminarians invited to club activities? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does your club affirm club members by either newsletter, telephone, or at meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe</p>	
<p>Were members of your club in attendance at ordinations to the Priesthood, Deaconate, or other celebrations of Priests and religious? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Affirmations Subcommittee Chair or Vocations V.P. that has best met the above criteria during the above period will be the recipient of the Affirmations Award at the District/Region Convention. Nominees should be in attendance at the Convention. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered.</p>	

**USA Council
Region/District Convention
Serra Internal Programs Award**

Serra Club Of

District

VP Programs

Purpose: To recognize the Programs VP, that has aided the club with the most informative, varied, educational, and exciting programs during the time period. These programs have aided the membership in their spiritual and educational growth.

Criteria:

What was your Club Theme?

Were USAC Programs utilized in your club If no, please explain programs?

Yes No

Were speakers given a topic in keeping with the club theme? If no explain

Yes No

Are speakers scheduled at least 60 days prior to a meeting? If no explain

Yes No

Were the speakers announced in the newsletter in advance of meetings

Yes No

As Program VP were

Letters of confirmation sent to speaker, president, and secretary

Speakers provided with an honorarium or gift

Thank You card or letter sent after presentation

Were both genders and ethnic groups invited as speakers

Were Days of Reconciliation, Retreats, and Masses etc. in Program

Schedule?

% In attendance from total club membership how many members in your club

Yes No

Explain:

How many attended Club District Regional Exterior Programs?

Was the club receptive to implement suggestions or challenges of speakers?

Yes No

Give details:

The Program VP that has best met the above criteria, during the time period, will be the recipient of the Programs award at the District/Region Convention. Nominee should attend the Convention. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered.

**USA Council
Region/District Convention
Serra Outstanding Club Award**

Serra Club Of _____

District _____

Purpose: To foster and promote vocations to the ministerial priesthood of the Catholic Church as a particular vocation to service and to develop appreciation of the ministerial priesthood and all religious vocations in the Catholic Church, and to further Catholicism by encouraging its members in fellowship through education, to fulfill their Christian vocations of service.

Criteria:

The club must have received at least one or more awards for the current year, membership, vocations, programs, affirmations, newsletter, chaplain, or outstanding Serran

Yes No

Did your club plan and organize a district event during this period:

- Joint District Luncheon
- Reception for Seminarians, Religious, Reception for Newly Ordained
- District/Region Convention

Explain _____

Yes No

Did your club support the Serra International Foundation for Vocations by contributing to Year End Solicitations:

- Banner Club \$1,000 -- \$1,999
- Mission Club \$2,000 -- \$2,999
- Padre Club \$3,000 – \$4,999.00
- Carmel Banner Club \$5,000.00 – \$9,999.00
- Majorca Banner Club \$10,000 and up

Yes No

Club membership must have contributed at least 35% of total contributions

Yes No

Number of members active in Serra International or United States Council Committees?

Names of members & committee: _____

Yes No

Perform at least 4 vocation service activities during the fiscal year? (One each from list or list others)

- 31 Clubs, All-School Mass for Vocations, Daily Vocation Prayers, Petition Family Prayer, Traveling Chalice/Prayer, Rosary, Eucharistic Adoration, Holy Hour for Vocations

Yes No

School Vocation Panels

Pay USAC and Serra International dues on time

Pay District and Regional dues

Submit required reports to District Governor, Regional Director & USAC office within 30 days of due date

Yes No

Additional information about your club you would like to submit for consideration. _____

The club that has best met the above criteria during the stated time period will be the recipient of the Outstanding Club Award at the Region/District Convention. President of nominated club must be in attendance. Deadline for this nomination to be submitted for awards is July 30.

**USA Council
Region/District Convention
Serra Outstanding Serran Award**

Serra Club Of	District
Serran	
<p>Purpose: To recognize the Serran within District/Region who embodies the mission of Serra with outstanding contributions to the cause of Serra, working in their own club, district, region and USAC or Serra International, and the fostering and promotion of vocations to the Priesthood and religious life.</p> <p>Criteria:</p> <p>Did the Serran attend and participate in the majority of scheduled club meetings? If no explain <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What offices has Serran held as a member along with current office; include USA Council and Serra International?</p>	
<p>Did the Serran attended and participate in the District/Region Convention? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name year(s)attended</p>	
<p>Has the Serran attended the International Conventions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>When and where did Serran attend?</p>	
<p>Does the Serran work with Club President, Club Board, and District Governor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe involvement</p>	
<p>What contributions to their own Serra Club has been made by the nominee?</p> <p>Did the Serran attend ordinations this past year, and in past years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no explain</p> <p>What committee(s) within the club is this Serran currently actively involved?</p>	
<p>Please comment on other attributes to be considered for Outstanding Serran, such as involvement in parish committees, or parish activities.</p>	
<p>The Outstanding Serran who best met the above criteria during the stated time period will be the recipient of the Outstanding Serran Award at the District/Region Convention. Nominated Serran must be in attendance at the convention to receive the award. Deadline for this nomination to be submitted for awards is July 30. No late entries will be considered.</p>	

Participants' Evaluation of the Regional Convention

The planners of this convention set the following objectives. Please mark YES or NO to indicate if you think the objective was achieved.

By the conclusion of this conference, participants should have:
(Sample objectives only. Replace with your own.)

- Been afforded the opportunity for spiritual growth.

- Learned several ways to communicate Serran objectives to non-Serrans.

- Understood the importance of excellent educational programs at Serra meetings.

- Had the opportunity to share ideas with other Serrans in at least two of the following areas: vocations, membership, programs, communications

- Facilities and amenities Was the convention site easily accessible? Were the rooms comfortable and adequate for the program? Was the worship space conducive to prayer?

Speakers and workshops
Mark 1 for POOR, 2 for SATISFACTORY and 3 for GOOD

- | | |
|--|--|
| <input type="checkbox"/> Keynote speaker | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Speaker | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Panel participants | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Vocations Workshop | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Membership Workshop | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Programs Workshop | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |
| <input type="checkbox"/> Communications Workshop | 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> |

Any suggestions to improve the next convention?

Regional/District Host Committee Report

The final responsibility of the Convention Chair is to have the Host Committee Report completed. Future Host Committees will benefit from your experience and suggestions to improve the work of each Sub-committee.

Collect reports from:

Convention Treasurer include

- Final Income and Expense
- Statements and Balance Sheet
- Total of all paid attendees
- Number of Serrans
- Spouses
- Guests (Bishops, Speakers, religious, seminarians)

Convention Secretary:

- Include names and addresses of attendees.

Publicity Committee

Registration Committee

Program Committee

Workshops Committee

Liturgy Committee

Hospitality Committee

Facilities and Transportation Committee

Notes:

Send the Recap of Convention Report to next year's Convention Chair, Host District Governor, Region Director and the Serra USAC Meetings and Conventions Chair

Regional/District Convention Manual Survey

This manual has been assembled to provide assistance to Convention Planning Committees in the Serra USA Council. The Council Convention and Meeting Committee desire to continue to make improvements to this manual. We ask the Convention and each Sub-committee Chair to evaluate the section related to their position and offer constructive observation to be included in the next revision. (Make as many copies of this Survey as necessary for your Committee)

Did you use the Regional/District Convention Manual? Yes No

Did you receive the Manual when you were asked to serve on the Convention Committee? Yes No

Did you download the Manual from the Serra USA Council Webpage? Yes No

Were other resources provided for the work of your committee? List other sources of assistance Yes No

Is there an active Regional Committee for Convention Planning (RCCP)? Yes No

Circle the number that represents your evaluation on a scale of 1 to 5.
(1= not helpful / 5 = very helpful.)

Was your position description helpful? 1 2 3 4 5

Was your Committee Checklist and timeline useful? 1 2 3 4 5

Was the assistance offered by the RCCP helpful? 1 2 3 4 5

How would you rank the overall usefulness of the Manual? 1 2 3 4 5

Other comments about your experience in planning the Convention 1 2 3 4 5

Recommendations to improve the Manual:

Return this Survey to:
USA Council of Serra International
Attn: Conventions and Meetings Committee
65 E Wacker Place, Suite 802 Chicago IL 60601-7203