

POLICY AND CONFERENCE GUIDELINES NATIONAL VOLUNTEER OUTREACH NETWORK, INC.



November 2025

This document of the National Volunteer Outreach Network, Inc. contains the policy and guidelines for the wise management of NVON and principles by which the NVON Board may determine a course of action.

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

President shall:

1. Attend and preside at meetings of NVON.
2. Serve with vote in an event of a tie.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Appoint an Advisor, with the approval of the Executive Committee, to serve during her three-year term.
7. Appoint a Parliamentarian annually, whose term of office shall be January 1 to December 31, with the approval of the executive committee, with option for reappointment, not to exceed president's term of office
8. Appoint all committees:
 - a. Bylaws Committee in second year of term to consist of an Executive Committee member and two (2) state presidents.
 - b. Nominating Committee, appointed annually, consisting of a member of the Executive Committee as chair with two (2) state presidents.
 - c. Financial Review Committee, appointed annually, consisting of Secretary as chair with two (2) qualified members, each from a different state. Committee members shall not be from the Treasurer's state.
 - d. Tellers Committee, appointed annually, consisting of Advisor as chair with two (2) immediate past state presidents.
 - e. Special Projects Committee, appointed as needed, consisting of Vice President as chair with two (2) state presidents.
 - f. The Executive Committee will serve as the Budget and Policy Guidelines Committees. The Treasurer will serve as chair of the Budget Committee and Vice President will chair the Policy Guidelines Committee.
9. Be an ex-officio member of all committees with exception of Nominating Committee.
10. Appoint a Newsletter Editor concurrent to President's term with approval of Executive Committee. During the second year of Editor's term poll Executive Committee to see if they approve of Editor being appointed an additional three-year term.
11. Provide an article for each newsletter printed.

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12. Designate on or before January 15 the use of no more than one fourth of the interest deposited into the designated Endowment Reserve Account.
13. Make any requests for disbursement of the National Volunteer Outreach Network Endowment funds by providing a voucher for payment (with attached receipts), and following the voucher approval procedure with the additional approval, in writing, of the appointed Advisor to the NVON Board.
14. Represent NVON on Country Women's Council USA Board and at the Associated Country Women of the World Triennial Conference.
15. Represent NVON at meetings of other groups, or delegate this duty.
16. Make a report of activities at annual conference.
17. Shall send Nomination Form to NVON Board six (6) months prior to annual conference.
18. Counsel with President-Elect so that duties will be familiar when the office is assumed.
19. Send agenda of annual conference to NVON Board, Advisor, Parliamentarian, Webmaster, and Editor at least thirty (30) days prior to conference.
20. Prepare an agenda for board meetings and send to NVON Board, Advisor, Parliamentarian, Webmaster, and Editor, ten (10) days prior to meetings.
21. Send a copy of the final proposed budget with the agenda to NVON Board, Advisor, Parliamentarian, Webmaster, and Editor, ten (10) days prior to the annual business meeting.
22. Brief pages and tellers of their duties prior to the opening session.
23. Work with host state conference chair for arrangements of annual conference during years of presidency.
24. Compile and print annual conference program.
25. Be responsible for a retirement gift for the retiring NVON Officers and appointees, not to exceed \$50.00 per gift taken from the reserve funds.
26. Receive invitations from state organizations to hold annual conference.
27. Forward copies of NVON Conference Report and updated Annual Conference Budget Planner to NVON Board and to future Conference Chairs.
28. Encourage members to carry out the work outlined in the resolutions and recommendations passed at triennial.
29. Update the NVON Handbook yearly and place on the website.

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30. Welcome new member states by sending a welcome packet to State President.
Suggested items to include are:
 - a. Current NVON Bylaws, Policy Guidelines, Conference Guidelines and Forms
 - b. Project in Common information
 - c. NVON Conference Information
 - d. NVON VISION, VISION Subscription Form and information on printing and distribution of VISION
31. Maintain registration of the United States Patent and Trademarks for the organization.
32. Receive vouchers (with attached receipts) for payment of NVON funds, determine whether approval will be given, and promptly forward one copy with receipts to the Treasurer for payment.
33. May submit voucher for NVON Conference registration fee to be reimbursed by NVON as allowed by the current budget. Reimbursement will be made at completion of conference.
34. Keep a record of expenses and submit a signed voucher with attached receipts for signature and approval of the Vice President, who forwards the voucher to the treasurer.
35. Pass on to incoming President all information and papers pertinent to that office no later than January 15th.

President-Elect shall:

1. Attend all NVON meetings.
2. Serve with vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Serve on Budget and Policy Guidelines Committees.
7. Appoint an Advisor, with the approval of the Executive Committee, prior to conference, to serve during her three-year term as President.
8. Appoint a Parliamentarian, with the approval of the Executive Committee, to serve a one-year term beginning January 1 of presidency.
9. Serve as understudy to and receive training and guidance from President.

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10. Assist President and perform all assigned duties.
11. Serve as ex officio member of all committees on which the President is serving.
12. Perform all President's duties in President's absence or inability to serve.
13. Perform duties of President in case of resignation or death.
14. Work with host state conference chair for arrangements of the annual conference that will be held the first year of her/his presidency.
15. Be responsible for a retirement gift for the outgoing President, not to exceed \$100.00 taken from the reserve funds.
16. May submit voucher for NVON Conference registration fee to be reimbursed by NVON as allowed by the current budget. Reimbursement will be made at completion of conference.
17. Keep a record of expenses and submit a voucher with attached receipts to President for payment as required.

Vice President shall:

1. Attend NVON meetings.
2. Serve with vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Serve as Policy Guidelines Committee Chair and on Budget Committee. See Committees C-Policy Guidelines & Committees A-Budget.
7. Send recommended changes of Policy Guidelines to Executive Committee to review.
8. Notify NVON Board when Policy Guidelines changes are on the website. Recommend that members and State Societies update their copy of the Policy Guidelines accordingly.
9. Serve as an aide to President.
10. Perform all President's duties in President's absence or inability to serve, except in year of President-Elect.

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11. Contact NVON board members for Project in Common suggestions, prior to running for position of Vice President. Refer to resolutions and recommendations recently passed at ACWW's Triennial Conference for direction in selecting Project in Common. Use the selected suggestion for the next Project in Common and as the platform when making the annual conference announcement of running for Vice President.
12. Coordinate and report on "Projects in Common" as determined by NVON Board.
13. Requirements for Project in Common:
 - a. This is a three (3) year project running January 1 to December 31.
 - b. Shall rotate themes from International, United States and Membership.
 - c. Information, report form, logo and any other pertinent information should be ready no later than March 1 of the Vice President's first year in order for states to have information available to start the Project in Common as soon as their program year allows. (It is suggested to send a copy of project information to President before it goes to print, is sent to state presidents, or included on the web site to be well informed of Project in Common.)
 - d. Announcement letter shall be sent to each member state's president with information, report form, logo and any other pertinent information no later than April 1 of the Vice President's first year. Article introducing Project in Common shall be sent to the VISION Editor for publication in the May issue.
 - e. Shall begin January 1 of Vice President's second year.
 - f. Information shall be sent by the Vice President to the Webmaster for placement on the NVON website once the Project in Common has been announced.
 - g. An annual written report shall be sent to the Vice President from each member state using the Report Form on the NVON website 2 months prior to the Annual Meeting in order to be included on the progress of their state's Project in Common (include several electronic photographs of activities.)
 - h. Final written report of member state's three years activities shall be sent to the Vice President (include report form and electronic photographs.) The project shall end in the next Vice President's first year.
14. Designate on or before January 15 the use of no more than one fourth of the interest deposited into the designated Endowment Reserve Account.
15. Make any requests for disbursement of the National Volunteer Outreach Network Endowment funds by providing a voucher for payment (with attached receipts), and following the voucher approval procedure with the additional approval, in writing, of the appointed Advisor to the NVON Board.
16. Provide an article for newsletter when requested.

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17. Receive President's vouchers (with attached receipts) for payment, determine whether approval will be given, and forward one copy with attached receipts to Treasurer for payment.
18. May submit voucher for NVON Conference registration fee to be reimbursed by NVON as allowed by the current budget. Reimbursement will be made at completion of conference.
19. Keep a record of expenses and submit voucher with attached receipts to President.
20. Pass on to incoming Vice President all information and papers pertinent to that office no later than January 15th.

Secretary shall:

1. Attend NVON meetings.
2. Serve with vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Serve on Budget and Policy Guidelines Committees.
7. Write minutes of NVON meetings, attach copies of reports. Submit to President for approval/corrections within two (2) weeks of close of meeting. Make corrections, if necessary and send to NVON Board within one (1) month.
8. Update Motion Log and submit to President for approval/corrections within two (2) weeks of close of meeting. Make corrections, if necessary and send to NVON Board with minutes within one (1) month.
9. Send delegate form to state organizations 90 days prior to annual conference. Receive completed forms 60 days prior to annual conference to prepare necessary voting delegate packets.
10. Send the Conference Chair a copy of the Annual Business Meeting Minutes to place in the registration packets.
11. Call the roll to determine number of voting delegates present at business meetings. Report number required to establish a quorum, majority, and two-thirds vote.
12. Serve as chair of Financial Review Committee. See Committees #F-Financial Review.
13. Designate on or before January 15 the use of no more than one fourth of the interest deposited into the designated Endowment Reserve Account.

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14. Make any requests for disbursement of the National Volunteer Outreach Network Endowment funds by providing a voucher for payment (with attached receipts), and following the voucher approval procedure with the additional approval, in writing, of the appointed Advisor to the NVON Board.
15. Submit an article that summarizes the NVON Conference for the October VISION.
16. Perform any other secretarial duties as assigned by President.
17. Set up system to collect files of NVON activities for the Archives to include:

NVON Handbook

NVON Bylaws

NVON Policy Guidelines including Annual Conference Guidelines

NVON Executive Committee & Appointed Positions
(List & photos are to be included in this file)

NVON Conference Program Booklets

NVON Conference Attendance List
(Prepared by host state)

NVON Conference Evaluations Summary

NVON Indiana Not for Profit Certificate of Incorporation

NVON IRS 501 (c) (3) Status

NVON Logos, Trademarks

NVON "VISION" Editor Reports

NVON "VISION" (copy of each issue)

NVON "VISION" Distribution List

NVON Financial Papers
(Including: Each Year End Financial Report)

Each Year End Financial Report signed by Review Committee

Proposed Budget and Actual Budgets

NVON Endowment Reports

NVON Motion Log

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NVON, ACWW and CWC Related Papers

NVON Minutes & Attachments

NVON Projects in Common Information

NVON Officer Nomination Applications
(including a picture)

NVON Sales Items

NVON ACWW Related Papers

Send to: Louise Pettus Archives
c/o Gina White, Director of Special Collections
Winthrop University
700 Cherry Road
Rock Hill, SC 29733

Call before sending papers,
Phone (803) 323-2334

18. May submit voucher for NVON Conference registration fee to be reimbursed by NVON as allowed by the current budget. Reimbursement will be made at completion of conference.
19. Keep a record of expenses and submit a voucher with attached receipts to the President.
20. Pass to incoming Secretary all information, equipment, and papers pertinent to that office no later than January 15th.

Treasurer shall:

1. Attend NVON meetings.
2. Serve with vote.
3. Study and become familiar with NVON Bylaws and Policy Guidelines.
4. Have access to electronic communication.
5. Hold only one position on NVON Board during term.
6. Contact bank to maintain signatures of current President, President-elect (when applicable) and Treasurer on all bank accounts
7. Notify fidelity bond holder to update policy when a new President or Treasurer assumes office.

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8. Deposit all interest derived from the principal of the National Volunteer Outreach Network Endowment (after the amount of \$10,000 has been reached) on January 1st into the NVON checking account in a designated Endowment Reserve Account, unless the interest can be added to a CD on the principal without penalty.
9. Designate on or before January 15 the use of no more than one fourth of the interest deposited into the designated Endowment Reserve Account.
10. Make any requests for disbursement of the National Volunteer Outreach Network Endowment funds by providing a voucher for payment (with attached receipts), and following the voucher approval procedure with the additional approval, in writing, of the appointed Advisor to the NVON Board.
11. Deposit any interest amount undesignated to the Endowment Reserve Account by December 31st into the principal of the National Volunteer Outreach Network Endowment to forever become a part of the principal. Interest may be held in checking account until it can be added to the principal without penalty.
12. Send a copy of the End of the Year Financial Report to the President to distribute to the NVON Board no later than (2) months following the close of the calendar year.
13. Serve as Budget Committee Chair and on Policy Guidelines Committee.
14. Designate line items in the NVON Reserve Fund section of the Budget to cover items such as ACWW Delegate, brochures, etc.
15. Send a copy of proposed budget to Budget Committee no later than three (3) months prior to the annual business meeting for input/comments.
16. Send a copy of proposed budget to NVON President no later than 2 months prior to the annual business meeting for final input.
17. Send a copy of final proposed budget, Financial Report-to-Date, and the NVON Endowment Report to the President no later than 3 weeks prior to the annual business meeting to be sent with the annual business meeting agenda.
18. Send the Conference Chair a copy of the financial report and proposed budget to place in registration packets.
19. Present proposed budget to NVON Board at meeting prior to annual conference.
20. Present proposed budget at annual business meeting.
21. Retain a qualified depositee/bank for NVON funds.
22. Receive, keep accurate records, and deposit all funds of NVON within two (2) weeks of receipt.

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23. Receive dues between January 1st and 15th from state organizations and individual members and report status to the NVON Board.
24. Receive VISION subscriptions information from the Editor.
25. Send dues notices to state organizations and individual members from non-member states. Follow up when necessary.
26. Send quarterly financial report to Executive Board, Advisor, Webmaster, and Editor.
27. Present a statement of accounts at all meetings of NVON, and at such other times as the President may request.
28. Accept signed vouchers from President for budgeted expenses and pay as authorized.
29. A copy of all CDs shall be sent to the NVON President for review.
30. Send a check for monies collected during the NVON Banquet and from the Silent Auction on behalf of Rural Women in Action Fund to Country Women's Council USA for ACWW before November 1 each year.
31. Submit, in a timely manner, any and all forms 990-N required by Internal Revenue Service and State of Indiana for non-profit organizations.
32. Present Treasurer's records for review to Secretary the Financial Review Committee Chair, prior to the committee meeting. See Committees, F-Financial Review.
33. May submit voucher for NVON Conference registration fee to be reimbursed by NVON as allowed by the current budget. Reimbursement will be made at completion of conference.
34. Keep a record of expenses and submit a voucher with attached receipts to President for approval.
35. Pass on to incoming Treasurer all information, equipment and papers pertinent to that office no later than January 15th.

Advisor shall:

1. Not hold an elected and appointed position on NVON Board simultaneously.
2. Attend NVON meetings.
3. Serve without vote.
4. Study and become familiar with NVON Bylaws and Policy Guidelines.
5. Have access to electronic communication.
6. Serve as Advisor to all committees.

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7. Provide approval in writing for all Executive Committee requests for disbursement of the National Volunteer Outreach Network Endowment interest to attach to a voucher (with attached receipts) for payment.
8. May submit voucher for NVON Conference registration fee to be reimbursed by NVON as allowed by the current budget. Reimbursement will be made at completion of conference.
9. Pass on to incoming Advisor all information and papers pertinent to that office no later than January 15th.

Webmaster shall:

1. Not hold an elected and appointed position on NVON Board simultaneously.
2. Attend NVON board meetings.
3. Serve without vote concurrent to President's term.
4. Study and become familiar with NVON Bylaws and Policy Guidelines
5. Maintain NVON website to contain current forms, NVON VISION, and up-to-date information as directed by NVON President.
6. Maintain host for NVON website, with approval of NVON President, and notify President and Treasurer of changes to the web hosting fee for proposed NVON Budget.
7. May submit voucher for NVON Conference registration fee to be reimbursed by NVON as allowed by the current budget. Reimbursement will be made at completion of conference.

Parliamentarian shall:

1. Not hold an elected and appointed position on NVON Board simultaneously.
2. Attend NVON meetings.
3. Serve without vote.
4. Study and become familiar with NVON Bylaws and Policy Guidelines.
5. Have access to electronic communication.
6. Study and become familiar with Robert's Rules of Order as a guide for monitoring and maintaining the proper conduct of official NVON business.
7. The rules contained in Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.
8. Advise NVON Board on parliamentary procedures.

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9. Promote courtesy, justice, impartiality, and equality.
10. May submit voucher for NVON Conference registration fee to be reimbursed by NVON as allowed by the current budget. Reimbursement will be made at completion of conference.
11. Pass on to incoming Parliamentarian all information and papers pertinent to that office no later than January 15th.

Editor shall:

1. Not hold an elected and appointed position on NVON Board simultaneously.
2. Attend NVON meetings.
3. Serve without vote
4. Study and become familiar with NVON Bylaws and Policy Guidelines.
5. Have access to electronic communication.
6. Publish a minimum of two (2) newsletters to be distributed each year.
7. Collect articles and pictures for future issues of NVON VISION. Request from Board Members, advisor and state presidents, information to be included in VISION.
8. Prepare each issue of VISION to contain:
 - a. Subjects and projects, which will promote the goals of NVON
 - b. Letter from President
 - c. List of current NVON Board Members with term of office listed.
 - d. List of upcoming dates for conferences/meetings (State – National - International)
 - e. VISION subscriptions renewal information
 - f. Deadline for submitting information for next VISION (Due the 1st day of the month of publication.) Conference Information is due December 1st to President or President-Elect (when applicable) for approval.
9. Secure a printing company for NVON VISION.
10. Send draft of VISION to President for review before taking to printer. For better quality, request 2-3 people proof each issue of VISION.

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11. Prepare for publication in following months and include stated information in issues of VISION
January – “Conference Issue” containing all information for July conference including registration form.
May – Update on conference plans, including registration form and other items deemed necessary by the president and board.
October – Report from NVON Conference, Country Women's Council USA Annual Meeting and news from member states.
12. Send VISION to the webmaster the day it is taken to the printer.
13. Send an electronic copy of the January VISION “Conference Issue” to the Host Conference State to use for promotion. The host state may request printed copies by January 1st and will pay printing and postage cost for requested copies.
14. Keep an accurate record of mailing/subscription list.
 - a. Each year request from member states updated list of officers and effective dates of term in office.
 - b. Electronically send one copy of the VISION to each State President to share with their members.
 - c. Receive VISION subscriptions and forward to NVON Treasurer. (Issue VISION subscription list of each state to respective state president for verification once a year at NVON Conference in July.)
 - d. Make three (3) copies of mailing/subscription list
 - I. Electronically send one (1) with the President’s copy of VISION
 - II. Electronically send one (1) with Treasurer’s copy of VISION
 - III. Place one (1) in Editor’s file with VISION
15. Prepare labels for mailing of VISION.
16. Affix dues expiring label to the last mailing prior to subscription expiration.
17. Order from the printer the number of copies to be printed. Determine current number of VISION subscriptions:
 - a. Two (2) for Editor’s file
 - b. One (1) for Archives (to be sent to the Secretary)
 - c. One (1) to each perspective NVON member state president/designee
 - d. One (1) CWC Chairman

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- e. One (1) ACWW USA Area President
 - f. One (1) ACWW London office
 - g. Plus, a number to use for promotion of NVON
18. Pay expenses upon receipt of invoice from printing company
19. Purchase postage stamps for first class mailing
- a. Prepare one copy with label and request postal clerk to determine amount needed for postage. (Example: 18 pages #20 weight paper = \$1.00 US postage.)
 - b. Each VISION to be mailed overseas must be in 6" x 9" manila envelope and marked "Printed Materials"
20. Prepare VISION for mailing:
- a. Secure edges per Postmaster requirements
 - b. Adhere labels
 - c. Adhere postage
21. Complete expense voucher with attached receipts for all expenses incurred for the mailing. Send two (2) copies with receipts to President for approval and reimbursement.
22. Prepare a report of each mailing to be presented at next board meeting with copies for all NVON Board Members. Plus, two for reviewing in Editor's expense file. Include in report:
- a. Number of VISION mailed to paid VISION subscribers
 - b. Number of VISION distributed as complimentary copies
 - c. Total cost figure (Include all expenses for procuring VISION)
 - d. Cost for each VISION (Divide total cost by number of copies mailed)
23. May submit voucher for NVON Conference registration fee to be reimbursed by NVON as allowed by the current budget. Reimbursement will be made at completion of conference.
24. Pass on to incoming Editor all information and papers pertinent to that office no later than January 15th.

COMMITTEES

A. Budget

1. Budget Committee is made up of the Executive Committee, with the Treasurer as chair.
2. Committee shall study expenditure trends in order to make recommendations to Treasurer.
3. Chair shall send a copy of proposed budget to Budget Committee no later than three (3) months prior to the annual business meeting for input/comments.
4. Committee shall review, revise if needed, and approve a budget proposal as submitted by Treasurer.
5. Chair shall send a copy of proposed budget to NVON President no later than two (2) months prior to the annual business meeting for final input/comments.
6. Chair shall send a copy of final proposed budget to the President no later than three (3) weeks prior to the annual business meeting to be sent with the annual business meeting agenda.
7. Chair shall present proposed budget to NVON Board at meeting prior to annual conference.
8. Chair shall present proposed budget at annual business meeting.

B. Annual Conference

1. States will take turns hosting annual conference using the following rotation:
Kentucky, Indiana, West Virginia, North Carolina, Florida, Illinois, Wisconsin, Arkansas, Michigan, South Carolina
2. Conference Chair shall be appointed by the host state organization and approved by NVON President.
3. Dates for annual conference to be selected by the state hosting the conference and NVON President.
4. The President and/or President-Elect (when applicable), will work closely with conference chair to plan conference.
5. Conference Chair shall use the NVON Annual Conference Guidelines.
6. The Conference Chair, Co-Chair, Registration Chair and Committee Chairs may not be a voting member of the NVON Board during the conference.
7. The Conference chair shall select and advise President of two (2) people to serve as Pages during Business Meeting and General Session.

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8. Conference Chair shall send Annual Conference Post Summary with Final Conference Expense Report and Summary of Evaluation Forms with tabulated results to NVON President within thirty (30) days of close of conference. NVON President will share information with the NVON Board and future Conference Chairs.
9. The duties of the Tellers include:
 - a. Monitor voting delegates seating
 - b. Pass out ballots
 - c. Collect marked ballots
 - d. Retire with Chair of Tellers Committee to count ballots
 - e. Teller Chair will provide paper and envelope for sealing ballots
 - f. Teller Chair will present result of vote/ballot to President
 - g. Assist pages when requested
10. The duties of the Pages include:
 - a. Be responsible for the chair covers, state flags, flag display bar and podium cloth during the Conference.
 - b. Place chair covers on chairs for delegates and flag display bar on head table. At Opening Session and/or Business Meeting state flags will be given to state presidents for presentation and posting on display bar.
 - c. Make sure the podium cover is at the podium at Business Meeting, General Session and all events that have a podium.
 - d. Place flag display bar and flags on head table for the Retiring of Flags Procession.
 - e. Responsible for returning the above items to the NVON President at the close of the conference.

C. Policy Guidelines

Committee shall review the Policy Guidelines and make recommendations as stated in Committees. Section Policy Guidelines.

1. Policy Guidelines Committee is made up of the Executive Committee, with the Vice President as chair.
2. Proposed changes to the Policy Guidelines shall be sent to Executive Committee for review at least 60 days prior to the designated voting date.

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3. Proposed changes to the Policy Guidelines shall be sent to The NVON Board and Appointed Positions for review at least 30 days prior to the designated voting date.
4. Proposed changes shall be approved with a majority vote of the NVON Board.

D. Bylaws

Committee shall review the Bylaws and make recommendations as stated in Article XI.

1. Bylaws Committee is appointed in second year of President's term to consist of an Executive Committee Member and two (2) state presidents.
2. Bylaws Committee will review and propose amendments during the second year of President's term.
3. Proposed amendments to the bylaws shall be sent to The Executive Committee for their approval at least 90 days prior to the annual business meeting.
4. Notice of intention to amend shall be sent to voting delegates at least 60 days prior to the annual business meeting.

E. Nominating

1. Nominating Committee consists of a member of the Executive Committee as chair with two (2) state presidents.
2. Committee shall review Bylaw Article IV, Section 2.
3. Chair shall contact NVON Board requesting applications for open positions one hundred twenty (120) days prior to the annual business meeting. Request should state open positions, their qualifications and a reminder to submit completed nomination forms to the NVON Nomination Chair forty-five (45) days prior to the NVON Annual Business Meeting.
4. Chair shall send nomination forms to NVON President
5. Chair shall send nomination form copies to Nominating Committee.
6. Nominating Committee shall select candidates from those whose credentials have been submitted forty-five (45) days prior to the annual business meeting.
7. Chair shall notify candidates as soon as selection is completed and request their attendance at annual conference for presentation to membership and request that each candidate deliver a 2–3-minute presentation on their qualifications.
8. Chair shall send copies of completed nomination forms with attachments to NVON Board thirty (30) days prior to annual business meeting.
9. Chair shall prepare ballots for annual business meeting.

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10. Nominations may be made from the floor by any voting delegate at annual business meeting, provided nominees' credentials have been submitted and accepted by the Nominating Committee at least 24 hours prior to annual business meeting.

F. Financial Review

1. Financial Review Committee consists of Secretary as chair with two (2) qualified members, each from a different state. Committee members shall not be from the Treasurer's state.
2. Shall review financial records and make recommendations.
3. Chair shall request the Treasurer to provide the following for review:
vouchers with attached receipts, check register, all bank statements and 1099 interest earnings notices, cancelled checks (when available), copies of all active CDs, computer accounting records, such as a summary statement and a by category statement and the last two years' financial reports for comparison.
 - a. Check the year's beginning balance on the financial report against previous year's closing balance (these amounts should match).
 - b. Randomly, check some deposits (as listed on bank statements) against income records (such as income receipts in file and annual financial report). For example, verify that a deposit made for a fundraiser, for instance was made in the correct amount.
 - c. Randomly, check expenses (listed in bank statements and annual financial statement) against the cancelled checks to verify amount paid. Alternately, pull several cancelled checks and search for their invoices. There should be receipts and vouchers for all transactions.
 - d. Reconcile at least two months' bank statements with the treasurer's register. In addition, balance the last month of the year. If time permits, verify that all checks, used and unused, are accounted for.
 - e. Verify the annual financial report's beginning and ending balance with the figures in the check register and with the beginning and ending bank statements.
 - f. Check bank statements of any savings accounts or certificates of deposit against the year-end financial statement for correct balances. These balances should be indicated on the annual financial statement. Were any transfers made in identical amounts?
 - g. The Treasurer shall be present during the Financial Review to answer questions that may arise.
 - h. On report at annual business meeting include those records have been reviewed, which records have been reviewed, signatures of the reviewers and the date of inspection. Comments or suggestions may be added.
4. Chair shall present report at annual business meeting and return records to Treasurer.

RULES FOR NVON BUSINESS MEETINGS

1. The meeting shall open on time.
2. No one shall be admitted to the assembly without a name badge.
3. The credential report shall be adopted before business.
4. The program booklet, when adopted, shall be the order of business for the conference sessions, subject to amendment if necessary.
5. Minutes shall be approved by the NVON Board.
6. NVON members may introduce business; however, precedence shall go to the voting delegates.
 - a. Upon being granted the floor, a delegate shall be permitted to speak no longer than two minutes.
 - b. There will be a ten-minute limit for discussion on a subject that is on the floor. A motion may be made to extend discussion time an additional 10 minutes.
7. All motions shall be written and signed by the maker.
8. All communications to the platform shall be delivered by pages.
9. Displays at the conference shall be those pertaining to the interest of NVON and shall be for educational purposes.

VISION SUBSCRIPTION

1. VISION Subscription is \$18.00 for three years.
2. Subscription year is from January 1 – December 31.

INDIVIDUAL MEMBERSHIP

1. Individuals from a non-member state may obtain an individual membership.
2. Individual members are members without vote.
3. Individual membership will be reported at annual meeting during roll call.
4. Dues shall be fifteen (\$15.00), payable every three years.

HANDBOOK

1. Update the NVON Handbook annually and place on the website.
2. Send a copy of the Handbook to the archives at the end of the Secretary's term

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

WEB SITE

1. nvon.org is the official web site for the National Volunteers Outreach Network, Inc.
2. The site shall contain current information relating to NVON.

NEW STATE SOCIETY MEMBERSHIP

1. Organizations shall be members of the Associated Country Women of the World (ACWW), Country Women's Council USA (CWC), and located in the United States of America and its territories.
2. An organization wishing to apply for voting membership in NVON shall:
 - a. Submit a written request to the NVON President
 - b. Include a copy of their Bylaws or Articles of Agreement
 - c. Include a list of Society Officers, name, address, phone and email.
 - d. Complete and send the NVON State Membership Form found on the NVON.org website along with dues check of \$100 payable to NVON.
3. Membership application shall be reviewed by the NVON Executive Board and presented to the NVON Board for approval.
4. Upon acceptance the NVON President shall:
 - a. Send an Acceptance/Welcome letter to the new state organization
 - b. Send a letter with a link to our NVON website which contains our NVON Handbook, Bylaws, Policy Guidelines, Conference Guidelines, Conference Information, Project in Common, and copies of our newsletter, the VISION
 - c. Purchase a state flag, approximate width 11-12 inches, height 8 inches on a pole ¼ inch rod and 19-20 inches tall.
 - d. Have chair covers made for the Conference Delegates
5. State Society must join a minimum of two months prior to the Annual NVON Conference to qualify to have voting delegates at the Conference.
6. New State Society will be added to the conference state rotation in front of the current conference hosting state for the next rotation.



NVON ANNUAL CONFERENCE GUIDELINES

- Purpose:** Conduct the business of NVON; provide program assistance to state leaders, and educational opportunities for the general membership.
- Aim/Goals:** Provide NVON members an opportunity for networking, and for an educational and friendship experience.
- Planning:** Conference Chair shall be appointed by the Host State Organization and approved by NVON President. NVON President works with Host State Conference Chair for arrangements of annual conference. The President-Elect works with Host State Conference Chair for arrangements of annual conference for the year that he/she assumes the role of President.
- Conference Date:** Held in July, either weekend or mid-week dates. Dates for annual conference to be selected by the State hosting the Conference and NVON President. Announce conference date three years in advance at annual conference.
- Conference Chair:** It is recommended, if possible, the conference chair, co-chair or other committee chairs not be voting members of the NVON board. If not possible, permission from the NVON Executive board is needed. Conference Chair shall immediately, upon appointment, begin investigating and arranging for a conference site, date and hotel rate subject to NVON Executive Committee approval at least two years in advance of the conference. Conference Chair will contact NVON President to seek NVON Executive Committee approval for conference site, date and hotel rate with information and specific details about the suggested site. The site should be easily accessible with convenient airport access. Conference Chair will request a contract for the NVON President or President-Elect (when applicable) and Host State President to co-sign after receiving NVON Executive Committee approval. NVON President and/or President-Elect will work closely with Conference Chair to plan conference.
- Conference Location:** Each state, if possible, shall select a location in a different city than the previous NVON conference. Convenient airport access should be available.
- Conference Site:** Facility should be a hotel/motel, conference center or meeting facility that:
1. Will seat approximately 75-100 banquet style and general sessions. Check NVON Conference Budget Planner for past attendance numbers.
 2. Will lodge approximately 150 people in the same facility (ideally) or another hotel/motel within close proximity. Average number of rooms per night is 40-60 rooms. Check NVON Conference Budget Planner for past number of rooms booked.

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

3. Set up a separate room block for the NVON Board and hosting committee when possible.
4. Have breakout areas for workshops/seminars – minimum of four (4) – six (6).
5. Rooms or areas may be needed for silent auction, and state exhibits.
6. Have an elevator if more than one floor.

Conference State Rotation: States will take turns hosting annual conference using the following rotation:
Kentucky, Indiana, West Virginia, North Carolina, Florida, Illinois, Wisconsin, Arkansas, Michigan, South Carolina

Suggested Format: **A 3-day conference is suggested:**

Day One - State Day

Craft Workshops or Educational Seminars opposite NVON Board Meeting
Afternoon tour - Evening Event - Consider including lunch if there is only one restaurant within walking distance.

Day Two: NVON Day

Morning - Opening Session – Business Meeting
Lunch with speaker/entertainment
Afternoon - Educational Seminars
Dinner with speaker/entertainment

Day Three: NVON Day

Morning - General Session/speaker
Lunch with speaker/entertainment
Afternoon - Educational Seminars
Banquet with speaker/entertainment

Financial Responsibility: Conference Chair will work on budget with the Host State. Refer to NVON Conference Budget Planner for previous year's records to estimate number of attendees to determine budget so conference is self-supporting by registration fee. Registration fee is approved by NVON Executive Committee. All money collected will be deposited in the Host State and designated as NVON Conference Funds. All bills will be paid by Host State. Conference Chair shall send post summary with final conference expense sheet to NVON President thirty (30) days after close of conference. Conference Co-Chairs or Conference Chair and Registration Chair (2 people, half room each) may have their registration fees/meals/lodging paid from conference income if proceeds are available. Annual conference, net proceeds shall be split with fifty percent (50%) going to NVON and fifty percent (50%) remaining with the Host State. Proceeds due to NVON should be submitted to NVON Treasurer within thirty (30) days after close of conference. If a deficit occurs, it shall be split with fifty percent (50%) being paid by NVON and fifty percent (50%)

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

being paid by the Host State. Conference Chair shall send records including signed vouchers with receipts if a deficit occurs.

NVON Officer Conference Registration Fee: NVON officers, President, President-Elect (when applicable), Vice President, Secretary and Treasurer as well as appointed positions of advisor, editor, webmaster and parliamentarian's conference registration fees are the responsibility of NVON.

Theme: Conference Chair will work with Host State to select Conference Theme. Conference theme shall include NVON President's theme. Conference Chair will submit Conference Theme to NVON President to seek Executive Committee approval two years in advance.

Silent Auction: Attendees should be encouraged to donate an item(s) to the silent auction. Money from the auction benefit the ACWW Rural Women in Action Fund. Monies will be sent through NVON Treasurer in the name of NVON

Displays: Tables should be provided for NVON Member states to set up a State Display to highlight a program area or activity, and for a Project in Common and ACWW exhibit.

Selling of Merchandise: The Host State may have a sales table of hand-crafted items, cookbooks, or other fund-raising items. Income is the property of the Host State.

Conference Committee: Conference Chair will appoint conference committees as needed. The Conference Committee is responsible for paying their own registration fees and rooming charges.

Complimentary Rooms: If available, the first complimentary room goes to the Conference Chair to be shared with the registration chair. Other complimentary rooms will be given to the NVON Executive Committee.

Workshops/ Seminars: Conference Committee will identify possible workshops, seminars and programs/speakers. Refer to resolutions and recommendations passed at triennial for seminar topics. NVON President and/or President-Elect shall review selections prior to publication. A hostess and facilitator shall be appointed for each workshop/seminar to introduce and be of help to presenter.

Tour Meals: During Business Meetings: Participants should not be charged for a tour meal when they have paid for a meal already included in their conference registration. Lunch should be included for tours given during the business meeting when attendees will miss the conference meal. The conference committee should pay for the group tour meal, give a set amount to each tour attendee for the meal, provide a voucher or alternative payment for the meal or return on time for the scheduled meal.

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Additional Host State Responsibilities:	Conference registration fees will be used to provide name badges for all attendees, prepare registration packets, table decorations, favors, audio-visual needs, speakers, entertainment, meals, facilities, program printing, etc.
Program Book:	Layout and printing of conference program book will be the responsibility of the NVON President. Printing costs will be funded from registration fees.
Evaluation Form:	NVON President shall develop an evaluation form with help from present Conference Chair. Printing of evaluation form will be the responsibility of the NVON President and included in registration packet. Extra copies are to be placed on the registration table. Host state will tabulate responses and send results to NVON President within thirty (30) days after close of conference. NVON President will share information with the NVON Board and future Conference Chairs. Conference Chair shall retain the evaluation forms until the next conference for possible review if deemed necessary.
Gifts:	Conference Committee is responsible for providing thank you gifts to presenters and others as deemed necessary and budgeted.
NVON Logo, Name, etc:	Any use of NVON name, initials or logo must be approved by NVON Executive Committee.
Newsletter and Web Site:	Conference registration form, hotel registration form, descriptions of workshops, seminars, tours, and other pertinent information available must be in January NVON Newsletter and on the NVON web site. Information for the NVON VISION is due December 1st to President or President-Elect (when applicable) for approval. The NVON Editor shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, and Workshop & Seminar Descriptions) to NVON Webmaster the same date it is sent to the printer. Member states are asked to publicize conference information and include registration forms for NVON Conference in their state newsletter. The Conference Host State will receive a pdf of the January Conference Issue to use for promotion. The Host State may request printed copies by January 1 st . Host State will pay printing and postage cost for requested copies.
Promotion:	An invitation will be presented at the Conference by the host state for the following year's conference. Check with current Conference Chair for number registered to estimate number of promotion materials/packets to be distributed.
Reports to NVON:	All conference reports to NVON must be made in writing. The President shall forward copies of this information to NVON Board, Editor, Webmaster, and future Conference Chairs.

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Refunds and Expenses:

Fees for Registration, Meals and Tours are nonrefundable BUT are transferable after the late fee date. Before the registration late fee date members can request in writing to the registration chair refunds as stated. Thirty (30) days before late fee date refund 100% of total payment.



NVON CONFERENCE TIMELINE

State _____ Date _____

Location: _____

Theme: _____

3 Years Prior to Conference

- ☐ **January**– Conference Chair shall be appointed by the Host State Organization and name and contact information sent to NVON President by December 1st for approval
- ☐ **February** - Conference Chair shall use NVON Annual Conference Bid Information Form and send Conference Site Selection recommendations for sites, dates and hotel selection and rates to NVON President by May 1st to seek Executive Committee approval. (Submit a minimum of 2 recommendations)

2 Years Prior to Conference

- ☐ **July** - Conference Chair shall announce date and location at Board Meeting and Business Meeting
- ☐ **August** - Conference Chair shall send Conference Theme to NVON President by August 1st to seek Executive Committee approval. (When upcoming conference falls into a new President's term – theme is due as soon as President-Elect's theme is announced)
- ☐ **September** - Conference Chair shall research tours, speakers and entertainment
- ☐ **October** - Conference Chair shall use NVON Annual Conference Budget Planner and send NVON President a budget based on past conference records by October 1st

1 Years Prior to Conference

- ☐ **July** - Conference Chair shall give update at Board Meeting and extend a short invitation/skit at Business Meeting
- ☐ **August** - Conference Chair shall send Conference Schedule to NVON President (President -Elect when applicable) that include tours, speakers and entertainment by August 1st for approval
- ☐ **August** - Conference Workshop/Seminar Chair shall begin work on securing workshops and seminars
- ☐ **September** - Conference Chair shall send NVON President a Conference Schedule Draft to preview and be presented at CWC NVON Meeting by September 15th
- ☐ **October** - Conference Chair shall use NVON Annual Conference Budget Planner to send NVON President (President -Elect when applicable) an updated budget based on immediate past conference records by October 1st
- ☐ **November** - Conference Chair shall finalize tours, speakers and entertainment
- ☐ **November** - Conference Workshop/Seminar Chair shall send Conference Chair Workshop/Seminar information with descriptions for Conference Registration

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

- **December** - Conference Chair shall send Registration Form, Registration Information, Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON President (President -Elect when applicable) by December 1st for approval

Present Conference

- **January** - NVON President shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON Editor by January 1st for VISION
- **January** - NVON Editor shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON Webmaster the date it is sent to printer for website
- **February** - Conference Chair shall send NVON President the names of the Conference Committee for Conference Program by February 1st
- **February** - Conference Chair shall send NVON President the names of the persons issuing the Welcome and Greetings at the Opening Session by February 1st
- **March** - Conference Chair shall send NVON President the names of two (2) responsible people to serve as Pages during Business Meeting and General Session by March 1st
- **March** - Conference Chair shall send NVON President room assignments for Conference Program by March 1st
- **May** - NVON President shall send a draft of Conference Program to Conference Chair for review.
- **June** - NVON President shall send agenda of annual conference (Conference Program) to NVON Board, Advisor and Editor at least thirty (30) days prior to conference.
- **July** - Conference Workshop/Seminar Chair shall send Workshop/Seminar presenters number attending their session and room location
- **September**- Conference Chair shall complete the NVON Annual Conference Post Summary and send post summary with final conference expense sheet to NVON President within sixty 60 days of close of conference. Proceeds realized by Conference shall be split with fifty percent (50%) going to NVON and fifty percent (50%) remaining with the host state. Proceeds due to NVON should be submitted to NVON Treasurer within sixty 60 days of close of conference. If a deficit occurs, it shall be split with fifty percent (50%) being paid by NVON and fifty percent (50%) being paid by the Host State.
- **September**- NVON President shall use the NVON Conference Post Summary to update NVON Annual Conference Budget Planner and send to all Conference Chairs by September 30th

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES



NVON ANNUAL CONFERENCE SITE SELECTION PLANNER

- ◆ Conference Chair shall be appointed by the Host State Organization and approved by NVON President.
- ◆ Dates for annual conference to be selected by the State hosting the Conference and NVON President.
- ◆ Conference Chair shall immediately upon appointment begin investigating and arranging for a conference site, date and hotel rate subject to NVON Executive Committee approval at least two years in advance of the conference.
- ◆ Conference Chair will contact NVON President to seek NVON Executive Committee approval for conference site, date and hotel rate with information and specific details about the suggested site. The site should be easily accessible.
- ◆ Conference Chair will request a contract for the NVON President and Host State President to sign after receiving NVON Executive Committee approval.
- ◆ NVON President and President-Elect (when applicable) will work closely with Conference Chair to plan conference.

Data from Previous Years—Obtain from conference post summary

Date/Year _____ State _____	Date/Year _____ State _____
Room Rate _____	Room Rate _____
Number of Rooms Booked/Paid	Number of Rooms Booked/Paid
First Night # Rooms _____	First Night # Rooms _____
Second Night # Rooms _____	Second Night # Rooms _____
Third Night # Rooms _____	Third Night # Rooms _____
Fourth Night # Rooms _____	Fourth Night # Rooms _____
Tour - # attending _____	Tour - # attending _____
Tour - # attending _____	Tour - # attending _____
Spouse/Friends Tour - # attending _____	Spouse/Friends Tour - # attending _____
Spouse/Friends Tour - # attending _____	Spouse/Friends Tour - # attending _____
MEAL COUNTS	MEAL COUNTS
Luncheon # _____	Luncheon # _____
Dinner # _____	Dinner # _____
Luncheon # _____	Luncheon # _____
Banquet # _____	Banquet # _____
Other Events - # attending _____	Other Events - # attending _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

CONFERENCE YOU ARE HOSTING:

ROOM RATES

Single _____ Double _____ Triple _____ Quad _____

ROOMS RESERVED

First Night # Rooms _____ Second Night # Rooms _____

Third Night # Rooms _____ Fourth Night # Rooms _____

of possible complimentary rooms _____

Date hotel requires for canceling unused rooms _____

MEAL CONFIRMATION DATES

Meal #1 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

Meal #2 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

Meal #3 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

Meal #4 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

Meal #5 _____

Menu _____

Special dietary constraints _____

Final confirmation date for Meal _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

CONFERENCE SCHEDULE/NEEDS

EVENING BEFORE

Registration Table (manned)

Break out room for NVON Board Meeting and/or Conference Committee meeting.

DAY ONE – STATE DAY

Registration

Break out rooms in the morning – probably 2 for craft workshops and 1 for Board Meeting

9 a.m. – 10:15 a.m. AND 10:30 a.m. – 11:45 a.m.

Locked room – Silent Auction (manned)

Afternoon tour off site

State – Evening Event

DAY TWO – NVON DAY

Registration

9 a.m. – noon – Opening Session/Business Meeting - large room – seating for voting delegates

Locked room – Silent Auction

State Displays

Lunch with head table and speaker

Break out rooms in the afternoon – probably 5

2:00 p.m. – 3:00 p.m. AND 3:30 p.m. – 4:30 p.m.

Dinner with head table and podium with microphone

DAY THREE– NVON DAY

Registration

9 a.m. – noon – General Session - large room

Locked room – Silent Auction

State Displays

Lunch with head table and speaker

Break out rooms in the afternoon – probably 5

2:00 p.m. – 3:00 p.m. AND 3:30 p.m. – 4:30 p.m.

Banquet with head table and podium with microphone



**NVON ANNUAL CONFERENCE
CONFERENCE BID INFORMATION**

Date of Bid _____

Name of Hotel: _____

Location/Address: _____

Dates Available: _____

Room Rates

Single _____ Double _____ Triple _____ Quad _____

Present Accommodation Tax Rate _____ Anticipated Tax Increase maximum _____

Items available in room i.e. coffee pot, iron, refrigerator, microwave, _____

Complimentary Rooms: (How many per sleeping nights?) Suite? _____

Meeting Rooms: (Free with how many meals/sleeping rooms?) _____

Is there an additional meeting space charge, if so, how much? _____

Meals: (Range of prices - Include tax and gratuity during calculations) _____

Can lunch menu be used for evening meals? _____

When can meal prices be locked in (a year in advance?) _____

Date to confirm meal count: _____

Complimentary Breakfast: _____

Special dietary constraints: _____

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

Transportation Logistics: (airports, trains, shuttle, etc.) _____

Cost and times (or schedule) of airport shuttle to hotel: _____

Hotel parking fees? _____

Audio-Visual Costs: _____

Can equipment be brought in? _____

Area Attractions/Tour Possibilities: _____

(attach additional information: if necessary)

Approximate Costs: _____

Additional Comments about Site: _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES



NVON ANNUAL CONFERENCE BUDGET PLANNER

Date/Year				
State				
Income				
# Registered				
Registration Fee				
Room Rate				
# of Rooms Booked				

Expenses				
Meeting Rooms/Extras				
Meals Included in Registration				
Sleeping Rooms & Meals for Speakers and/or Presenters				
Speakers/Entertainment				
Registration Supplies				
Postage/Phone				
Printed Programs				
Classes/Workshops				
Audio-Visual				
Publicity/Printing				
Decorations/Favors				
Gifts to Presenters, etc				
State Day/Welcome Reception				
Misc.				
Total				

Projected Funds:

$$\begin{array}{rclclcl}
 \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} & + & \text{Donations} \\
 \text{\#Participants Expected} & \times & \text{Registration Fee} & = & \text{Subtotal} & & & & & & \\
 = & \text{Projected Funds} & & & & & & & & &
 \end{array}$$



NVON ANNUAL CONFERENCE CONFERENCE CHAIR PLANNING SHEET

CONFERENCE DATES – Contact the President to get NVON Executive Committee approval at least two years in advance of the conference.

CONFERENCE LOCATION – Contact the President to get NVON Executive Committee approval at least two years in advance of the conference.

SITE ARRANGEMENTS CONTACT PERSON _____

MAILING ADDRESS _____

EMAIL _____

PHONE NUMBER _____ **FAX NUMBER** _____

CONFERENCE THEME - Contact the President to get NVON Executive Committee approval at least one year in advance of the conference. _____

CONFERENCE TOUR(S) _____

SPOUSE/FRIENDS TOUR(S) _____

CONFERENCE COMMITTEES

Conference Chair Shall Appoint Conference Committees. Suggested Committees Are:

Registration _____

Speakers _____

Workshops and Seminars _____

Hostesses and Facilitators _____

ACWW Silent Auction for Rural Women in Action Fund _____

Tours _____

Spouse/Friends Tours _____

State Displays _____

Table Decorations _____

Favors _____

Door Prizes (optional) _____

Host State Sales Table _____

Publicity _____

Pages _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Registration

- ☐ Registration Chair shall work with Conference Chair to prepare registration form, with approval by NVON Executive Committee, including registration fees and deadline dates.
- ☐ Suggested date for registration late fee is thirty (30) days before conference.
- ☐ Registration Chair after receiving registrations, will prepare a packet for each registered member to include name tag, meal/workshop/seminar tickets, conference program, list of attendees with addresses and email, minutes, treasurer's report, proposed budget, and other pertinent information on the conference.
- ☐ Registration Chair after receiving registrations, will prepare workshop and seminar signs.
- ☐ Registration Chair will place original registration form in a book to be available for reference at the registration table. Registration Chair will send registration money to the Host State Organization Treasurer as collected in a timely manner.
- ☐ Depending on need, prepare names of those registered for box for door prize drawing. (optional)
- ☐ Committee Chair and Committee members names _____
- ☐ Location & Times _____
- ☐ Sign of registration times _____
- ☐ Electricity and/or extension cords _____
- ☐ Tables _____
- ☐ Registration packets _____
- ☐ Gift Bags & Items _____
- ☐ Book with original of all registration forms _____
- ☐ Stapler and Staple remover _____
- ☐ Pens, pencils, Pads for notes _____
- ☐ Extra Registration forms and name tags _____
- ☐ Scotch tape _____
- ☐ Calculator _____
- ☐ Bulletin Board, Easel, Stick pins, Paper & Pen _____
- ☐ Box to collect Evaluation Forms _____
- ☐ Box of change _____

Speakers/Entertainment Committee

- ☐ Committee Chair and Committee members names _____
- ☐ State Day Speaker/Entertainment _____
- ☐ Luncheon Speaker/Entertainment Day 1 _____
- ☐ Dinner Speaker/Entertainment Day 1 _____
- ☐ Luncheon Speaker/Entertainment Day 2 _____
- ☐ Banquet Speaker/Entertainment Day 2 _____
- ☐ Info for Registration/Programs _____
- ☐ Bio for Introduction _____
- ☐ Follow-up Reminder _____
- ☐ Note of thanks or gift (monetary or other, check with President for protocol) _____
- ☐ Check voucher for expenses – fee/mileage _____
- ☐ Are any Speakers/Entertainment staying for Meals? _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Workshops and Seminars Committee

- ☐ Committee Chair and Committee members names _____
- ☐ Craft Workshops _____
- _____
- _____
- ☐ Seminars _____
- _____
- _____
- ☐ Info for Registration/Programs
- ☐ Follow-up Reminder
- ☐ Reimbursement Voucher
- ☐ Thank you

Hostesses and Facilitators Committee

- ☐ Committee Chair and Committee members names _____
- ☐ Hostesses to collect workshop/seminar tickets _____
- ☐ Hostesses to collect meal tickets _____
- ☐ Give final count of workshop/seminar attendees to Conference Chair _____
- ☐ Give final count of dinner and lunch attendees to Conference Chair _____
- ☐ Facilitator will introduce the speaker/read or give resume of speaker _____
- ☐ Facilitator will determine time and end the workshop on time _____
- ☐ Facilitator will present thank you gift to presenter _____

ACWW Silent Auction Committee

- ☐ Committee Chair and Committee members names _____
- ☐ When items are delivered to Conference _____
- ☐ Where items are delivered to Conference _____
- ☐ Display items _____
- ☐ Sheets for bidding and pens or pencils without erasers _____
- ☐ Opening times _____
- ☐ Dismantle time _____
- ☐ Procedure for announcement and delivery of items _____
- ☐ Report total amount collected _____

Tour Committee

- ☐ Committee Chair and Committee members names _____
- ☐ Tour 1 _____
- ☐ Tour 2 _____
- ☐ Cost of Tours (include meal cost, gratuity, tax and tip in cost) _____
- ☐ Minimum/Maximum Number _____
- ☐ Descriptions for Registration _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Spouse/Friends Tours Committee

- ☐ Committee Chair and Committee members names _____
- ☐ Spouse/Friends Tour 1 _____
- ☐ Spouse/Friends Tour 2 _____
- ☐ Cost of Tours (include meal cost, gratuity, tax and tip in cost) _____
- ☐ Minimum/Maximum Number _____
- ☐ Descriptions for Registration _____

State Displays Committee

- ☐ Committee Chair and Committee members names _____
- ☐ State Displays Location _____
- ☐ State Displays Setup Time _____
- ☐ Opening times _____
- ☐ Dismantle time _____

Table Decorations Committee

- ☐ Committee Chair and Committee members names _____
- ☐ State Day _____
- ☐ Luncheon Day 1 _____
- ☐ Dinner Day 1 _____
- ☐ Luncheon Day 2 _____
- ☐ Banquet Day 2 _____

Favors Committee

- ☐ Committee Chair and Committee members names _____
- ☐ State Day Favor _____
- ☐ Luncheon Day 1 Favor _____
- ☐ Dinner Day 1 Favor _____
- ☐ Luncheon Day 2 Favor _____
- ☐ Banquet Day 2 Favor _____

Door Prize Committee (optional)

- ☐ Committee Chair and Committee members names _____
- ☐ How many _____
- ☐ When given out - Inform President for printing in Program _____
- ☐ Who gives them out _____
- ☐ Names of attendees in box for drawing-prepared by registration chair _____
- ☐ Where are they delivered at Conference _____

Host State Sales Table Committee (optional)

- ☐ Committee Chair and Committee members names _____
- ☐ Sales table location and setup time _____
- ☐ Opening times _____
- ☐ Dismantle time _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Publicity Committee

- ☐ Committee Chair and Committee members names _____
- ☐ Invitation skit/announcement prior year _____
- ☐ Invitation flyer _____
- ☐ Info to states _____

Pages

- ☐ Advise President of two (2) people to serve as Pages during Business Meeting and General Session.
- ☐ Pages will be responsible for the chair covers, state flags, flag display bar and podium cloth during the Conference.
- ☐ Pages will place chair covers on chairs for delegates and flag display bar on head table. At Opening Session and/or Business Meeting state flags will be given to state presidents for presentation and posting on display bar.
- ☐ Pages will make sure the podium cover is at the podium at Business Meeting, General Session and all events that have a podium.
- ☐ Pages will place flag display bar and flags on head table for the Retiring of Flags Procession.
- ☐ Pages will be responsible for returning the above items to the NVON President at the close of the conference.

Evaluations Forms

- ☐ Box for collecting forms
- ☐ Place box on Registration Table and/or suitable location.
- ☐ Tabulate responses and send results and forms to NVON President within thirty (30) days after close of conference.

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

SUGGESTED CONFERENCE SCHEDULE FOR HOTEL ARRANGEMENTS

Pre-Conference

3:00 – 7:30 pm	Registration (early arriver welcome with an activity)
7-9 pm	NVON Board Meeting

Day 1

6:00 – 8:00 a.m.	Breakfast
8:00 – 1:00 p.m.	Receive Silent Auction
8:00 – 1:30 p.m.	Registration
8 am	NVON Board Meeting
9 – 10:15 a.m.	Craft Workshops (2)
10:30 – 11:45 a.m.	Craft Workshops (2)
_____	Tour(s)
_____	Silent Auction Open
_____	State Night

Day 2

6:00 – 8:00 a.m.	Breakfast
7:30 – 8:30 a.m.	Registration
7:30 – 8:30 a.m.	Silent Auction Open
7:30 – 8:30 a.m.	Set up State Display
8:30 – 11:30 a.m.	NVON Conference Opening Session/Business Meeting
_____	Spouse/Friends Tour
12:00 - 1:30 p.m.	Luncheon
1:30 -5:00 p.m.	Silent Auction Open
2:00 – 3:00 p.m.	Seminars (4 or 5)
3:30 – 4:30 p.m.	Seminars (4 or 5)
6:30 p.m.	Dinner

Day 3

6:00 – 8:00 a.m.	Breakfast
7:30 – 8:30 a.m.	Registration
7:30 – 8:30 a.m.	Silent Auction Open
8:30 – noon	General Session
_____	Spouse/Friends Tour
12:30 – 1:30 p.m.	Luncheon
1:30 -2:00 p.m.	Silent Auction Open
2:00 p.m.	Silent Auction Closes
2:00 – 3:00 p.m.	Seminars (4 or 5)
3:30 – 4:30 p.m.	Seminars (4 or 5)
6:30 p.m.	Dinner - Banquet

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Hotel Arrangements for Meals

- ☐ Estimated attendance _____
- ☐ How many per table _____
- ☐ Tablecloths (colors) _____
- ☐ Napkins (colors) _____
- ☐ Centerpieces Options _____
- ☐ Place “Reserved” signs (clearly visible) _____

Head table for Meals – Contact NVON President for Suggested Seating

- ☐ How many people _____
- ☐ Podium - Table or stand alone, location _____
- ☐ Microphone _____
- ☐ Meal #1 _____
- ☐ Who _____
- ☐ Place cards or seating arrangement _____
- ☐ Meal #2 _____
- ☐ Who _____
- ☐ Place cards or seating arrangement _____
- ☐ Meal #3 _____
- ☐ Who _____
- ☐ Place cards or seating arrangement _____
- ☐ Meal #4 _____
- ☐ Who _____
- ☐ Place cards or seating arrangement _____

Hotel Arrangements for Opening/Business/General Sessions

- ☐ Estimated attendance _____
- ☐ How many at head table _____
- ☐ United States of America Flag _____
- ☐ Podium - Table or stand alone, location _____
- ☐ Microphone _____
- ☐ Voting Delegate Seating (when needed) _____
- ☐ Audio-Visual needs of NVON Board and Speakers (these are usually an extra cost) _____
- ☐ Number of tables needed for State Display and NVON Officer Displays _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES



**NATIONAL VOLUNTEER OUTREACH NETWORK, INC.
NVON CONFERENCE
SPEAKERS/ENTERTAINMENT**

Sample Letter for Speakers outside of NVON

DO NOT FILL IN BLANKS

Date _____

Dear _____,

Speaker/Entertainment (Name) _____ (Title) _____

Thank you for agreeing to be a part of our National Volunteer Outreach Network, Inc. Annual Conference at the _____ in _____ on _____.
_____ (Name of State Organization hosting) is coordinating this conference.

You have been scheduled to Entertain/Speak on _____ starting at _____.
We would like you to keep to a time of about _____.
Monetary compensation of _____ will be given when you finish.

Do you have any special set up needs? _____

Do you need a meal ticket? _____ How many? _____

We are making plans for our Registration Form and Publicity. We need this form filled out as soon as possible and/or agreed upon so we can go to print. We will need a digital PHOTO and a PARAGRAPH description of your program when you sign and return this form.

Thanks again for being a part of our NVON Conference. Please contact me if I can be of further assistance.

Sincerely,



**NVON ANNUAL CONFERENCE
PRESENTER INFORMATION**

Please return this form to: _____

By: _____

Contact Person/Presenter: _____ Title _____

Address: _____ Phone: _____

_____ EMail: _____

_____ FAX: _____

Title of Workshop/Seminar: _____

Description: _____

_____ Cost _____

Attendance: Maximum: _____ Minimum: _____

Please indicate if you will need any of the following:

Table(s) _____ Wall Space _____ Chairs _____ Electricity _____

AV equipment: (list) _____

Other: _____

Seating arrangement: Theater Style _____ Classroom Style _____

_____ I will furnish my own display, AV equipment, supplies, etc. Please let us know what you will be bringing so we may assign proper space. _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Page 2

Please state the day _____ and time slot _____ you prefer.

Please write a bio about yourself for the person introducing you.

Signature _____ Date _____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES



NVON ANNUAL CONFERENCE

Sample Presenter Letter to be used for anyone within the organization.

Compose a different letter for anyone outside of NVON.

DO NOT FILL IN BLANKS

Date _____

Dear _____

Thank you for agreeing to do a (presentation/workshop/seminar) at the National Volunteer Outreach Network, Inc. annual conference at the _____ in _____ on _____ We appreciate it very much.

You are scheduled for _____ from _____ to _____ for your (presentation/workshop/seminar) titled _____.

Please send a brief introduction by _____.

We will print up to five pages if you will send your material by _____. At this date we have _____ registered for the conference. Your session will hold up to _____.

According to information already received you have requested the following equipment for your (presentation/workshop/seminar):

If there are any changes, please contact me.

I look forward to seeing you in _____

Sincerely,
(Conference Chairman or Workshop/Seminar Chairman)

Make a note if they will be receiving a meal ticket, expenses or other honorarium

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES



Sample Presenter Information Card

HOSTESS: Cheryl Stewart

DAY/TIME: Thurs, July 20, 3:30 p.m.

ROOM: 104

SPEAKER: Jason Pederson (pronounced Peterson, I think)

PROGRAM: On Guard: Avoiding Scams and Scam Artists

HELLO, MY NAME IS: Cheryl Stewart and on behalf of the NVON Planning Committee welcome to Arkansas and Hot Springs.

THIS PROGRAM IS ABOUT: Avoiding scams and scam artists.

I'M PLEASED TO INTRODUCE: Jason Pederson who is the consumer affairs reporter for television station KATV in Little Rock. He works with a staff of volunteers to help Arkansans understand their rights as consumers, so they do not fall victim to dishonest business schemes. Jason was raised in Wisconsin and received his BA in Broadcast Journalism from the University of Wisconsin at River Falls. His career in Arkansas journalism began in El Dorado, Arkansas, in 1993 and two years later he moved to Little Rock.

PLEASE WELCOME: Jason Pederson.

AT 4:30 SAY: "THANK YOU JASON FOR A GREAT PROGRAM" and hand him the gift.

SPECIAL EQUIPMENT NEEDS: VCR/DVD

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

NVON SILENT AUCTION

Item: _____

Minimum Bid: \$ _____

Donor (optional): _____

State (optional): _____

**BIDS MUST BE RAISED
BY ONE DOLLAR OR MORE**

Amount	Name	State	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

NVON SILENT AUCTION

Item: _____

Minimum Bid: \$ _____

Donor (optional): _____

State (optional): _____

**BIDS MUST BE RAISED
BY ONE DOLLAR OR MORE**

Amount	Name	State	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

NVON SILENT AUCTION

Item: _____

Minimum Bid: \$ _____

**BIDS MUST BE RAISED
BY ONE DOLLAR OR MORE**

	Bid \$ Amount	Bidder #	Phone
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

NVON SILENT AUCTION

Item: _____

Minimum Bid: \$ _____

**BIDS MUST BE RAISED
BY ONE DOLLAR OR MORE**

	Bid \$ Amount	Bidder #	Phone
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____



NVON ANNUAL CONFERENCE POST SUMMARY

Conference Chair shall send records including evaluation forms, signed vouchers with receipts, proposed budget and post summary with final conference expense sheet to NVON President within thirty (30) days of close of conference.

Conference Dates _____

Conference Location _____

Lodging

Room Rate including tax: _____ Single _____ Double _____ Triple _____ Quad

Number of Rooms Booked/Paid

First Night # Rooms _____

Second Night # Rooms _____

Third Night # Rooms _____

Fourth Night # Rooms _____

Registration: Number _____ full time @ \$ _____ = \$ _____

Number _____ full time @ \$ _____ = \$ _____

Number _____ part time @ \$ _____ = \$ _____

Number paid registrations: _____

Late Registration paid: \$ _____

Number of comp registrations: _____

Total Number Registrations: _____

Total Registration Money Received \$ _____

Attendance Break down by State

Arkansas _____, Florida _____, Illinois _____, Indiana _____, Kentucky _____, Michigan _____,

North Carolina _____, South Carolina _____, West Virginia _____, Wisconsin _____,

Other _____

Number of: 1st Timers _____ Guests _____ Members _____

OTHER INCOME

Silent Auction (ACWW) \$ _____

Tour Proceeds \$ _____

Workshops/Seminars/Crafts \$ _____

Donations (list, if any)

_____ \$ _____
_____ \$ _____

TOTAL MONEY RECEIVED

\$ _____

NATIONAL VOLUNTEER OUTREACH NETWORK POLICY AND CONFERENCE GUIDELINES

MEALS (LIST) INCLUDING TAX AND GRATUITY

State Night (if applicable) _____ meals @ \$ _____ = \$ _____

First Lunch _____ meals @ \$ _____ = \$ _____

Second Lunch _____ meals @ \$ _____ = \$ _____

First Dinner _____ meals @ \$ _____ = \$ _____

Second Dinner _____ meals @ \$ _____ = \$ _____

Total Expense for Meals \$ _____

CONFERENCE TOURS

Tour _____

Number attending _____ Amount Collected _____

Cost per Person _____ Total Cost Paid _____ Net \$ _____

Tour _____

Number attending _____ Amount Collected _____

Cost per Person _____ Total Cost Paid _____ Net \$ _____

Spouse/Friends Tour _____

Number attending _____ Amount Collected _____

Cost per Person _____ Total Cost Paid _____ Net \$ _____

Spouse/Friends Tour _____

Number attending _____ Amount Collected _____

Cost per Person _____ Total Cost Paid _____ Net \$ _____

TOTAL Amount Collected _____

Cost of Transportation, etc. \$ _____ Total Cost Paid \$ _____ Net \$ _____

Total for Tours Net \$ _____

ACWW Silent Auction \$ _____

Other proceeds to be paid (i.e. host state fundraiser) \$ _____

Workshops/Seminars (details listed separately)

Total Money Received \$ _____

Total Expenses \$ _____

Net \$ _____

Speakers/Entertainment Expenses (details listed separately) \$ _____

Hotel and Audio-Visual Expenses (details listed separately) \$ _____

NATIONAL VOLUNTEER OUTREACH NETWORK POLICY AND CONFERENCE GUIDELINES

Other Conference Expenses (details listed separately) \$ _____

WORKSHOPS/SEMINARS (LIST ONLY THOSE WITH EXPENSES)

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Name _____ # _____ @\$ _____

Total Collected \$ _____ Cost Reimbursed \$ _____ Net \$ _____

Total Workshops/Seminars Net \$ _____

NATIONAL VOLUNTEER OUTREACH NETWORK POLICY AND CONFERENCE GUIDELINES

Speaker/Entertainment (list only those with expenses)

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Name _____
Fee \$ _____ Travel \$ _____ Lodging \$ _____ Meal \$ _____
Gift \$ _____ **Total \$** _____

Total Speaker/Entertainment Expenses \$ _____

NATIONAL VOLUNTEER OUTREACH NETWORK POLICY AND CONFERENCE GUIDELINES

Hotel and Expenses

Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____

Total Hotel and Expenses Cost \$ _____

Audio-Visual Expenses

Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____

Total Audio-Visual Cost \$ _____

Total Hotel and Audio-Visual Expenses \$ _____

NATIONAL VOLUNTEER OUTREACH NETWORK POLICY AND CONFERENCE GUIDELINES

Other Conference Expenses

Registration Supplies (list separately) \$ _____

Postage/Phone \$ _____

Printed Programs \$ _____

Publicity/Printing (list separately) \$ _____

Decorations/Favors (list separately) \$ _____

Misc (list separately) \$ _____

Total other expenses \$ _____

Silent Auction for ACWW \$ _____

Other Proceeds to be Paid to Host State \$ _____



**NVON ANNUAL CONFERENCE
FINAL CONFERENCE EXPENSES**

Date/Year	
State	
# Registered	
Room Rate including tax	
# of Rooms Booked	
Registration Fee	
Income	
Registration	
Tours	
Workshops	
Donations	
Fundraiser	
ACWW Silent Auction	
Other Income: Vendors, Raffles, etc.	
Total Income	

Expenses	
Meeting Rooms/Extras	
Meals Included in Registration	
Sleeping Rooms & Meals for Speakers and/or Presenters	
Speakers/Entertainment	
Registration Supplies	
Postage/Phone	
Printed Programs	
Classes/Workshops	
Audio-Visual	
Publicity/Printing	
Decorations/Favors	
Gifts to Presenters, etc	
State Day/Welcome Reception	
ACWW Silent Auction	
Misc.	
Total Expenses	
Proceeds/Deficit	
NVON Income send to NVON Treasurer	

SUMMARY OF EVALUATION FORMS AND OTHER COMMENTS



**NVON PRESIDENT'S
ANNUAL CONFERENCE WORK SHEET**

NVON President shall appoint NVON Committees – Other than those designated in Policy Guidelines.

Bylaws Committee (Appointed by NVON President)

- ☐ Bylaws Committee appointed by NVON President during second year of term to consist of an Executive Committee Member and two (2) state presidents.
- ☐ List Committee Chair and Committee members' names. _____

- ☐ Committee shall review the Bylaws and make recommendations as stated in Article XI.
- ☐ Bylaws Committee will review and propose amendments during the second year of President's term.
- ☐ Committee Chair shall send recommendations to Executive Committee for their approval at least 90 days prior to the annual business meeting.
- ☐ Committee Chair shall send notice of proposed amendments to the voting delegates sixty (60) days prior to annual business meeting.

Policy Guidelines Committee – Designated in Policy Guidelines

- ☐ NVON Vice President shall serve as Policy Guidelines Committee Chair with the Executive Committee.
- ☐ List Committee Chair and Committee members' names. _____

- ☐ Committee shall continuously review and recommend changes to Vice President.
- ☐ Vice President shall send recommendations to Executive Committee for review at least 60 days prior to the designated voting date
- ☐ President shall send the proposed changes to the NVON Board and Appointed Positions for review at least 30 days prior to the designated voting date.
- ☐ Final revision of the Policy Guidelines will be voted on by the NVON Board.
- ☐ Vice President shall contact NVON Board that Policy Guidelines are on the website and suggest updating their Policy Guidelines.

Tellers Committee (Appointed by NVON President)

- ☐ Committee Chair and Committee members' names (Suggest Advisor and two (2) immediate past state presidents).
- ☐ List Committee Chair Committee members' names. _____

- ☐ Tellers Committee counts votes & reports results to President.

NATIONAL VOLUNTEER OUTREACH NETWORK POLICY AND CONFERENCE GUIDELINES

Note:

- ☐ Secretary mails delegate form to state organizations.
- ☐ Secretary receives completed forms and prepares necessary voting delegate packets

Nominating Committee (Appointed by NVON President)

- ☐ Nominating Committee shall be appointed by NVON President. The committee consists of a member of the Executive Committee as chair with two state presidents.
- ☐ List Committee Chair and Committee members' names. _____

- ☐ Committee shall review BYLAW Article IV, Section 2.
- ☐ NVON President shall send Nomination Forms six (6) months prior to annual conference to NVON Board.
- ☐ Chair shall contact NVON Board requesting applications for open positions one hundred twenty (120) days prior to the annual business meeting. Request should state open positions, their qualifications and a reminder to submit completed nomination forms to the NVON President ninety (90) days prior to the NVON Annual Business Meeting.
- ☐ NVON President shall send original nomination forms to Nominating Committee Chair.
- ☐ Nominating Committee Chair shall send nomination form copies to Nominating Committee.
- ☐ Nominating Committee shall select candidates from those whose credentials have been submitted forty-five (45) days prior to annual business meeting.
- ☐ Chair notifies candidates as soon as selection is completed and request their attendance at annual conference for presentation to membership and request that each candidate deliver a 2-3-minute presentation on their qualifications.
- ☐ Chair sends copies of completed nomination forms with attachments to NVON Board thirty (30) days prior to annual business meeting.
- ☐ Chair shall prepare ballots needed for election.
- ☐ Nominations may be made from the floor by any voting delegate at annual business meeting, provided nominees' credentials have been submitted and accepted by the Nominating Committee at least 24 hours prior to annual business meeting.
- ☐ Chair verifies candidates for upcoming election are present.
- ☐ Chair recognizes candidates at annual business meeting.
- ☐ Chair presents qualifications of candidates at annual business meeting.
- ☐ Chair introduces candidates and allow them to briefly speak at annual business meeting.

Budget Committee – Designated in Policy Guidelines

- ☐ Budget Committee shall be appointed by NVON President. Treasurer shall chair the Budget Committee with the Executive Committee.
- ☐ List Committee Chair and Committee members' names. _____

- ☐ Chair shall send a copy of proposed budget to Budget Committee no later than three (3) months prior to the annual business meeting for input/comments.

NATIONAL VOLUNTEER OUTREACH NETWORK POLICY AND CONFERENCE GUIDELINES

- ☐ Committee shall review, revise if needed, and approve a budget proposal as submitted by Treasurer.
- ☐ Chair shall send a copy of proposed budget to NVON President no later than two (2) months prior to the annual business meeting for input/comments.
- ☐ Chair shall send a copy of final proposed budget to The President no later than three (3) weeks prior to the annual business meeting to be mailed with the annual business meeting agenda.
- ☐ Chair shall present proposed budget to NVON Board at the meeting prior to annual conference.
- ☐ Chair shall present proposed budget at annual business meeting.

Financial Review Committee (Appointed by NVON President)

- ☐ Financial Review Committee shall be appointed by NVON President, consisting of Secretary as chair with two (2) qualified members, each from a different state. Committee members shall not be from the Treasurer's state.
- ☐ List Committee Chair and Committee members' names. _____

- ☐ Committee shall review financial records and make recommendations.
- ☐ Chair shall request the Treasurer to provide the following for review: bills, receipts, check register, all bank statements, cancelled checks, computer accounting records, such as a summary statement and a by category statement and the last two years' financial reports for comparison.
 - A. Check the year's beginning balance on the financial report against previous year's closing balance (These amounts should match)
 - B. Randomly, check some deposits (as listed on bank statements) against income records (such as income receipts in file and annual financial report). For example, verify that a deposit made for a fundraiser, for instance was made in the correct amount.
 - C. Randomly, check expenses (listed in bank statements and annual financial statement) against the cancelled checks to verify amount paid. Alternately, pull several cancelled checks and search for their invoices. There should be receipts and vouchers for all transactions.
 - D. Reconcile at least two months' bank statements with the treasurer's register. In addition, balance the last month of the year. If time permits, verify that all checks, used and unused, are accounted for.
 - E. Verify the annual financial report's beginning and ending balance with the figures in the check register.
 - F. Check bank statements of any savings accounts or certificates of deposit against the year-end financial statement for correct balances. These balances should be indicated on the annual financial statement. Were any transfers made in identical amounts?
 - G. The Treasurer shall be present during the Financial Review to answer questions that may arise.
 - H. On report at annual business meeting include that those records have been reviewed, which records have been reviewed, signatures of the reviewers and the date of inspection. Comments or suggestions may be added.

NATIONAL VOLUNTEER OUTREACH NETWORK POLICY AND CONFERENCE GUIDELINES

- ☐ Chair shall present report at annual business meeting and return records to Treasurer.

Special Project Committee (If needed, Appointed by NVON President)

- ☐ List Committee Chair and Committee members' names. _____

- ☐ When are items delivered to Conference _____
- ☐ Where are items delivered to Conference _____
- ☐ Who forwards them to final location _____

Conference Program

- ☐ NVON President shall compile and print annual conference program with logo in color.
- ☐ Conference Chair shall provide agenda information to NVON President for printing as developed with final information no later than two (2) weeks prior to the Conference
- ☐ Print number of programs in keeping with registered attendees plus a number of extra copies for archives, promotion and recruitment.

SUGGESTED LAYOUT INFORMATION FRONT COVER

- ☐ Name of Organization
- ☐ Date of Conference
- ☐ Location of Conference
- ☐ Conference Theme
- ☐ Number of Conference
- ☐ Mission Statement
- ☐ NVON Logo
- ☐ <http://www.nvon.org>

INSIDE FRONT COVER

- ☐ NVON Board

INSIDE PROGRAM

- ☐ Details of Conference by days, times, names, workshops, activities and room locations
- ☐ Rules of the NVON Conference

INSIDE BACK COVER

- ☐ NVON Committees
- ☐ STATE HOST Conference Committee Chairs and Committee members.
- ☐ The following statement:
- ☐ "Membership is open to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status."
- ☐ THANKS

BACK COVER

- ☐ NVON History (optional)
- ☐ Dates to Remember and locations – NVON, CWC, ACWW
- ☐ Upcoming State Conferences location and dates
- ☐ NVON Logo and meaning

EVALUATIONS FORMS

- ☐ Make removable
- ☐ Use color other than white
- ☐ Print additional copies for registration table