

TEXAS DIVISION SCV REUNION PLANNING COMMITTEE

General Guidelines for Hosting a Texas Division SCV Reunion

I. The Texas Division Reunion Planning Committee

The committee should consist of at least five members one of which shall be the chairman. They will be appointed by the Texas Division Commander to serve during his tenure. The chairman and his committee members shall represent various geographic areas of the Division. The committee members shall have the following duties:

- A. Identify potential host camps and encourage competition.
- B. Review and assist the preparation of the bid to ensure all requirements are met.
- C. Prepare an analysis of bids from potential host camps and select a recommendation based on the following criteria: lodging costs shall include special fees, parking fees, and availability; quality of venue; availability of alternative housing; availability of area restaurants; and activities for family members.

II. Schedule for Reunion Bids and Approvals

- A. February 1 -- Bids will be submitted to the Reunion Planning Committee for study and recommendation.
- B. March DEC (Division Executive Committee) meeting -- Reunion Committee will present a recommendation to the DEC. All bidding camps may present a request to the DEC. The DEC will select the winning request.

(Timeline example: February 1, 2016 -- Bids for 2018 Reunion due to Planning Committee March 2016 DEC Meeting -- DEC will select winning bid for 2018 Reunion.)

III. Contract Submission and Approval

After officially receiving the Reunion bid by vote of the DEC, the host camp **will present a proposed contract with the facility to the Division Commander and the Judge Advocate for approval. The host camp must have written approval of the Division Commander and the Judge Advocate before signing any contracts.** Copies of all contracts will be sent to the Division Commander and the Judge Advocate within 15 days of their being signed. **Failure to abide by this procedure will ensure disciplinary action and could result in the withdrawal of the host camp's charter.**

IV. Payment of Division Funds

- A. The Division will provide funds to the host camp in the amount of \$1.00 per dues-paying member of the Texas Division. This includes Texas Division Life Members. *See Texas Division SCV Constitution.*

- B. The Division may advance the sum of \$1,000.00 to the host camp when contracts have been finalized and approved. The Division also may advance an additional sum of up to \$1,000.00 not earlier than six months before the convention date. Payment of these funds is subject to the approval of the Division Commander. It is the responsibility of the host camp to apply to the Division Commander for the release of these funds.
- C. The final payment of Division funds to the host camp will be contingent upon receipt of a statement of income and expenses applicable to the reunion from the host camp. This statement will include the breakdown of income from all sources as well as expenses. (*See Section VII; M; 2) below.*) The purpose of this requirement is not to investigate misconduct, but rather to assist other camps in the planning of future Division Reunions.

V. **Facilities and Room Requirements for Host Reunion Planning Bids**

- A. A meeting facility with seating for 400 people with a stage (portable staging) and audio-visual capabilities (audio-visual system will be provided by the host camp at its own expense if the facility does not have one available) for the general meeting.
- B. A room with banquet style seating for a minimum of 300 people for the Awards Luncheon as well as for the Banquet/Ball. This will allow for staging, a band, and a dance floor.
- C. Overnight sleeping accommodations consisting of at least 150 separate rooms (If not in the same facility, must be in very close proximity.)
NOTE: It is annoying to attendees as well as an extra burden to the host camp to manage multiple facilities, so having sleeping accommodations and Reunion activities in separate locations should be avoided if possible.
- D. Rooms for Brigade meetings for 11 Brigades of 25 members in election years. (Three rooms seating 100 people or several smaller rooms with spacing for moderate privacy.
- E. One room with classroom style seating for 100 people on Sunday (8:00 a.m. to 11:00 a.m.) for DEC meeting (should be at the host hotel).
- F. One complimentary room/suite for the Texas Division Commander.
- G. Vendor Area -- shall be in an area that is open and easily accessible to the public. Size shall be determined by the number of vendors.
- H. One room, or appropriate space provided by host camp (at no cost to Texas Division) to contain up to three tables for Division, as requested by the Division Commander, for delegate certification.

VI. **Meals**

Buffet-style meals should be avoided. If unavoidable, adequate planning should ensure prompt and efficient service. Extra servers shall be hired and there will be a serving line for every 50 registered guests. **Real sons, grandsons, and infirm or handicapped attendees will be served before all others.** Meals shall be commensurate with their charge (no one wants to pay \$25.00 for a sandwich). **NO PAPER, PLASTIC, OR**

STYROFOAM WILL BE USED without prior approval of the Reunion Planning Committee and the Division Commander.

VII. Administrative Requirements for Host Camp

- A. General Meeting Room
 - 1. Water and coffee will be provided, at no charge, in the meeting room during the business meetings.
 - 2. Room will be set with chairs and head table in place no later than 4:00 p.m. on the day before Opening Ceremonies to allow time for A/V testing, color guard rehearsal and set-up.
- B. Credentials Area
 - 1. Area will be needed on the day before the business meeting thru the last business meeting. The host camp will work with the chairman of Credentials Committee regarding space requirements. (*Section V: J*).
 - 2. Host Camp will provide a form identifying delegates to the Credentials committee. There should be a "Delegate" stamp or some other form of identifying stamp to mark each delegate's name tag. Delegate ribbons are NOT to be used since they can be removed and "swapped around" to non-delegates.
 - 3. Host Camp will provide admission security at the direction of the Division Commander.
- C. Voting Room
 - 1. A separate room shall be provided for all ballot voting if requested by the Division Commander.
 - 2. The chairman of the Credentials Committee will direct the host camp on the requirements for the voting room.
- D. Registration
 - 1. A separate area is required for Reunion registration.
 - 2. The host camp is responsible for all aspects of Reunion registration.
- E. The host camp will ensure only registered SCV members attend the business sessions by signage at the entrance to the meeting room and notice in the Reunion Program. This means that name tags provided at registration will be required to enter the business meetings.
- F. **Audio/Video recordings are PROHIBITED** in business sessions without prior approval of the Texas Division. The Division will receive two copies of any such recordings at no charge.
- G. A representative of the host camp committee shall appear at one DEC meeting per year, as designated by the Reunion Planning Committee, to provide an update on Reunion preparations.
- H. The host camp shall send a proposed Reunion Schedule to the Texas Division Commander and the Chief of Staff prior to the March DEC meeting which precedes the Reunion. The host camp shall not add events to the schedule after it has been approved by the Division Commander without his approval; no events may be scheduled that conflict with the Reunion business meetings without prior approval of the Division Commander.

- I. A minimum of 30 days prior to the newsletter deadline, normally March 1, all information to be printed in the Division Newsletter shall be sent to the Reunion Planning Committee for review (announcements of accommodations, meals, etc.). No information will be published in the Division Newsletter without prior approval of the Texas Division Commander.
- J. The host camp shall provide a minimum of 250 Reunion commemorative medals and programs free of charge to Texas Division SCV members; medals and programs not distributed will remain the property of the host camp.
- K. A minimum of three members of the host camp will have their names, phone numbers, and email addresses published in the Division Newsletter with the Reunion information as points of contact.
- L. The host camp will create a website to publish information that has been approved by the Division Commander, or whomever he so delegates, for this purpose to provide POC information.
- M. Within 60 days of the close of the Reunion, the host camp will forward to the Reunion Planning Committee the following information:
 - 1. The total number of SCV members attending the Reunion and how many used the host hotel facilities, bought meals for the Awards Luncheon, and bought tickets for the Banquet/Ball and tours.
 - 2. A complete financial report listing the costs incurred by the host camp for items such as printing, room costs, tour costs, reunion medals, etc. and the income from tickets sold for the various events.
 - 3. A list of vendors including contact information.
 - 4. Contact information for sources of medals, printing, etc.

CONCLUSION: While these are basic guidelines, there are many more details in hosting and organizing a Texas Division Reunion. The members of the Convention Planning Committee are available to answer questions from the host committee. The Convention Planning Committee will make a site visit to meet with host committee in the first quarter of the year in which the Reunion will be held. During this visit we will talk and walk through all aspects of the Reunion and look at the facilities to be used. Experience has shown that these visits provide a great amount of useful information to the host committee as well as the Texas Division. Those bidding to host a Texas Division Reunion should plan to meet with the Reunion Planning Committee and be prepared to discuss all aspects.