

**MONTANA JAYCEES
OFFICIAL STATE MEETING (Convention)
BID FORM**

The undersigned Jaycee chapter hereby offers to host the below stated State Meeting of the Montana Jaycees on the following terms and conditions:

1. Name of bidding chapter(s): _____
2. The State Meeting being bid:
 ELECTION CONVENTION YEAR END CONVENTION
3. Dates of State Meeting as set by the Montana Jaycee Policies:

4. Town in which State Meeting is to be held: _____
5. The full registration fee shall be:

Single \$ _____ Late \$ _____

Child \$ _____ (*early registration only*)

Final Date for Pre-Registration Discount _____

The breakdown for the registration fee is as follows: **Cost of meals plus \$10.00 - Not to exceed \$40.00 total registration.** List the menu item, time and cost of each meal per person. Costs must be substantiated.

1. Luncheon - Saturday _____	\$ _____
2. Dinner Banquet - Saturday _____	\$ _____
3. PLUS \$10.00	\$ 10.00
TOTAL	\$ _____

Saturday Lunch Only \$ _____

Saturday Banquet Only \$ _____

**** ALL "MEALS ONLY" costs will also have a \$10.00 additional fee above the price of the total cost of meals to help offset convention costs.**

1. The registration fee for business meeting attendance shall be \$15.00, which shall be required of any Jaycee that is not fully registered, to be an official delegate. To be eligible for competitions, a non registered competitor shall pay a registration fee of \$15.00 for competitions only, this does not cover any meals.

2. Registration cost will be the same for all attendees, due to the limit of \$40.00 we put on registration. Child registration is early registration only.
3. Prior to the acceptance of this bid, the host chapter agrees to provide:
 - A. The bid proposal and back up materials will be submitted to the Executive Committee of the Montana Jaycees prior to a general membership meeting.
 - B. The bid team will then make the bid presentation to the general membership, at which time the majority of votes present shall choose the winning bid.
 - C. Letter(s) of commitment from the management of all facilities proposed to be utilized during the subject state meeting, which Letter(s) **STATE THAT THE FACILITIES ARE AVAILABLE** on the proposed meeting dates and are large enough to accommodate the anticipated crowd. **THE LETTER(S) MUST BE ATTACHED TO THIS BID FORM AT THE TIME IT IS SUBMITTED!!**
 - D. A performance bond in the form of a certified or cashier's check made payable to the Montana Jaycees. State convention bid bonds shall be in the amount of \$350.00 for Year-End Meeting; all other Convention bid bonds shall be \$250.00. The bid bond must be attached to this bid form at the time it is submitted.
4. After this bid is accepted, but prior to the subject state meeting, the host chapter agrees to provide at its expense:
 - A. Six months prior to the state meeting, host chapter will furnish the Montana Jaycees a report detailing the status of the state meeting plans to date.
 - B. At the state meeting to be held preceding the subject state meeting, the host agrees to present an oral report during the General Membership Meeting.
 - C. Host agrees to keep the Montana Jaycees informed about all pertinent developments that may affect the conduct of the state meeting and shall do so as frequently as the State President shall require.
 - D. No later than two months prior to the state meeting, the host shall furnish pre-registration forms to each chapter of the Montana Jaycees.
 - E. Prior to the convention the host chapter will provide to the Montana Jaycees a copy of proof of liability insurance for the convention weekend.
 - F. State office shall furnish to the host chapter no later than 15 days prior to opening of stated convention a final agenda, room requirements and special requests, or forfeit \$50.00 of final payment to hotel.
5. At the time of the subject state meeting, the host chapter shall provide at its expense:
 - A. Two (2) bedrooms in the convention center hotel to be used at the discretion of the State President. These rooms need to be adequate for the State President but do not need to be Suites.
 - B. One (1) full-couple registration for the President and First Person of the Montana Jaycees. Also, one (1) free single registrations for the President to use at his discretion at conventions.

- C. Registrations shall be the cost of meals plus \$10.00 to help cover other expenses.
 - D. Local and state wide publicity of the state meeting.
 - E. Rooms sufficient in number and size to conduct each of the events required by the President of the Montana Jaycees. Where necessary, adequate public address systems will be furnished where appropriate.
 - F. Music and Speaker System will be provided by the Montana Jaycees, and is kept in the office of the Montana Jaycees State President.
 - G. Name tags for each registrant.
 - H. Security Wrist Bands for each registrant of drinking age. These wrist bands need to be worn during all MTJC events where alcohol is present in order to drink alcohol.
 - I. An appropriate convention Jaycee Mile Award.
 - J. Copies of the agenda for each registrant; agenda and format must be set forth and approved by the President of the Montana Jaycees.
 - K. Many appropriate welcoming signs.
 - L. A sufficient number of courtesy cars or other transportation.
 - M. Make available child care during all meeting functions and provide a children's registration (programs and meals) for all pre-registered members.
 - N. Pre-registration of JCI Senators shall be the same cost as all registrants. Senator registration includes meetings and all meals.
6. Following the state meeting:
- A. The host chapter will furnish four (4) copies of the completed Chairman's Planning Guide within sixty (60) days to the state office to be supplied to the host chapters of the next four (4) meetings.
 - B. The host chapter will be refunded all but \$100.00 of the bid bond within ten (10) days of state meeting, upon approval of the MTJC's Executive Committee, and the final \$100.00 to be returned upon the receipt of CPG within the sixty (60) days as stated in A.
7. The host chapter acknowledges and agrees:
- A. That the agenda for the state meeting will be determined by the Montana Jaycees which shall set such agenda after considering the facilities to be furnished by the host chapter. In no event shall the host chapter alter the agenda without approval of the President of the Montana Jaycees.
 - B. All speakers shall be selected by the Montana Jaycees, however appropriate time shall be allocated for welcoming remarks by local dignitaries.
 - C. That the host chapter is primarily responsible for furnishing the facilities and the Montana Jaycees shall schedule the events.
 - D. No item will be sold or offered for sale without the permission of the Executive Committee of the Montana Jaycees first and the approval of the host chapter second. The exception to this is ONTO.

- 8. The bid bond shall be returned to the host:
 - A. If this bid is not accepted, within 10 days of receipt.
 - B. If this bid is accepted, within 10 days after full compliance with each of the foregoing terms.
 - C. The bid bond shall be considered in full default and shall be forfeited as liquidated damages, and this agreement shall be relieved of all obligations hereunder following said default if.
 - 1. Host chapter has less than 20 paid members at any time after acceptance of this bid.
 - 2. For good cause as determined by a majority vote of the Executive Committee.

- 9. The host chapter shall coordinate to assist the Regions by arranging seating by Regions at the banquet Saturday night.

- 10. If there is a default, all Local Chapters will be notified of the default. Then the chapters will have a chance to bid for the meeting and depending on time, either the chapter members will vote for a host chapter or the Executive Committee will make the selection.

This offer is made this _____ day of _____ 20_____.

Name of host Chapter: _____

Signature of Local President or Elected Officer in Charge

Signature of Financial Officer

FOR USE OF THE EXECUTIVE COMMITTEE

The Executive Committee has reviewed the foregoing offer.

- We find:**
- 1. The necessary bid bond has been received.
 - 2. The necessary commitment letters have been furnished by the management of the proposed facilities.
 - 3. The host chapter appears capable of conducting the proposed event. The foregoing offer is / is not recommended for consideration by the general membership.

President of the Montana Jaycees

Executive Vice President