

## STATE OFFICER VISITS PROTOCOL

State officer visitations – A guest will be visiting your Jaycee chapter this year. That person will be an officer of the Montana Junior Chamber of Commerce. Remember, that person is a Jaycee at heart – more than willing to give up his or her time and energy to serve you and your chapter. The following suggestions may make your job as host easier and the visiting officer's visit more pleasant.

### I. THE INVITATION

- A. Make the invitation early. This gives the visiting officer time to line up his or her calendar.
- B. See that the officer receives a written invitation even as a follow-up to the date already agreed upon during a personal visit or an earlier telephone conversation. Include the name of a contact person with phone number and home address.
- C. Be specific as to the date, time and location of the meeting/event. Provide directions if there might be any questions concerning the location.
- D. Indicate whether the officer's spouse or family is expected or invited. If so, the spouse or family should be treated with the same attention and respect as the visiting officer.
- E. Indicate if the visiting officer is to be the featured speaker or what his or her role will be.
- F. Indicate whether or not the meeting/event is a dinner affair and what the dress is to be, if other than regular business clothes.
- G. Ask whether or not the officer needs overnight accommodations. If so make the necessary arrangements.
  1. Hotel accommodations – Register your guest at the hotel in their name prior to their arrival time. Present the room key to the guest as you walk them to their room. Offer to carry any luggage.
  2. Jaycee accommodations – BE sure the home is clean, roomy and hospitable. Also, note if they are comfortable around kids, cats, dogs etc. allergic to anything.
- H. Ask if any speaking/teaching aids (marker board, TV/VCR, etc.) will be required. If so be sure the required items are available at the meetings.
- I. Ask the visitor for brief background information so you can prepare an Introduction in advance.

## **II. THE ARRIVAL**

- A. Assign one of your members to watch for the visitor and greet him or her upon arrival.**
- B. Ask if the visitor has any personal needs, such as freshening up, hunger etc.**
- C. If spouse or family is involved, make sure they are taken care of (baby sitter or place to stay during meeting if they are not going to be involved).**
- D. Don't leave the visitor alone.**
- E. The visiting officer's personal expenses should all be taken care of during their stay, by the hosting chapter. Their wallet should never have to come out.**
- F. Don't try to sell the visitor any raffle tickets, etc..**

## **III. PRE-PROGRAM**

- A. Show the visitor the agenda for the program/event and point out his or her portion of the meeting on the agenda. (Be sure to include the officer's name and title at the appropriate point when preparing the agenda).**
- B. Be sure the visiting officer meets the President, officers and as many members of the chapter as is feasible. Always introduce the visitor to any new members or prospects.**

## **IV. THE PROGRAM**

- A. Don't ask the visitor to travel many miles and then just make a "few remarks". Unless it is some special occasion, don't have another speaker at the same function/event.**
- B. Be, flexible, you may want to let the visitor speak before the business session starts, especially if he or she has many miles to travel home.**
- C. Give the visiting officer a concise introduction that is enthusiastic, yet respectful.**

## **V. POST PROGRAM**

- A. Arrange for the visiting officer to meet informally with the Board of Directors after the meeting if that is desired, or with new members.**
- B. Keep in mind that your visitor may have many miles to travel home.**
- C. If you would like to give a gift to the visiting officer, consider having one of your members fill the fuel tank of the officer's vehicle and put one of their favorite refreshments (non-alcohol), snack and a cash stipend in their vehicle before he or she is ready to leave. This will save the officer a few minutes on the way home and the fuel and money will help him or her to continue traveling throughout the state.**
- D. Send a note of appreciation along with a newspaper clipping (if media coverage was had).**

## NATIONAL OFFICER VISITS PROTOCOL

### I. THE FIRST STAGE

- A. Schedule guest 2-3 months in advance. This will allow ample time to arrange a proper agenda for them.
- B. Confirm 1 month in advance by letter. To confirm arrival date and time, ask them their favorite food, drink, snack (see sample letter), will they be bringing family or other friends. At the same time send a proposed itinerary of their schedule. Thank them in advance for their support.
- C. Call to reconfirm 2-3 days in advance. The weather changes fast in Montana so call to make sure they will still be arriving on schedule.

IF SCHEDULING A NATIONAL VP IN YOUR STATE, SEND THE LETTER TO THE NATIONAL VP. IF SCHEDULING THE NATIONAL PRESIDENT, DIRECT THE LETTER TO THE PRESIDENT'S SECRETARY IN TULSA OK.

### II. UPON ARRIVAL

- A. Chaperone (for National Officers). Chapter President, regional director, district director, state officer or state president should pick them up at the airport. The chaperone should be able to clearly identify your guest and offer to carry their luggage.
- B. Gift – When meeting them at the airport, present them with a small gift (flower for female & state pin for male). Nothing extravagant.

### III. ACCOMMODATIONS

- A. Hotel accommodations (always for the National President. Ask other National officers what their preference is).
  1. Register your guest at the hotel in their name prior to arrival time.
  2. Present the room key to the guest as you walk them to their room should be in the same approximate location as the State President and AWAY FROM ANY HOSPITALITY ROOMS).
  3. Place a fruit basket or snack in their hotel room. Remember their favorites.
  4. Offer to call home for them regarding their arrival.
- B. Residential accommodations
  1. Place your guest with either a Chapter president, regional director, district director, state officer or state president (married or of the same gender).
  2. Be sure the home is clean, roomy & hospitable. DO NOT have guest sleep on the couch. Are they allergic to anything the host may have in their home, are they comfortable around children or pets.
  3. Also, place the same fruit basket or snacks in the guest room for you Guest.

#### IV. ITINERARY

A. Detailed schedule. Provide a detailed schedule from beginning to end (sample Enclosed). Although you need to allow rest and relaxation, be sure you work them while they are with you. They are there to HELP you and assist where needed.

#### V. SHADOW/AIDE

A. Requirements for shadow/aide. You don't need a shadow the entire time, but be sure that the shadow can introduce them to local & other state officers and advise them of the chapter's or individuals accomplishments.

B. Duties for shadow/aide. Should be someone who is NOT shy and will introduce them to everyone that they meet, or even to someone they need to meet. Someone that will also make sure the guest arrives to scheduled events in a timely manner.

### FALL STATE CONVENTION

#### Friday

6:00pm Arrive to Big Sky Country

7:15pm Check in at hotel, freshen up.

8:00pm Dinner with Anycity Jaycees (Attire: Casual)

(Will be escorted by President John. John is the top growth President for the trimester with 1 affiliation).

9:30pm Dance (Attire: same)

(Will be escorted by John. Attending will be Region 4 Director, Dave. Dave is top growth RD for the trimester, he needs a lot of praise, without his help the growth in his region would not have happened).

1:30am Retire for the evening.

#### Saturday

8:00am Breakfast with local presidents (Attire: business)

(will be escorted by Chapter President Ernie. Ernie is +25 for the trimester. He has helped save two chapters. He expects too much out of himself. Need to let him know how to delegate some of his duties).

9:00am Training

(will be state officers and local officers)

11:30am Meeting with Jeff Awesome, president of our Brinkley bank our OYM corporate sponsor.

12:00pm Lunch

(will give a 5 minute pep talk)

1:30pm Training

(local officers only)

4:00pm Rest and relaxation.

(escorted to room by Paul)

6:00pm Banquet Dinner (Attire: business)

(will be escorted by State MDVP. After the meal and before awards will give 10 minute talk).