

Founder Region  
Soroptimist International of the Americas



SOROPTIMIST  
Best for Women®

# District Meeting Manual

*"Improving the lives of women and girls through programs leading to social and economic empowerment."*

***Revision August 2019***

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From Founder Region Bylaws:

Section 6.2 The Region shall hold district meetings annually in September or October for the purpose of providing Soroptimist education.

Section 9.2 Dues and Fees.

e. A Region fee of \$90.00 shall be charged each club annually. This fee will be applied to the registration of the club delegates or their alternates to the district meeting.

From Founder Region Procedures:

I. District Meetings

1. Purpose: The district meeting is held annually in the fall. The meeting is an opportunity to educate members regarding International, Federation, Region, and District activities. It is the forum for district representatives on region committees to assist the clubs in the implementation of the activities of the committees. Inspiration and direction are given by the district director and her selected speaker(s). The program topic for the meeting is determined by the governor and the region board. The second year of the biennium is the time at which the director is to receive honor and recognition for her leadership.
2. Findings: Host Club shall be determined by alphabetical order of clubs in the District. In some instances, multiple clubs will work in collaboration to host district meeting.
3. The district director shall:
  - a) Work with the host club(s) to select a site with the approval of the governor.
    - i. At the end of each biennium, it is the responsibility of the outgoing District Director to obtain an approved contract for the venue where the next meeting is to be held prior to the end of their term in office.
    - ii. The host club may select the venue as early as January in the year of the District Meeting. If a deposit is necessary, the Region would make the deposit and deduct the amount from the startup funds.
  - b) In collaboration with all other district directors, prepare the program and set the budget (with approval of the governor) no later than the August Board Meeting or such date that facilitates a 45-day notice of the first district meeting to be held.
  - c) The registration fee shall be the equivalent of the annual club fee divided by three (delegates from each club).
  - d) An overage from the district meeting is returned to the region. The meeting is to be self-supporting.

- e) Verify that the District Meeting Financial Report (and overage check, if applicable) is mailed within 30 days of the meeting to the region treasurer with a copy of the report sent to the governor.
4. The host club shall:
- a) Appoint a chairperson, treasurer/registration chair, and such others as needed to facilitate the meeting.
  - b) Handle finances through the club's administrative fund.
  - c) Complete the financial report provided by the region treasurer and submit it to the district director within 30 days after the meeting. Include copies of source documents, supporting receipts and invoices for expenses. If income exceeds expenses, send a club check for the appropriate amount and supporting documents to the region treasurer.
  - d) Coordinate during the second year of the biennium, a recognition gift for the district director.
5. The Region Board shall:
- Set the Registration Fee considering the following expenses:
- a) Lodging for the governor, district director and other participants as authorized by the district director and approved by the Governor.
  - b) Printing for the program, letters of appreciation, and postage.
  - c) Decorations.
  - d) Rent for the facility and/or equipment.
  - e) Meals for the governor, district director and other participants as authorized by the district director and approved by the Governor.
  - f) Mileage for the governor and district director to and from district meeting.

Additional Guidance:

The Region Governor Shall:

- a) Review and approve all venue selections and registration fees in advance of the meeting
- b) Review and approve all presentations prepared for the District Meeting
- c) Present the state of the region report and provide Federation updates

The Region Governor-elect Shall:

- a) Present the Service Programs updates

**The Region Secretary Shall:**

- a) Prepare the Calls to District Meeting and email them as directed in the region bylaws and procedures, and post them on the Founder Region website: [www.si-founderregion.org](http://www.si-founderregion.org)
- b) Present the Region Secretary's Report at the District Meeting
- c) Circulate the current version of the Region Roster at the meeting for club presidents and members to review and mark needed edits or corrections
- d) Assist with laptop and slide presentations as needed.
- e) Transport the projectors & screen as needed.

**The Region Treasurer Shall:**

- a) Remit to each district meeting host club the registration fee for the president and 2 delegates (or 3 delegates when the president is not attending) from each club for their district meeting as start-up funds for each district meeting
- b) Create and send an Excel version of the District Meeting financial report to the treasurer when the startup funds are sent.
- c) Register all Region Board members attending each District Meeting
- d) Provide the Region Treasurer's Report for the District Meeting
- e) Work with District Directors and Host Clubs with District Meeting financial reports
- f) Contact SIA Group Liability to obtain insurance confirmation

**The District Director Shall:**

- a) Work with the region secretary in providing information necessary for the Call to District Meeting. Prepare and bring APPENDIX B – "The Call to District Meeting form" to the August board meeting. The region secretary shall prepare the Calls to District Meeting and sends them via email as directed in the region bylaws and procedures
- b) Collaborate on and prepare the program with the region board
  - i. Arrange for the guest speaker(s), if applicable
  - ii. Obtain biographical information for the introduction of speakers
  - iii. Give the speaker clear instructions as to the scope of the presentation topic, the time limit, etc.
- c) Work with the host club(s):
  - i. On the site selection (**the Governor has final approval**)
  - ii. On decorations (minimal)
  - iii. On assignments for individuals to lead the Pledge of Allegiance to the Flag, give the inspiration, give the club welcome, and community welcome - optional
  - iv. Communicate to host clubs that the registration fee to clubs includes

the district director's and governor's fees and meal costs.

- d) Verify with the region treasurer which clubs are in good standing prior to the meeting
- e) With the governor, determine vendor table fee, approve the club sales tables/raffle drawings. Raffles may not be conducted anywhere local ordinances or laws prohibit the same.
- f) Work with the Fellowship district director to coordinate the distribution and sale of raffle tickets for the Fellowship Baskets. Request clubs to bring a basket with a \$75 value and to participate in the raffle for Fellowship. Work with the region board to determine a region-wide theme for the baskets.
- g) Prepare the program and agenda for the meeting. Each district meeting should follow the same format, program, and agenda in order to convey the same information to all members in the region.
- h) Following the meeting: (as per Procedures I.3.e. & f.)
  - i. Verify that the financial report and overage check is mailed within 30 days of the meeting to the region treasurer with a copy of the report sent to the Governor

#### District Meeting Tips

- a) Be specific in your instructions to the host club(s)
- b) Be specific in your instructions to program speakers and/or region committee members who will be presenting
- c) Ask the speaker and other presenters to prepare a brief outline of their presentation for the meeting secretary or email copies to her
- d) Require inspirations & welcome remarks to be reviewed by the district director and governor in advance
- e) Establish specific timelines
- f) Have a small clock at the lectern to help the speakers stay on schedule
- g) Pitchers of water and glasses at the head table and near the lectern will be greatly appreciated by the speakers
- h) Ask the host club to assign you an "assistant" to handle small or last-minute details. The assistant can help you in distributing materials, check on equipment, greet a speaker who may be arriving later in the meeting, or help you with a specific need. Thank your assistant at the end of the meeting along with others from the host club.
- i) **WORK FROM A SCRIPT DURING THE MEETING.** It will keep you on schedule, help with protocol, serve as a reminder, provide you with the needed information such as speaker(s) resumes, and assist you in keeping notes, seating charts, or requests from clubs. Utilizing a loose-leaf binder will keep you and all your important information together.
- j) Keep a list of acknowledgments throughout the planning process so you have the

- list ready to include in your script.
- k) On the day of the district meeting
    - i. Arrive early
    - ii. Introduce yourself and greet the venue coordinator
    - iii. Review times for meal service
    - iv. Test the microphone and sound system, set up projectors, and laptop arrangements
    - v. Know who is responsible for set up/take down and clean up. Make sure you understand what is required by the venue. Make sure duties are delegated within the club(s) and taken care of.
  
  - l) Be flexible; develop a list of contingencies in case the day doesn't go as planned. This may include changing the schedule of presenters to accommodate special requests or handling an emergency, such as a speaker being unable to attend. Plan ahead on what you might need to move to the morning schedule from the afternoon schedule and how that might affect the day's agenda. Know where you can shorten the agenda if one portion of the meeting has run over time.
  
  - m) Keep your patience and sense of humor.

**Please note:** Directors are encouraged to attend district meetings other than their own; however, they are responsible for completing the registration form and paying associated fees themselves. Mileage, registration fees, hotel costs (1/2 room rate) and meal costs are reimbursable from each director's individual budget (excluding the offshore District Director to attend mainland District Meetings and excluding mainland District Directors from attending the offshore District Meeting.)

#### Logistic Details for District Director

##### **Food Service**

- a) What time is lunch being served? This is important to know in planning your agenda for the program. How much time are you allowing for lunch? Buffet service takes longer than table service so plan the schedule accordingly. Let your Governor know the schedule when your agenda is finalized.
  
- b) Will water be available throughout the day? Coffee and tea? Will it be easy to get to so members won't cause a distraction when getting up?

##### **Fellowship Raffle Tickets**

- Four weeks prior to your district meeting, confirm that all clubs have received their Fellowship raffle tickets. If there is a club who does not have their tickets, let the Governor know immediately.

### **Club Flyers for Events**

- Invite your clubs to provide flyers about upcoming events they may be having.

### **Induction of New Members**

- Let the Governor know of any new member inductions for district meetings one week prior to the district meeting. The Treasurer will need to verify that dues have been received. Last minute inductions are always welcome, but dues must have been paid so that has to be confirmed.

### **Host Club Responsibilities**

- Provide the sections of this manual pertaining to host club(s)
  - Founder Region District Meetings Host Club Responsibilities
  - APPENDIX A - Founder Region District Meetings Host Club Checklist For Facility Selection
  - APPENDIX B – The Call to District Meeting
  - APPENDIX C - Financial Report Instructions
  - APPENDIX E – Host Club Timeline
  - APPENDIX F – Sample Attendance Report
- Make sure your host club members understand their responsibilities and are comfortable with them. They should have been given the responsibilities list by you. Connect with the club president and registration chair periodically to make sure everyone understands and is following direction.

### **Gifts (Optional)**

- Are you giving a thank you gift to your host club president and/or committee members? If you are, allow time for that. If you are a “two or more combined districts meeting”, make sure you are all on the same page and are each giving a gift. You don’t want to “show up” your co- director(s) and you don’t want some to have a gift and some not. It is recommended to give the **SAME** gift for all. This is optional and a personal expense and not reimbursable.

### **Fellowship Directors**

- They are instructed to communicate with you to make sure you are aware of their needs.

### **Club Sales Logistics**

- Clubs are invited to participate in setting items for fundraising at District Meetings.
- All items, especially those displaying the SIA approved Soroptimist marks, are to be pre-approved by the Governor. Contact the District Director for submission of items to be approved.
- Allow time for items to be approved for sale and to plan for space effectively.
- There will be time for sales in the morning during registration, during breaks and lunch.
- There is no separate fee for registering for a sales table; however, everyone must be registered for the District Meeting including those members working the sales table.



- If a non-member vendor wants to participate, they must pay one District Meeting registration fee and may choose to participate and purchase the meal options. The club should indicate “vendor” beside the name on the non-degag listing.
- When there are space limitations, sales tables will be allocated on a first come first serve basis and preference should always be given to club sale fundraisers over outside vendors.

### **Founder Region (Purse Party) Sales Logistics – (Optional)**

- Meetings with combined districts should have more tables than single district meetings. There is no way to anticipate how many purses we’ll receive, so we need to be prepared to assume a large number.
- Host clubs will need to provide members to accept purses and write receipts, and to collect payment (at minimum, four members).
- Instructions: When a member donates a purse or purses, a voucher/coupon is given for \$10 off purchase of one purse (a \$5 voucher is given for a wallet). Only one voucher is issued regardless of the number of purses/wallets donated. A receipt for charitable donation purposes is available upon request. Members may purchase any donated purse for \$20.00 or wallet for \$10.00. Region treasurer will provide the receipt books, square readers, a cashbox and change. We will accept cash, check, PayPal, and credit card payment.

### **File Folder for each President (Optional)**

- Have a file folder labeled for each of your club presidents for them to put in any handouts, flyers or information. This should be given to them when they check in. There will be information provided by the Governor, the Chair of the Nominating Committee and others. The folders should be available prior to the start of district meeting so those that need to insert papers into the file can do so. Then when the presidents check in, they can be given their file folder. The Governor will also email any informational papers prior to district meeting for you to insert in their file folder.

### **Host Club Certificates**

- There will be a certificate of appreciation given to each host club president at the meeting. Governor will prepare.

### **Survey**

- A paper/electronic survey will be provided to the participants for feedback and will be posted on the Founder Region website.

### **Debriefing**

- Region board members will have a debriefing immediately after the district meeting is concluded. Be prepared to stay for a one-half hour discussion after the meeting.

### **Mileage and Lodging Reimbursement**

- Mileage to and from your own district meeting and lodging, if applicable, and for the

Governor is an expense of the district meeting and does not come from their individual budgets. An exception to this is for offshore district, where overage income from other district meetings is used to subsidize expenses for the offshore District meeting. District Directors and the Governor should provide the host club registration chair with an expense report showing mileage to and from the meeting and any lodging expense (one night). Lodging should be at ½ room rate and the room should be shared with someone attending from the board or another member. The Treasurer will register the Region Board members as appropriate for each District Meeting.

#### Founder Region District Meetings Host Club Responsibilities

- a) Research and locate a site for the meeting, **subject to the approval of the Governor.**
  - Review Host Club Checklist for Facility APPENDIX A
- b) Coordinate with the district director on theme and decorations (simple & inexpensive).
- c) Appoint a logistics chairperson, treasurer/registration chair and others as needed to facilitate the meeting including set-up, take-down, and clean-up.
- d) Please provide the district director with the name of the treasurer/registration chair and the address to which registrations are to be sent before the August region board meeting. The region board and district director are responsible for the call to district meeting, the programs, and the agenda and will be discussed at the May/August region board meetings.
- e) The treasurer/registration chair provides the governor, region treasurer, and district director(s) with a list of everyone attending one week prior to the district meeting and a follow-up report one day prior. *The list must show the member's name and club. This is needed so the governor can recognize new members and sponsors of new members who are in attendance.*
- f) The treasurer/registration chair provides blank name tags at check-in for members who forgot to wear their Soroptimist name badge
- g) Provide Signage
  - Outside – i.e.: Balloons, poster board, “You Are Here”, “S” Logo signage
  - Inside – Registration
  - Inside - tent cards or place cards for those seated at the head table
  - Inside – table tents for each club to go on or in front of their basket for Fellowship raffle
  - Inside – Purse Party Fundraiser
- h) Handle finances through the club's administrative fund.
- i) The District Meeting treasurer prepares a financial report and submits it to the district director within 30 days after the meeting. Upon approval of the district director, copies of the report are sent to the governor and region treasurer. (Financial Report Instructions – Appendix C)

- The region treasurer will send an Excel version of the District Meeting financial report to the treasurer when the startup funds are sent.
  - Include copies of source documents, supporting receipts and invoices for expenses.
  - If income exceeds expenses, include a check made out to Founder Region for the appropriate amount, and send to the region treasurer with a copy of the report.
- j) Assign individuals to do the following:
- Lead the Pledge of Allegiance to the Flag
  - Give the inspiration (provide a copy in advance to the district director for review) 2 minutes
  - Give the club welcome (usually one president) (provide a copy in advance to the district director for review) 1-2 minutes
  - Give the community welcome (Mayor/City Council member) 3-5 minutes (optional)
  - Lead the Soroptimist pledge
- k) During the second year of the biennium, the host club(s) shall coordinate with the club presidents within the district to provide a recognition gift for the district director in honor and recognition for her leadership.
- l) Districts may coordinate an optional social activity for Friday evening prior to District Meeting and provided details for the call to District Meeting. The off-shore District may have their social or suggest an optional venue for the Saturday evening dinner.

## APPENDIX A - Founder Region District Meetings Host Club Checklist for Facility Selection

### The Host Club Shall:

With the assistance of the District Director, research and locate a site for the District meeting **PRIOR** to the August Region Board meeting. Keep in mind that the venue, rental fee, and menu are **subject to the approval of the Governor.**

Keep the following in mind when making arrangements with the venue:

What are the facility's capacity and room rental fees? Seating Capacity \_\_\_\_\_ Rental Fee \_\_\_\_\_

- Meeting room to hold approximately 75-125 (depending on district) people theatre style or at tables – determine how many chairs at each table and try not to have members backs to the head table or presentation screen
- Lunch area for the same number - can be in the same room if seated at tables

Arrangements for seating as well as registration area:

- Types of tables: round or rectangle? \_\_\_\_\_ table capacity? \_\_\_\_\_
  - Include a head table with table skirts for front
  - Other Tables:
    - Small table for Laptop and projector in front of the screen (Founder Region provides the projector and computer to manage presentation)
    - Tables available at the back of the room or adjoining area for club sales, Fellowship and Founder Region sales - the number will depend on how many clubs register for sales tables
    - Table for gift baskets (for Fellowship drawing)
    - Table for registration and a table nearby for clubs to put flyers about their upcoming events
  - U. S. Flag for Pledge of Allegiance
  - Is directional signage needed and allowed? \_\_\_\_\_

### General Timelines for District Meeting

- 7:30 AM Host Club and Board Members arrive for setup
- 8:30 AM Registration Opens
- 9:00 AM - 12:00 PM Morning Session
- 12:00 Noon – 1:00 PM Lunch
- 1:00 PM - 3:00 PM Afternoon Session
- Are there any restrictions/adjustments to these timeframes with the venue?  
\_\_\_\_\_

**Media/Technology:**

- Do they have in-house internet connection? \_\_\_\_\_ Need a password? \_\_\_\_\_
- \_\_\_\_\_ Is there a podium with a microphone for the dais?
- \_\_\_\_\_ Do they have wireless microphones? \_\_\_\_\_ (2 wireless mics are ideal)
- \_\_\_\_\_ Do they have a screen? \_\_\_\_\_ (setup or pull down?)
- \_\_\_\_\_ Will they provide a projector and/or a media table (also listed above)?

**Miscellaneous:**

- \_\_\_\_\_ Is setup and cleanup included in the rental fee?

**Menu Sample:**

**Breakfast** – simple continental, Danish, etc., coffee, tea, and juice

**Lunch\*\***- an appropriate and adequate menu within budget; buffet style is normal. Does the overall price **include** or **expand** with:

- \_\_\_\_\_ Tablecloths? Color choices? Extra? Cloth napkins?
- \_\_\_\_\_ Paper products if needed?
- \_\_\_\_\_ Beverages such as water, iced tea and/or lemonade on the table
- \_\_\_\_\_ Any extra charge for providing our own cake?
- \_\_\_\_\_ \*\*Ask about vegetarian and/or vegan choices if necessary

Name and contact information for the key person at the venue:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email : \_\_\_\_\_

Phone/Cell: \_\_\_\_\_

APPENDIX B - The Call to District Meeting

Information Needed for Secretary to Complete the Call to District Meeting

District \_\_\_\_\_ Date of Meeting \_\_\_\_\_

District Director(s) \_\_\_\_\_

Host Club(s) \_\_\_\_\_

District Meeting Treasurer \_\_\_\_\_

Checks payable to: (club name) \_\_\_\_\_

Address (Where the registration forms and checks will be mailed to)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Registration Fee \_\_\_\_\_ Meal Cost \_\_\_\_\_

Location of Meeting \_\_\_\_\_

\_\_\_\_\_

Recommendations for traveling attendees:

Hotel Name, Location, Rate \_\_\_\_\_

\_\_\_\_\_

Optional costs (meet & greet or tour events) \_\_\_\_\_

\_\_\_\_\_

## APPENDIX C - Financial Report Instructions

Seed money will be sent to the Host Club handling the finances of each District Meeting – the amount sent is determined by the Registration fee which will include Registration for the 3 Club delegates of each club in the district(s).

1. Delegates – list the number of actual delegates which attended
2. Income – list the number of Officers who attended
3. Registration Non-Delegates – list the number of attendees from each club and the total amount received
4. Meals – Breakfast dollar amount of Breakfast (example \$10), do the same for Lunch & Dinner; list the number of delegates, non-delegates & guests which paid for meals
5. Expenses – number of meals and amount paid out
6. Decorations – the amount paid out
7. Printing/Postage – the amount paid out
8. Guest Speaker – any amount paid out
9. Governor & District Director expenses (lodging, meals, travel) their expense vouchers should be submitted to the host club(s)
10. List any other expenses
11. Deduct from total income received
12. Overage is returned to the Region Treasurer with a copy of the District Meeting Financial Report

## APPENDIX D - Sample Agenda/Script

8:30 – 9:00 Registration

9:00 Call to Order (*The Founder Region District\_\_\_\_\_meeting will please come to order*)

- Introduce yourself (*I am \_\_\_\_\_your District\_\_Director*)
- Ask everyone to turn off cell phones and pagers
- Please stand for the Pledge of Allegiance to The Flag of the United States of America led by \_\_\_\_\_
- National Anthem (if desired)
- Community Welcome by \_\_\_\_\_
- Inspiration
- Host Club Welcome by \_\_\_\_\_
- Introductions (in this order)
  - Community dignitaries
  - Past Governors, Federation Officers, International Officers (begin with the one out of office the longest)
  - Fellowship president
  - Fellowship directors
  - Visiting directors
- Introduce those seated at the head table
  - Host club president
  - Region Treasurer
  - Region Secretary
  - Governor-elect
  - Governor (*Please rise and join me in welcoming our Founder Region Governor \_\_\_\_\_*)
- Roll Call of Clubs (*Ask everyone attending from the club to rise and the president to introduce herself and give the number of members in attendance*)
- Attendance Report (*By registration chair*)
- Break
- Region Treasurer's Report
- Region Secretary's Report
- Region Governor-elect's Report
- Region Governor's Report
- Region Committee Presentations
- Program/Workshops
- Lunch (*The Governor and region officers are served or go through the buffet line first. Have the board sit at tables with club members if possible.*)
- Introduce Luncheon Speaker (if applicable)
- Inductions



- Program/Workshops
- Awards – Governor
- Club Announcements (Optional – *by club presidents/representatives*)
- Director Comments (3-5 minutes inspirational message)
- Findings (*Announce the club that will host the meeting next year, also announce the date of the meeting*)
- Thank you presentations (*Region officers, Registration Chair, Treasurer, Meeting Coordinator, Host Club*)
- Thank you presentation to Host Club President (*Governor presents patch or certificate*)
- Raffle/Drawings – Director or Host Club
- Soroptimist Pledge
- Adjourn

## APPENDIX E – Host Club Timeline

### **JANUARY-APRIL**

- Appoint general chair for the meeting
- Appoint area chairs and advise District Director of names & contact information:
  - Logistics chair
  - Secretary
  - Treasurer
  - Registration chair
- Assist district director as needed with making arrangements for meeting facilities, meals, audiovisual equipment, and other items/services.
- Contact the local Chamber of Commerce or Convention Bureau regarding any services they may be able to provide.

### **JUNE**

- Contact the district director and other clubs co-hosting (if applicable) to review duties of committee chairs and answer any questions.
- District director works with the club(s) to develop the theme for the meeting and all preliminary plans to include decorations and room layout
- District director, along with the assistance of the district meeting logistics chair, prepares a preliminary budget for approval by the governor.

### **JULY**

- Provide district director with items needed for the call to district meeting

### **AUGUST**

- Meet on a regular basis to make sure all committee chairs are following through with assigned duties

### **SEPTEMBER**

- Begin receiving registration forms
- Finalize plans for district meeting with District Director

### **AFTER THE MEETING**

- Treasurer prepares a financial report (Appendix D ) within 30 days after the meeting
- District Meeting Secretary prepares and emails the District Meeting Summary within 30 days after the meeting to the region officers, the district director and to the club presidents within the district

APPENDIX F – Sample Attendance Report

Number of clubs registered	-----
Number of delegates registered	-----
Number of non-delegates registered	-----
Number of Region Board members registered	-----
Number of Fellowship Board members registered	-----
Other Soroptimist members	-----
Guests	-----