

MINI ORIENTATIONS

Orientations are not only for new members. Mini orientations can be used as a "refresher course" for the entire chapter on a variety of topics. You can devote a few minutes at your business meeting or put an article in the local newsletter as a way of informing new members as well as updating others on a particular area. Local officers or LPMs could do this for their areas. Suggested topics include:

- * Structure of the organization - chapter, district, state and national. These areas can be done separately depending on time.
- * History of the local chapter - past presidents, scrapbooks, etc.
- * Local officers - list and explain the duties of each officer, how and when elected.
- * Awards - categories, past winners, awards won by chapter, how to nominate, state awards.
- * Single Project Entries - purpose, project report forms, where to find.
- * Parliamentary Procedure - how to make a motion, voting, proper procedures according to Robert's Rules of Order.
- * Programming - specific areas, local, district and state program managers.
- * Projects - highlight specific local, district, and state projects.
- * Publications - local, district and state, how to submit an article, subject matter, deadlines.
- * State and District meetings - purpose, when, where and how chosen.
- * Organization terminology - LPM, CIP, SPE, extension, visitation etc.
- * Plan of Action - what it contains, where to look.
- * By-Laws and Policies - where to find, highlight a few areas.
- * Reporting at a meeting - summarize, written reports, be creative to capture your audience.
- * Sign-up sheets - purpose, how to use them.
- * Running a project - helpful hints, co-chairing, project report forms, SPEs.
- * Definition of a non-profit organization - one-third of chapter income for operating costs, two-thirds donated to outside sources.