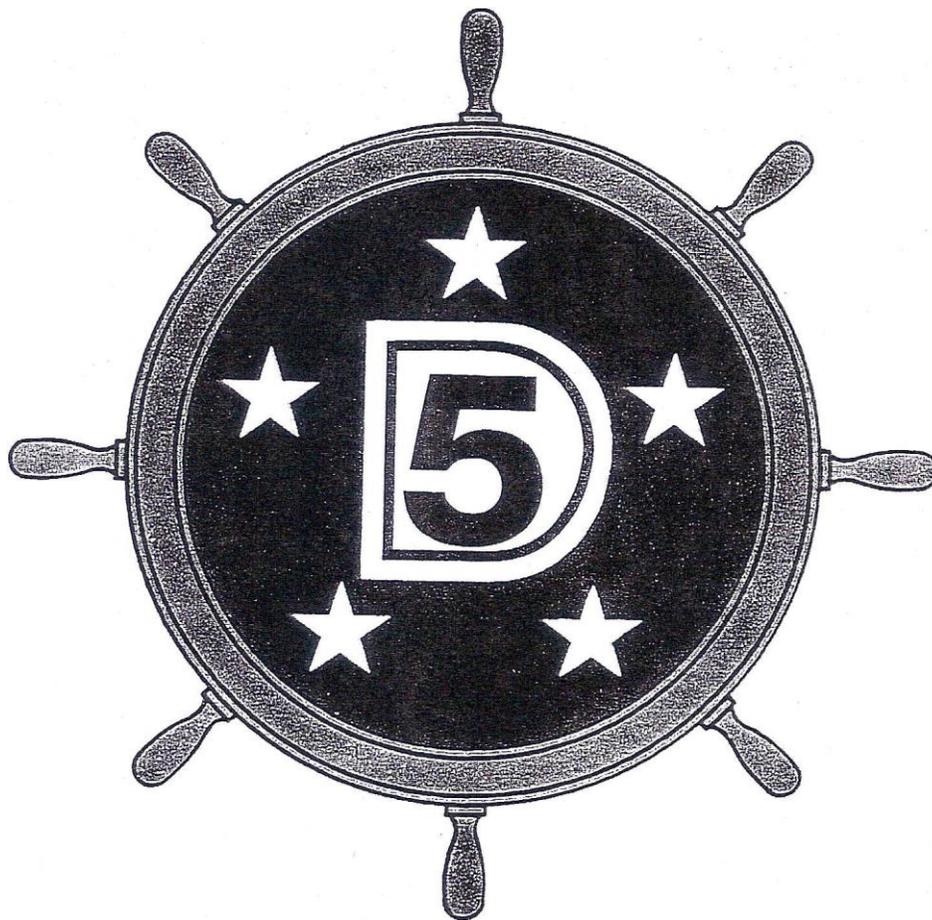


A GUIDE FOR DISTRICT 5 BRIDGE OFFICERS



WRITTEN 2000 BY

**D/LT MARY L. RHODES, AP
P/D/C GORDON E. RHODES, N**

UPDATED 2013, 2016 & 2018 BY

**P/D/C J. Brian Becker, AP
P/D/C Richard N. Nitschke, SN
P/D/C Kathryn J. Simkins, AP**

TABLE OF CONTENTS

Introduction -----	3
General Comments -----	7
Treasurer & Assistant -----	10
Secretary & Assistant -----	11
Assistant Administrative Officer -----	13
Administrative Officer -----	14
Educational Officer & Assistant -----	15
Executive Officer -----	17
Commander -----	20
Flag Lieutenant -----	22
First Ladies or D/C Spouse -----	23
What Does It Cost? -----	26

Appendices

A D/C Plaque -----	27
B. Award Plaque for Retiring Officers -----	28
C Sample Invitation -----	29
D. Cocktail Cups Sample -----	30
E. Hospitality Liquor List -----	31
F. Spring Conference Agenda & Banquet Script -----	32
G. Fall Conference Agenda & Scripts -----	47
H. Notification of Death or Illness -----	71
I. Sample Letter to D/5 Aides -----	72
J. Spring Conference Work Schedule Sample -----	73
K. Social Functions -----	76
L. Invitation Lists -----	77
M. Flag Raising Ceremony -----	78

Preamble

Major changes have occurred in the United States Power Squadrons and in District 5 since this booklet was first written. The most significant being the far fewer members we have today to ask to contribute their time and energy to the accomplishment of our goals, both nationally and within the district. When this "Red Book" was first written in 2000 the district membership was 5200 members in 38 squadrons. Now in 2018 our district numbers have dwindled to 2000 members in 29 squadrons.

Today's bridge officers face the challenge of doing the same job with less than half the willing hands available a decade or so ago. This is a most formidable task, but not one that is impossible. New ideas and creative approaches will serve you well. Our national organization is providing strong support with new initiatives such as America's Boating Club. Use these to your advantage as you seek ways to move District 5 forward. The Past District Commanders stand ready to help.

Congratulations on your selection as a member of the district bridge! You will find it an intense experience but a most rewarding one. All of the past district commanders will tell you – "It was one hell 'a ride!"

INTRODUCTION

The primary purpose of this booklet is to define and outline in one document the duties of the District 5 Bridge Officers as they apply to both "line" and "staff" positions. Line positions are those directly leading to the office of district commander; namely, assistant administrative officer, administrative officer and executive officer. Staff positions are those that support the "line" officers; namely, the treasurer and assistant treasurer, the secretary and assistant secretary, the educational officer and assistant educational officer. The guidance in this booklet supplements that provided in the District 5 Bylaws and the National Bylaws, which take precedence in case of a variance.

It should be noted that in past years some staff officers, after completing their tour as say treasurer, have been selected to become assistant administrative officer and have advanced to district commander, a transition which is encouraged.

Some of these instructions may be peculiar to District 5 because of its large membership but are important since they lead to a well run organization. To this end, anyone receiving this guide book should read the **ENTIRE** contents and appendices. Your position this year may be different from next year's position. The more informed you are; the more you can contribute.

A secondary purpose of this booklet is to provide insight as to how “things are done” in District 5. Included are the traditional events during the district year and the myriad items that must be addressed, decided upon, and put into action by the bridge officers’ team.

The scheduling of the three (or four) major district events each year should be carefully considered and planned well in advance, this may mean two to four years in advance. Sites need to be determined and contracts with hotels must be negotiated. The administrative officer and assistant administrative officer have the lead in these efforts as they will execute the plans as they ascend to district commander. Before contracts with hotels are finalized, all plans and a budget for the event must be submitted to the District Meeting and Rendezvous Committee for approval.

The timeframes for district conference and council meeting are broadly set in the District Bylaws, Article V. There are two conference meetings and at least three council meetings required each year.

The bridge officers may decide to hold a separate winter training session for incoming squadron officers instead of conducting officer training at spring conference. In this case there will be four major district events during the bridge year. If held, a winter training session is usually scheduled in early February and is conducted on a Saturday at a centrally located site. The Maritime Institute at Linthicum, Maryland is an excellent venue for this event. A separate winter training session allows the flexibility to shorten the spring conference.

The bylaws specify the spring conference is to be held between 1 March and 15 April. Traditionally, the spring conference is held the first weekend in April, unless that is Easter weekend, in which case the spring conference is held the last weekend in March. A council meeting is held at the spring event, prior to the conference meeting.

The summer council meeting is held coincident with the summer boating rendezvous event, usually on Saturday following the flag raising ceremony.

However, the summer council meeting has been held on Sunday morning as trying to do everything on Saturday can be hectic if there is a navigation contest scheduled. The bylaws specify July or August for the summer council. The summer rendezvous/council event is traditionally held the last full weekend in July.

The fall conference is known as the Educational Conference as its focus is on the latest and greatest in USPS educational materials, methods and technology. The schedule of meetings, seminars and other events is primarily the responsibility of the district educational officer. The fall conference is traditionally held the first weekend in November although the bylaws give wide latitude by saying at a time between 1 September and 1 December. A fall council is held as part of the fall event and is scheduled before the conference meeting.

Location for the district events is largely a matter of preference by the administrative officer and the availability of a hotel with suitable convention facilities and reasonable rates. The fall conference should be centrally located so driving time for all squadrons is about the same. This may be difficult to achieve.

The site for the spring conference is by tradition the choice of the officer who will be the outgoing commander that year as his/her squadron hosts the event. But consideration should be given to the economies to be achieved by a multi-year contract with the same hotel, not only for the spring event but fall conference as well. Again, the District Meeting and Rendezvous Committee is the primary resource for assistance in planning and executing district events.

Note – the paragraph above speaks to economies that may be had by multi-year contracts with the same hotel. We have had problems in the past with officers signing 2 or 3 year contracts that were not in the best interests of the district. You can sign a contract only for the year that you will be commander. If a hotel offers good rates for a two-year contract, consult with the officer that will follow you and seek an agreement for the two-year contract – a partnership. Do not commit whoever follows you to a venue they do not want. Again, consult with the Meetings and Rendezvous Committee before finalizing contracts.

The location of the summer rendezvous/council event is decided by the availability of a marina that can accommodate the number of transient boats expected. A central location on the Chesapeake Bay should be a primary consideration so that all boats have about the same underway time and fuel requirements. But this restricts the selection of marinas. Another approach is to alternate the site –

southern bay one year, northern bay the next. Another primary consideration for the summer rendezvous/council meeting is the availability of lodging accommodations for those that will arrive by automobile, which is a trend that is increasing as many of our older members have had to discontinue boating.

Meetings of the district officers, commonly called bridge meetings, are usually held in person at the spring and fall conferences and the national meetings as most of the officers will be in attendance. Bridge meetings also may be held at the call of the district commander and may be electronic meetings or teleconferences using the technology now available. The district commander also conducts teleconferences with the squadron commanders periodically through the year.

Many things happen during the year and many D5 members make these things happen. They deserve to be recognized. The merit mark is the principal way of rewarding those members that have made a significant contribution to the district objectives and activities during the calendar year. The commander must appoint a merit mark coordinator that will prepare and submit the district's merit mark recommendations in November of each year. More importantly are the recommendations for merit marks from the district department heads. Records need to be kept as to whom did what for the district throughout the year so those members may be recalled and recommended for a district merit mark. **This is an inherent responsibility of every bridge officer.** The merit mark coordinator synthesizes the inputs from the bridge officers and formats them for electronic submission using DB2000. But the merit mark coordinator does not write the recommendations, the bridge officers do.

GENERAL COMMENTS

For purpose of clarity we define bridge officers as being the “Flag Officers”, which are the Commander and the five principal assistants, namely Executive Officer, Educational Officer, Administrative Officer, Secretary and Treasurer, and the assistant officers to the above named.

- Candidates for bridge positions should previously have held a committee position for three years and served at least a year as a committee chairman. Such experience provides the excellent familiarity with how the district is organized and functions, which is essential knowledge for all bridge officers.
- Candidates for bridge line positions shall meet the following minimum standards: served as squadron commander of a squadron in District 5 and have achieved an educational grade of at least Advanced Pilot. It is important that bridge officers and especially those going up to district commander provide role models in educational achievement. Line positions are the “command” positions that will move up to commander. They are the assistant administrative officer, the administrative officer, the executive officer and commander. The treasurer, secretary and educational officer are considered staff positions.
- It is imperative that all bridge officers and candidates for same be very familiar with the Operations Manual and the national bylaws. This also applies to the district bylaws, which are distributed annually to the squadron commanders and the bridge by the district commander at spring conference.
- It is also important that whenever possible, bridge officers visit squadrons throughout the district and participate in their general meetings, social events, and rendezvous’.
- Attendance by bridge officers at all district functions should be considered mandatory. Attendance at the National Governing Boards as well as the Annual Meeting should be a priority. The demands of work and family obviously take precedence.

- The spouses of officers should be fully informed of all aspects of the particular position and become an active partner, able to give advice and support. The old saying "It takes Two to Tango" certainly applies.
- It is strongly suggested that bridge officers ask each committee chairman in his/her department to submit a list of goals for the coming year.
- During the months of December, January, February and March most squadrons hold their Holiday Parties, Founder's Day observances and Changes of Watch. This results in approximately 40 to 50 requests for district representatives to attend these affairs. Considering that these requests must be covered by 10 bridge officers and the past district commanders, scheduling can be hectic. Try to be as accommodating as you can. It all helps for a smoother run organization.
- It is important that bridge officers representing the district at squadron functions request a written invitation from the squadron containing the details of the event. This not only gives you necessary information, but also gives you a permanent record for income tax purposes.
- Once the list of squadron events is assembled, the district commander selects those events that he/she wishes to attend. The list is then passed on to the other bridge officers in turn. After the line officers and DEO have made their selections the supporting bridge officers followed by the assistants fill in as needed. P/D/C's are a great source of additional help representing the district at these events. Bridge officers must remember to inform the district commander of any conflict that develops.
- Caution must be observed when specific requests by name are made of a bridge officer to act as representative. Gently suggest that requests should be in writing and made through the district commander who will do all possible to honor specific requests. "No guarantees can be given due to prior commitments".
- Each bridge officer is responsible for his/her report to each council and conference. These should be sent to the secretary **BEFORE** these meetings so they can be put in the secretary's call-to-meeting packet, on the website and in seat packets, if used.

- It is customary for the bridge officer's spouses to help with the hospitality parties, which are given at most district meetings and at all national meetings. An effort should be made to call the First Lady/Mate and offer to help and ask what she/he needs for the parties. Note – there is a recent trend to call hospitality or cocktail parties “Meet and Greet” events.
- Friday night at national meetings is both a lot of fun and very hectic. The large cocktail party is held on Friday night and is open to all District 5 members attending the meeting, National officers and numerous other invited guests. The Saturday night cocktail party is usually for District 5 members only and is a good opportunity to relax and get rid of the Friday night leftovers.
- Don't wait to be asked; consider it an open invitation and "come on down". If you have other plans just let the commander or the flag lieutenant know. This avoids confusion and waiting for someone who isn't going to show.
- Note – offering a District 5 hospitality party, or meet-and-greet event as the case may be, at all national meetings is not mandatory. Traditionally they have been held at both the Annual Meeting and the Governing Board Meeting. But due to the expense and logistics involved the commander may decide to hold a meet-and-greet event at just one national meeting.
- **COMMUNICATION** is a key word. Let your fellow bridge officers know what you are doing and what you plan to do. Always remember that a successful district bridge is one that works and plays as a **TEAM**.

TREASURER & ASSISTANT TREASURER

The Treasurer is the fiscal agent for the district and is responsible for the deposit and distribution of all monies. Since adoption of headquarters-anniversary-billing the treasurer and assistant must be computer literate and familiar with the DB2000 data base and software for creating balance sheets, budget summary, etc, for presentation at the district bridge meetings.

The office of the treasurer and the assistant are each normally a three year commitment. The assistant should be included “in the loop” in case circumstances require that he/she assume the responsibilities of treasurer.

Since the finance committee must present a proposed budget to the summer council, the treasurer should ask the district commander to invite the finance committee to the bridge meeting at spring conference in order to solicit, from the various departments, suggestions for increasing or decreasing line items in the budget. The bridge should have prior knowledge of this so that they will come prepared.

The treasurer should advise the commander of any projected overruns in line items and of any perceived **CASH FLOW** problems in a timely manner.

The treasurer should have available “Request Forms” for payment and distribute these at appropriate meetings; reminding members of **REQUIRED RECEIPTS**.

The treasurer is responsible for implementing the requirements of Section 2.07.6 of the district bylaws which address the annual per-capita assessment of the squadrons.

One of the assistant treasurer’s main duties is oversight and management of the ships store. In recent years there has been little interest in a district ships store. It is entirely optional. If there is a store, the assistant treasurer’s responsibilities include selection of items to offer, selecting source of supply, oversight of inventory and monies, maintaining a budget and timely reporting, and selection of management team.

SECRETARY & ASSISTANT SECRETARY

The secretary's department is a very busy “staff” group providing important information and collecting data for the district.

The secretary should have the necessary computer skills to retrieve required data from national for use by the district. Skill requirements include working knowledge of DB2000 and the USPS website and related data bases.

The office of the secretary and the assistant secretary are each normally a three year commitment.

The assistant should be included “in the Loop” in case circumstances require they assume the responsibilities of secretary.

The secretary shall be responsible for sending out calls for and notices of conferences and councils (bylaws 2.06.8) to **ALL** voting members. The contents and agenda for these meetings should come from the district commander after consultation with various departments and, if required, with the host squadron.

At district meetings, the secretary should be the first person in the meeting room in order to check the set up of the head table and test his/her recording equipment.

At district meetings, the secretary's aides will be in charge of the secretary's “table” outside the meeting room. They should maintain orderly distribution of voting cards, squadron packets, etc. They should assist in collecting the **ATTENDANCE FORMS** and **PROMPTLY** inform the secretary of the count.

The district roster committee has a difficult but very important job in producing, in a timely fashion, the yearly directory. It is **CRUCIAL** that the requests for data sent to the squadrons stress the need for **ON TIME** replies. The “proof” copy of the roster should be proof read by additional members in the department over and above the scrutiny of the chairman and assistant.

The Computer Systems/IT committee should keep the secretary advised of data and services available from national for use by the district and squadrons.

As a member of the bridge, the secretary should thoroughly understand the Operations Manual, the National Bylaws and the District 5 Bylaws.

ASSISTANT ADMINISTRATIVE OFFICER

In the national bylaws an assistant administrative officer is an optional office; however District 5 feels that this office is a necessary first step in training for the leadership positions that follow leading to district commander. Anyone considering this position should be aware of the expected four year commitment of time, energy and money that will be required.

As our district roster indicates, the following are the responsibility of this office; the Mark 5 Editor, the Circulation Editor, the Mark 5 Advertising Officer, the Squadron Publications, the Snyder Award and “The Ensign” Correspondent, and any associated committees.

Since a large percentage of the district budget may be allocated to the publication of the Mark 5, depending upon whether it is printed and mailed or transmitted electronically, it is imperative that the outgoing assistant administrative officer spend time with the incoming officer going over every facet of the Mark 5 responsibility.

Similarly, the publication of the district directory/roster is a major effort and possibility a big part of the budget. The roster process involves extensive use of the district data base in DB2000. The IT Chairman and Webmaster, therefore, are important players in the process of producing the annual directory.

It is most important that the assistant administrative officer take the opportunity to establish one's self as a part of the District 5 Bridge. He/she should take the time during the year to make new friends up and down the district and to start observing committee chairman and committee members for possible positions that he/she may become responsible for at a later date.

This is also the time to be very interactive with the administrative officer since several important committees operate within this department and the venues for “their year” as district commander must be decided and contracts with hotels must be initiated.

ADMINISTRATIVE OFFICER

The administrative department is responsible for all of the “internal” facets of the district. As the district roster indicates, there are important committees that interact with their squadron counterparts. These committees should be made aware that their primary function is to make sure that national policies and information are given to the squadrons in a timely fashion. They should continually seek input from the squadrons concerning methods of improving their respective areas of responsibility.

It is also the responsibility of the administrative officer to be proactive in promoting interaction between the *Public Relations Committee* in the executive department and the *Membership Recruitment, Retention and Youth Activities functions* in the administrative department.

It is important that the locations and hosts of conferences, councils and rendezvous be planned at least two years in advance since commitments for hotel space and marina facilities are becoming more difficult to obtain. This obviously necessitates a close working relationship with the Meetings and Rendezvous Committee.

By the end of the district year, the administrative officer should have given a lot of thought and hopefully has requested and received commitments for his/her **TEAM** when he/she becomes district commander. Of particular importance is the choice of the **FLAG LIEUTENANT**. This person must not only be capable of performing assigned duties but be personally compatible with the district commander and his/her spouse. It is also helpful if he/she resides nearby. The financial costs of saying “yes” to be the flag lieutenant must be considered.

The administrative officer should, **and this is very important**, copy the assistant administrative officer all letters, e-mails, etc so that he/she is aware of all the activities of the department and can begin planning for the following year. This procedure, if followed in succeeding years will result in a much smoother transition from one office to the next and eliminate the need for “*reinventing the wheel*”.

For the change of watch banquet, as the incoming executive officer, the DAO procures bouquets of roses for the outgoing and incoming first ladies. At the end of at the change of watch when the gifts are being presented, the incoming DXO comes forward and presents the roses to the first ladies. This is a nice touch, but optional.

EDUCATIONAL OFFICER & ASSISTANT EDUCATIONAL OFFICER

The educational program is what sets United States Power Squadrons apart from other boating organizations and it should be considered the **principal side** of the USPS triangle.

Major changes have been implemented in the curriculum of all of the courses in the past several years. Gone are the days of black and white overhead transparencies. It is now sophisticated PowerPoint presentations, videos and DVDs using the latest technology in color, graphics, videos simulation, interactions, etc. If it has been awhile since you have taken a USPS course you should take a refresher and see why we say “Learn from the Best”.

The workload of this department is significant and the district educational officer must make full use of the assistant district educational officer. With 12 committees and 29 squadrons, efficient communication is a must. Going up the ladder, a three-way street exists; the national educational officer needs reports from the district educational officer who, in turn, needs information from the squadron educational officers. Going down the ladder, the national educational officer gives information and directives to the district educational officer who, in turn, passes this information, with appropriate comments, to the squadron educational officers.

The district educational officer should request and have in hand, at least by the end of summer, detailed agendas from each chairman for their seminars at fall conference which is traditionally the “Educational” Conference. .

One of the most important conclusions resulting from recent surveys of seminar attendees indicates that many seminars were "boring", "not informative" or lacking enthusiastic presentation. The best presenter may not be the course chairman. The assistant or a committee member may be the best presenter with the chairman acting as the moderator. A guest presenter could also be an option. A question and answer time should **ALWAYS** be part of the planned agenda. .

The organization and preparation of the squadron educational officer kits is the responsibility of the district educational officer and these are distributed at spring conference. These kits contain a squadron educational officer's packet from the national educational department, a letter of welcome from the district educational officer and miscellaneous items such as the minutes from the national educational meetings plus any other pertinent material that has been received from the national educational officer during the past year or developed by the DEO. The SEO "kit" is now on a CD or USB stick and is distributed to SEOs at spring conference and the regional SEO meetings scheduled by the DEO

In recent years the DEO has held regional meetings with squadron educational officers. Usually these are all-day Saturday events located so as to facilitate attendance by a good number of squadron personnel. They are well received and appreciated. Other visits to squadron general meetings are encouraged for both officers during the year for the purpose of supporting the squadron educational officer on his/her own turf and to emphasize the importance of education to squadron members. In recent years the DEO has held periodic conference meetings with the SEOs using internet tools such as *GoToMeeting*.

The DEO and ADEO office is usually a three year commitment for both officers.

EXECUTIVE OFFICER

The executive department is responsible for all of the “external” activities of the district. As the district roster indicates, the committees represent, through their actions, the view that the general public has of United States Power Squadrons. If we wish to grow, we must make our organization attractive and desirable to the boating world. There are a number of recent initiatives such as Digital Media Library, America’s Boating Club and the new national website for the public, aimed at better promoting who we are. Check out <https://americasboatingclub.org>.

It is imperative that we expand interaction between the district and its squadrons and other organizations such as the Red Cross, the United States Coast Guard, the Coast Guard Auxiliary, U.S. Army Corps of Engineers, Boy Scouts of America, yacht clubs, maritime museums, etc. Here again, **public awareness is the key**.

Once again, the executive officer should keep the administrative officer informed of all pertinent activities in the executive department.

What follows is a bullet list of important actions and responsibilities that must be addressed before the next change of watch. This list has to do with physical items for the current district commander and for the executive officer preparing to become the district commander.

- Collect \$30.00 (or an appropriate amount) from each bridge officer and district flag lieutenant for the district commander's gift from the bridge. Ask the district commander or spouse for suggestions. This gift is to be presented at the change of watch.
- The district commander's framed flag with brass engraved plate and the engraved plaque (see Appendix A) is the gift of the district and is presented at the change of watch banquet. C. P. Dean Company of Richmond is a good and licensed source.
- Purchase flags for incoming bridge officers and a past district commander's flag (current officers moving up may have UNUSED flags; collect them). A past district lieutenant commander's flag and plaque may be required for an officer retiring with three years of service (see Appendix B). A district flag

lieutenant flag is required. Commodore Uniform and the National Ships Store are good sources.

- Ensure that the departing gift and roses for the first lady and roses for the incoming first lady have been purchased and prepared for presentation near the conclusion of the change of watch ceremony. The DXO presents these as shown in the script. Consult the script for details.
- The incoming commander should prepare his acceptance speech.
- Name plates for the new incoming bridge officers that will sit at the podium during meetings should be ordered. They are approximately 14" x 3 1/4" with white lettering on blue background. Ensure they fit in existing holders.
- Order new name tags for uniforms/blazers (including all assistants and the new P/D/C) as needed. The USPS Branding Manual (2015) should be consulted for proper size and use of logos on name tags and positioning of name. Source - C.P. Dean Company of Richmond is licensed source of district and squadron name tags.
- Prepare to have dinner with the district commander and the national representative on the Friday night of spring conference. Arrangements may be made by the district flag lieutenant.
- Arrange to have pictures taken of the incoming bridge and spouses during spring conference for publication in the summer issue of The Mark 5.
- Arrange to have your picture taken before spring conference with both summer and winter uniforms for use in the Mark 5. These can also be used in the banquet program at spring conference if desired.
- Prior to the convening of spring conference on Saturday morning, have breakfast with the district commander, the national representative and the district flag lieutenant.
- Prepare the commander's kits for the new squadron commanders. It would be best to prepare CDs or USBs for use as the new commander's kit, rather than the three-ring binders used in the past. CDs or USBs are cheaper and more easily distributed to the incoming squadron commanders. The district

executive officer rewrites the appropriate pages of the commander's kit to suit his/her year as district commander.

- Purchase cocktail glasses (1000 – 10 oz) with your imprint (see Appendix D) Napkins can be printed but it is not cost effective. You may need about 200 champagne glasses for the Sunday morning reception if serving champagne or mimosas. Use the flute type (easier to handle) and do not imprint as it comes out too small to read and is a waste of money.
- A large quantity of liquor will be needed in the coming year for the meet-and-greet cocktail parties (see Appendix E). Try to locate a dealer who will give you a special price and buy for the entire year or prevail upon military members who can buy at the Class 6/Navy Exchange/Coast Guard Exchange package stores, usually at good prices and without tax.
- Confer with present district commander for the suite at next year's spring conference and reception on Sunday.
- Reserve a suite for the next upcoming national meeting. Get your request in early as you will be competing for suites with the national gurus. An “in” with the Chairman of the National Meetings Committee can be most helpful.
- **THE ABOVE ITEMS ARE NOT NECESSARILY IN CHRONOLOGICAL ORDER.**

DISTRICT COMMANDER

The “*buck stops at the blue flag*” is the expression that puts the responsibility of running the district squarely on the district commander's shoulders. Except as noted in paragraph 2.02.4 of the bylaws, he/she is an ex-officio member of all committees. He/she should be continually monitoring the activities of all departments under his/her command during his/her year.

To this end, he/she must convene Bridge meetings at all councils and conferences as well as at national meetings and if circumstances require, at other times during the year. The purpose here is twofold; the district commander being the major pipeline for information coming from National, and the bridge's input to the commander in the form of new ideas and changes to current programs, etc.

The “*good will ambassador*” concept is important and the district commander should devote as much time as possible to visiting the squadrons throughout the district. He/she should strive for more interaction between neighboring squadrons; perhaps by asking a squadron commander to host (not pay for) a lunch or dinner meeting of 4 or 5 commanders in a geographic region.

- At the spring and fall conferences an officer or past district commander and his/her spouse should be assigned to act as hosts to the national officer representing the chief commander. If he/she is arriving by plane, plan to have the district flag lieutenant pick them up at the airport. Ensure accommodations are reserved for the representative and spouse.
- At the spring and fall conferences, the district commander should plan to host dinner Friday evening and breakfast Saturday morning with the National Representative. The district executive officer should be included in these events and others as desired.
- The district commander is responsible for preparing his/her report to all councils and conferences. He/she is also responsible for scripting in detail, each day's events for these meetings which may include activities for days previous to and, if required, days following the formal meeting days.
- The district commander should purchase “thank you” gifts (tokens of appreciation) for the bridge officers and their spouses, the aides and their

spouses and the flag lieutenant and his/her spouse. Also, it is strongly suggested that they purchase a **gift for their spouse** to be presented at the change of watch banquet.

- The DC should arrange at spring conference a small “thank you” party on Thursday evening or Friday afternoon in order to distribute the gifts.
- The district commander should prepare his farewell speech to be delivered at the change of watch banquet.
- The district commander or spouse should arrange for a gift to be put in the national representative's hotel room at both conferences.
- It is the district commander’s responsibility to determine the type of uniform to be worn at each event. More importantly he/she must communicate this to the bridge and make sure it appears in "the call to the meeting" and the Mark 5 newsletter.
- At the beginning of the year, a letter should be sent to the bridge which establishes the pass-down-the-line responsibilities when the district commander is informed of a serious illness or death. Today’s use of email makes this a relative easy task. (See appendix H)
- The district commander’s squadron hosts the spring conference when the district commander leaves office. Early in the year the DC should appoint an event chairman for the spring function. It is important that the district commander has a constant flow of communication with the chairman so he/she will be kept informed of all aspects and plans for the event.
- At the present time, it is the tradition for District 5 to have a hospitality room at the national governing board and the national annual meeting on Friday evening and then host a follow-on get-together Saturday evening just for members of District 5 who are in attendance. This should be accomplished only if the price for the suites is reasonable. It is not appropriate for the district to expect the DC to spend an exorbitant amount for a suite.
- **THIS LIST OF THINGS TO DO IS NOT NECESSARILY IN CHRONOLOGICAL ORDER.**

DISTRICT FLAG LIEUTENANT

The district commander's choice of the district flag lieutenant is a personal appointment and carries with it certain requirements; namely, to be the district commander's *“go-for”*, to be present and available at all district and national meetings, and to perform duties as assigned by the district commander.

The district flag lieutenant is responsible for the proper flags and stands to be available at every meeting. The flag ceremony and/or honor guard at any district meeting is also the responsibility of the current flag lieutenant.

At spring conference the bell, gavel, flag and the lapel pin for presentation to the incoming district commander by the national representative is the responsibility of the **INCOMING FLAG LIEUTENANT**.

The district flag lieutenant should be seated near the podium at all district meetings and be available to lead the Pledge of Allegiance and to immediately respond to any request by the district commander.

The district flag lieutenant is responsible for scripts for the councils and conferences. That includes inserting the year-appropriate wording, and making sure there are adequate paper copies for each Bridge member, the national representative, and a podium copy. The script should include a time-line schedule for the entire event from arrival to departure which is separate from actual council or conference script.

The district flag lieutenant is responsible for the proper flags and stands to be available at every meeting. The flag ceremony and/or honor guard at any district meeting is also the responsibility of the current Flag Lieutenant. **It is most important that all members of honor guard be made aware of the appropriate uniform. Alternate members should be on stand by in the event someone is not appropriately attired.**

REMEMBER THAT THE ACTIONS OF THE “FLAG” CAN INFLUENCE THE IMAGE OF THE DISTRICT COMMANDER.

FIRST LADY

OR

DISTRICT COMMANDER'S SPOUSE

Historically, the district commander's spouse has been female. However, this pattern has changed. If the district commander's spouse is a male, it is strongly suggested that the district commander appoint a female as senior aide to oversee many of the following tasks.

INCOMING FIRST LADY

- The incoming first lady should remember that many of the items listed under the executive officer section could be her responsibility.
- It will be helpful, as incoming first lady, to spend as much time as possible with the current first lady to help when needed and learn the traditions of District 5.
- It is traditional that a framed needlework panel for the "sign in" table at all district and national cocktail parties should be made. Ask someone to make this.
- A gold or silver medallion and necklace is to be presented to the current First Lady at the spring conference change of watch banquet. The medallion traditionally displays three tridents framed by a ring. This is a gift from the DISTRICT. Due to the present price of gold, the bridge may choose a silver medallion/pendant. If the first lady prefers gold she may be requested to pay the difference in price. Contact the previous first lady for source of the medallion.
- Collect \$30.00 (or appropriate amount) from each bridge officer's spouse for the First Lady's gold/silver chain necklace. This is a gift from the BRIDGE to be presented at the district commander's "thank you" cocktail party on Thursday or Friday afternoon at spring conference. (The trident medallion to go with the chain is presented at the banquet.)

- The menu for the commander's reception should be made well in advance and tailored to the space and facilities that will be available in the suite, namely microwaves, refrigerators, etc.
- It is strongly suggested that before spring conference a complete work schedule be made for the incoming commander's reception on Sunday morning. (See Appendix J).
- Communication should be made to all of the district commander's aides and bridge spouses before the spring conference requesting attendance at a short planning meeting. (See Appendix I).

CURRENT FIRST LADY

- The first lady should remember that many of the items listed under the district commander section could be her responsibility.
- The first lady is responsible for the planning and implementing of all district and national meeting cocktail parties. A senior aide or chief aide can be most helpful in this regard. (See Appendix J).
- Invitations to all cocktail parties should be sent three weeks in advance. (See Appendix K).
- Following each cocktail party, thank you notes should be sent to all persons who either helped or donated foods. A list should be kept at the time of the event rather than trusting the names to memory.

ABOVE ALL KEEPS THE DISTRICT COMMANDER SMILING!!!!!!

WHAT DOES IT COST?

This is a volunteer organization; the pay is a merit mark; which you have to earn. The expenditure of personal funds is an important matter that needs to be addressed.

There is a guide from national that outlines permissible deductions that you can take on your **INCOME TAX** return. Transportation and lodging are the big ones.

If you are in a staff position, you may have a six year commitment, three as assistant and three as primary, and if you are in a line position, the commitment is four years if starting as assistant administrative officer. It is prudent to create a financial scenario as soon as elected so that there are no surprises.

For example, some of the costs that occur every year you are on the bridge are:

1. Transportation to and from the district and national meetings
2. Lodging costs
3. Food costs
4. Entertainment/hospitality costs
5. Transportation to and from squadron events such as Founder Days, Change of Watch and Holiday Parties

The district budget provides modest allotments for bridge officer expenses.

National provides a small stipend for the district commander and the district educational officer and these officers can provide the current amounts. In addition, the incoming district commander may receive financial help from his own squadron.

However, the expenditures of the district commander may be much more than those mentioned above. Hotel costs for the district hospitality suites at the two national meetings can range from \$700 - \$1,000 per night. The amounts spent for food and drink are considerable. The cost of polo shirts for bridge officers and spouses, shirts for the aides, and end-of-watch gifts for officers and aides add up substantially. These items are optional but in recent years have become the norm. Some of the appendices can supply more detail.

Remember, that when you commit your time, energy and intellect to the district, you are also committing your financial resources.

APPENDIX A

DISTRICT COMMANDER'S PLAQUE (Standard item at C.P. Dean Co.)

Engraved as follows:

PRESENTED TO
FRANKLIN P. WRIGHT, SN
COMMANDER
IN SINCERE APPRECIATION OF
YOUR DEDICATION AND SERVICE
DISTRICT 5
1996-1997

APPENDIX B

AWARDS PLAQUE

8" X 10"

Engraved as follows:

PRESENTED TO

D/LT/C MICHAEL LEBEDUIK, III, JN

IN SINCERE APPRECIATION

OF YOUR SERVICE AS

DISTRICT TREASURER

DISTRICT 5

2013-2016

APPENDIX C

USE FOR NEW COMMANDER'S RECEPTION SUNDAY
MORNING AT SPRING CONFERENCE

District Commander John Brian Becker, AP

and

Gail, S

*Along with members of the
Patapsco River Power Squadron*

Cordially invite you and your companion to the

Commander's reception

Between the hours of nine and eleven in the morning

On Sunday, the 29th of March

Two thousand and nine

In the Atrium

Princess Royale Hotel

Ocean City, Maryland

APPENDIX D

IMPRINT FOR PLASTIC DRINKING CUPS

District Commander

Richard N. Nitschke, SN

and

Myra, P



District 5

USPS

This lettering in blue on clear plastic cups

(Frosted plastic cups look better and are more durable)

APPENDIX E

ESTIMATED HOSPITALITY PURCHASES FOR A YEAR

<u>QTY</u>	<u>SIZE & KIND</u>
5	1.75 liter CuttySark Scotch
2	1.75 liter Gordon's Gin
3	1.75 liter Jim Beam Bourbon
3	1.75 Canadian Club Whiskey
3	1.75 liter Jack Daniels Whiskey
5	1.75 liter Smirnoff Vodka
3	1.75 liter Bacardi Rum White
3	1.75 liter Bacardi Rum Gold
1	750 ml Dry Vermouth
1	750 ml Sweet Vermouth
4	5 liter box Chardonnay
4	5 liter box Pinot Gregio
5	5 liter box Merlot
5	5 liter box Rhine
5	12/case - Cooks Grand Reserve Brut Champagne
3	48 pack Yeungling Lager
3	48 pack Miller Life
3	48 pack Bud Life
3	1.75 liter Bloody Mary Mix
3	large btls Orange juice
2	large btls Margarita Mix
2	12/case Club Soda
3	12/case Tonic Water
3	12/case Ginger Ale
4	12/case Coke
4	12/case Diet Coke

Note – This appears to be a very robust list. But experience has shown that there are four words that really excite D5'ers. They are “Open bar, free food”. Enjoy!

APPENDIX F

DISTRICT 5 SPRING CONFERENCE AGENDA & SCRIPT

THURSDAY

- 1400 – 1600 PRE-CONFERENCE MEETING WITH HOTEL STAFF, D/C, D/C'S SPOUSE, THE EVENT CHAIRMAN AND HIS/HER SPOUSE.
- 1900 – 2000 (ALTERNATE TIME FOR D/Cs “THANK YOU” PARTY AND PRESENTATIONS. SEE FRIDAY 1500 – 1700.)

FRIDAY

- 1330 - 1530 BRIDGE MEETING IN D/C'S SUITE. THOSE TO BE IN ATTENDANCE: THE CURRENT BRIDGE, THE BRIDGE ELECT, THE FLAG LIEUTENANT, THE FLAG LIEUTENANT ELECT AND THE CHIEF'S REPRESENTATIVE. THE BRIDGE MEETING WILL ADJOURN AT 1530 OR EARLIER.
- 1600 – 1700 BRIDGE & SPOUSES, THE FLAG LTS, THE COMMANDER'S AIDES AND THEIR SPOUSES ALONG WITH THE CHIEF'S REPRESENTATIVE AND HIS SPOUSE WILL MEET IN THE D/C SUITE FOR A PARTY AND “THANK YOU” PRESENTATIONS. (IF THIS EVENT IS NOT ACCOMPLISHED THURSDAY EVENING.)
- 1800 DINNER PARTY INCLUDING THE CHIEF'S REPRESENTATIVE AND SPOUSE, THE D/C AND SPOUSE AND THE D/C ELECT AND SPOUSE.
- 1930 ASSEMBLE IN THE D/C's SUITE FOR GROUP ASSIGNMENT AND HOSPITALITY ROOM SCHEDULE. (TO INCLUDE BRIDGE, INCOMING BRIDGE, FLAG LT., FLAG LT. ELECT AND GUESTS). THE FLAG LIEUTENANTS WILL OPEN D/C'S SUITE AND ACT AS HOSTS UNTIL THE D/C RETURNS WITH GUESTS.
THE PERSONS LISTED ABOVE AND THEIR SPOUSES WILL ASSEMBLE IN THE D/C SUITE. AT THIS TIME GROUPS WILL

BE ORGANIZED FOR TOURS OF THE HOSPITALITY ROOMS.
SUGGESTED DRESS IS TO BE DETERMINED BY THE
CURRENT D/C.

2030 – 2230 TOUR HOSPITALITY ROOMS

SATURDAY

0700 D/C & D/C NOMINEE HAVE BREAKFAST WITH THE CHIEF'S
REPRESENTATIVE. OTHERS MAY BE INVITED AT THE
DISCRETION OF THE D/C.

0815 – 0845 SPRING COUNCIL MEETING

SPECIAL ANNOUNCEMENTS:

INTRODUCTION OF THE CHIEF'S REPRESENTATIVE
INTRODUCTION OF INVITED GUESTS
APPROVE MINUTES OF FALL COUNCIL
RICHMOND AWARD FOR BEST HOSPITALITY SUITE
MAKE ANNOUNCEMENT ABOUT BEING ON TIME!!!!

0845 ADJORN COUNCIL MEETING FOR BREAKOUT ROOMS

0915 – 1050 VISIT SEMINARS: D/C, D/F/LT, CHIEF'S REP, OTHER
APROPRIATE GUESTS.

1130 – 1330 BRIDGE OFFICERS AND GUESTS ATTEND MEMBERS
LUNCHEON. INVOCATION BY DISTRICT CHAPLAIN.

.

1330 CONVENE THE D/5 SPRING CONFERENCE.

INVOCATION BY THE CHAPLAIN

PLEDGE OF ALLEGIANCE BY D/F/LT

CHANGE THE ORDER OF BUSINESS AS NECESSARY TO
EXPEDITE THE MEETING

REMINDER TURN OFF CELL PHONES

CHECK ON VOTER CARDS

QUORUM ASSURANCE BY SECRETARY

APPOINTMENT OF PARLIAMENTARIAN

APPROVE MINUTES OF THE FALL CONFERENCE

JUNIOR P/D/C INTRODUCES THE P/D/C'S PRESENT AT
CONFERENCE; D/C INTRODUCES JR. P/D/C

DISTRICT LIAISON OFFICER INTRODUCES VIP GUESTS FOR
THEIR REMARKS

D/C ALSO INTRODUCES ANY NATIONAL OFFICERS OR
VISITING DIGNITARIES FROM OTHER DISTRICTS THAT ARE
PRESENT BUT NOT IN ANY OFFICIAL CAPACITY

D/C INTRODUCES THE CHIEF'S REPRESENTATIVE TO
DELIVER THE MESSAGE FROM THE C/C

REPORT OF THE SECRETARY

REPORT OF THE TREASURER

AUDIT COMMITTEE REPORT

REPORT OF THE ASST ADMINISTRATIVE OFFICER

SNYDER AWARDS

REPORT OF THE ADMINISTRATION OFFICER

MEMBERSHIP AWARDS

MEMBERSHIP RETENTION A WARDS

REPORT OF THE EDUCATIONAL OFFICER

HENRY SWEET AWARDS

REPORT OF THE EXECUTIVE OFFICER

CHARLES F. CHAPMAN SCRAPBOOK AWARD SAFE
BOATING AWARDS

REPORTS OF GENERAL AND STANDING COMMITTEES

PLANNING
RULES
PERSONNEL
USPS EDUCATIONAL FUND
LEADERSHIP DEVELOPMENT PROGRAM

PRESENTATION OF LIFE MEMBERSHIP PLAQUES

RECIPIENTS OR REPRESENTATIVE TO BE SEATED
ALPHABETICALLY, BY SQUADRON, IN RESERVE
SEATING. D/XO TO READ NAMES; D/C AND THE
CHIEF'S REP TO PRESENT AWARDS

REPORT OF D/C

CALL FOR ANY UNFINISHED BUSINESS

CHIEF'S REPRESENTATIVE WILL CLEAR THE BRIDGE
EXCEPT FOR THE SECRETARY

CHIEF'S REP CALLS ON THE CHAIRMAN OF THE
NOMINATING COMMITTEE FOR THEIR REPORT

NOMINATING COMMITTEE REPORT

CHIEF'S REP ASKS IF THERE ARE ANY OTHER
NOMINATIONS BY PETITION; IF NONE ...

THE CHIEF'S REPRESENTATIVE ASKS FOR A MOTION THAT
THE SECRETARY BE INSTRUCTED TO CAST ONE
UNANIMOUS BALLOT FOR THE ELECTION OF THE OFFICERS
AS PRESENTED BY THE NOMINATING COMMITTEE

CHIEF'S REPRESENTATIVE REQUESTS NEW OFFICERS TO
TAKE THEIR PLACES ON THE BRIDGE

D/C ELECT THANKS CHIEF'S REPRESENTATIVE AND
EXCUSES HIM TO RESUME HIS SEAT

D/C ELECT TAKES CHARGE OF THE MEETING

D/C ELECT MAKES COMMENTS AND APPOINTMENTS AS
FOLLOWS:

FINANCE COMMITTEE
LAW OFFICER
PERSONNEL CHAIR
USPS EDUCATIONAL FUND CHAIR
DISTRICT FLAG LIEUTENANT
DISTRICT CHAPLAIN

COMMITTEE CHAIRPERSONS AND COMMITTEE MEMBERS
AS LISTED IN THE DISTRICT DIRECTORY; APPOINTED AS
DISTRICT LIEUTENANTS

ANY OTHER NEW BUSINESS

CALL ON CONFERENCE CHAIRMAN FOR ANY FINAL
COMMENTS OR ANNOUNCEMENTS

BENEDICTION BY DISTRICT CHAPLAIN

ADJOURN SPRING CONFERENCE

BANQUET AND CHANGE OF WATCH

SATURDAY EVENING

Preliminary:

HONOR GUARD IN UNIFORM WITH HATS AND WHITE GLOVES

UNIFORM WITH HAT WILL BE REQUIRED FOR ALL WHO ARE PARTICIPATING IN THE CHANGE OF WATCH CEREMONIES

CHECK FLAG HOIST YARDARM TO BE SURE ALL FLAGS ARE DISPLAYED IN PROPER ORDER OF PRECEDENCE FROM LEFT TO RIGHT AS VIEWED FROM AUDIENCE (CHIEF'S REPRESENTATIVE FLAG, D/Cs FLAG, D/LT/Cs, D/1ST/LT, D/F/LT; AMERICAN FLAG AND USPS ENSIGN SHOULD BE IN STANDARDS AT EITHER SIDE OF HEAD TABLE)

TEST RAISING AND LOWERING OF FLAGS PRIOR TO CHANGE OF WATCH TO INSURE PROPER OPERATION

PRIOR TO THE BANQUET, THE D/F/LT WILL CHECK PLACEMENT OF THE NAMES CARDS AT THE HEAD TABLE AND PLACE THE FOLLOWING ITEMS WHERE DESIGNATED

PLACE BEHIND PODIUM AT HEAD TABLE:

- 1) P/D/C FLAG
- 2) D/C FRAMED FLAG
- 3) D/C PLAQUE
- 4) GIFT FOR P/D/C FROM BRIDGE
- 5) FLOWERS FOR INCOMING FIRST LADY
- 6) FLOWERS FOR OUTGOING FIRST LADY

PLACE IN CHANGE OF WATCH AREA:

- 1) PLAQUES & P/D/LT/C FOR RETIRING OFFICERS
- 2) AWARDS TO BE PRESENTED
- 3) D/C FLAG & LAPEL PIN
- 4) BRIDGE OFFICER FLAGS
- 5) GAVEL & BELL

AGENDA:

1915 BAR IS CLOSED AND GUESTS ARE ASKED TO BE SEATED

1915 D/F/LT WILL SOUND THE BELL TO SIGNAL ALL OFFICERS, GUESTS AND THEIR SPOUSES TAKE THEIR PLACES IN LINE

D/F/LT AND D/F/LT ELECT ASSISTED BY THE EVENT CHAIRMAN WILL MARSHALL THOSE PERSONS TO BE INTRODUCED INTO THEIR PROPER PLACE IN LINE. (A COPY OF THE "LINE-UP" SHOULD BE GIVEN TO PARTICIPANT EARLIER IN THE DAY.)

D/F/LT WILL REVIEW THE PROCEDURE FOR SALUTING AS THEY PASS THROUGH THE HONOR GUARD, DROP THE SALUTE BEFORE EXITING THE SIDE BOYS; THEN PROCEED TO THE MARK ON THE FLOOR WHERE THEY WILL SALUTE THE COLORS. SPOUSES OR ESCORTS WILL BE ON THE LEFT ARM. PARTICIPANTS SHOULD THEN PROCEED TO THEIR TABLE; OFFICERS WILL SEAT THEIR SPOUSES & REMAIN STANDING WITH HATS ON.

1930 THE EVENT CHAIRMAN WILL WALK TO THE PODIUM, GET THE ATTENTION OF THE GROUP AND INTRODUCE THE MASTER OF CEREMONIES.

EVENT CHAIRMAN

AT THIS TIME IT GIVES ME GREAT PLEASURE TO INTRODUCE THE MASTER OF CEREMONIES FOR TONIGHT

AT THIS CHAIRMAN RETURNS TO HIS SEAT AND THE MC TAKES OVER.

MC GOOD EVENING LADIES AND GENTLEMEN. WELCOME TO THE 2000 DISTRICT 5 CHANGE OF WATCH. IT IS MY PLEASURE TO FORMALLY OPEN TONIGHT'S PROGRAM.

HONOR GUARD TAKE YOUR POSITIONS

ORDER OF INTRODUCTION FOR PARADE OF OFFICERS

THE CHIEF'S REPRESENTATIVE

INVITED GUESTS

COMMANDER OF THE HOST SQUADRON

DISTRICT ASSISTANT ADMINISTRATIVE OFFICER ELECT

DISTRICT ASSISTANT TREASURER ELECT

DISTRICT ASSISTANT SECRETARY ELECT

DISTRICT ASSISTANT EDUCATIONAL OFFICER ELECT

DISTRICT TREASURER

DISTRICT ASSISTANT SECRETARY AND SECRETARY ELECT

DISTRICT ASSISTANT ADMINISTRATIVE OFFICER AND ADMINISTRATIVE
OFFICER ELECT

DISTRICT ADMINISTRATIVE OFFICER AND EXECUTIVE OFFICER ELECT

DISTRICT ASSISTANT EDUCATIONAL OFFICER AND EDUCATIONAL OFFICER
ELECT

DISTRICT EDUCATIONAL OFFICER

DISTRICT EXECUTIVE OFFICER AND DISTRICT COMMANDER ELECT

COMMANDER OF DISTRICT 5

(THE SPOUSES OR ESCORTS ARE ALSO INTRODUCED)

THIS LIST IS AN EXAMPLE OF THE ORDER OF INTRODUCTION; IT WILL VARY FROM YEAR TO YEAR DEPENDING ON THE NEWLY ELECTED OFFICERS.

MC PLEASE RISE FOR THE INVOCATION BY THE DISTRICT CHAPLAIN AND REMAIN STANDING FOR THE PLEDGE OF ALLEGIANCE BY THE D/F/LT

D/F/LT UNCOVER

CHAPLAIN GIVES INVOCATION

D/F/LT RECOVER AND BREAST SALUTE – LEADS PLEDGE

MC PLEASE BE SEATED. THE HONOR GUARD IS DISMISSED WITH DUE THANKS.

I WOULD NOW LIKE TO INTRODUCE THE PAST COMMANDERS OF DISTRICT 5 WHO ARE PRESENT THIS EVENING. I ASK THEM TO STAND IN PLACE. PLEASE HOLD YOUR APPLAUSE UNTIL ALL HAVE BEEN INTRODUCED.

(INSERT PAST COMMANDERS LIST HERE.)

MC INTRODUCE OTHER HONORED GUESTS
(INSERT GUEST LIST HERE) THIS LIST SHOULD INCLUDE GUESTS FROM OTHER DISTRICTS NOT THERE IN AN OFFICIAL CAPACITY, THE GUESTS OF THE DISTRICT COMMANDER AND THE DISTRICT COMMANDER ELECT

MC INTRODUCE THE COMMANDER OF THE HOST SQUADRON

CDR SHORT WELCOMING REMARKS

MC SHORT REMARKS IF ANY; THEN TELLS AUDIENCE TO ENJOY THEIR DINNER

DINNER IS SERVED

2100 START AFTER DINNER PROGRAM (SOONER IF POSSIBLE)

MC LADIES AND GENTLEMEN, WE ARE NOW READY TO PRESENT AWARDS TO THOSE SQUADRONS WHO HAVE ACHIEVED A DEGREE OF EXCELLENCE. D/C AND CHIEF'S REPRESENTATIVE WILL ASSIST IN THE PRESENTATIONS. (WITHOUT HATS)

D/F/LT TO HAVE THE FOLLOWING READY FOR PRESENTATION OF AWARDS: SAFETY CHAIRMAN, PUBLIC RELATIONS CHAIRMAN, SNYDER AWARD CHAIRMAN AND MEMBERSHIP CHAIRMAN

COMMITTEE CHAIRPERSON ANNOUNCES AWARD, D/F/LT WILL HAND AWARD TO D/C FOR PRESENTATION.

MC CALLS ON THE CHAIRMAN OF THE PUBLIC RELATIONS COMMITTEE TO PRESENT 1ST. PLACE CHARLES F. CHAPMAN SCRAPBOOK COMPETITION

MC CALLS ON THE CHAIRMAN OF THE SAFETY COMMITTEE TO PRESENT 1ST. PLACE SAFE BOATING WEEK COMPETITION

MC CALLS ON THE CHAIRMAN OF THE MEMBERSHIP COMMITTEE TO PRESENT 1ST. PLACE MEMBERSHIP ACHIEVEMENT AWARD TO THE SQUADRON WITH THE GREATEST PERCENTAGE OF GROWTH IN MEMBERSHIP

MC CALLS ON THE CHAIRMAN OF SQUADRONS PUBLICATIONS COMMITTEE TO PRESENT 1ST. PLACE SNYDER PUBLICATION AWARD FOR THE BEST OR MOST IMPROVED NEWSLETTER IN DISTRICT 5

MC WE ARE HONORED TO HAVE WITH US THE CHIEF'S REPRESENTATIVE. HE MAY MAKE BRIEF REMARKS.

MC LADIES AND GENTLEMEN, I NOW PRESENT FOR HIS FINAL REMARKS AS DISTRICT COMMANDER _____

D/C MAKES FAREWELL ADDRESS

M/C NOW FOR THE MAIN ORDER OF BUSINESS FOR THIS EVENING.
PLEASE STAND BY FOR THE FORMAL CHANGE OF WATCH WITH
THE NATIONAL OFFICER OFFICIATING

D/C-N/C BOTH PROCEED TO THE CHANGE OF WATCH AREA WEARING
HATS. THE NATIONAL OFFICER ASSUMES POSITION BEHIND THE
PODIUM WITH THE D/C OFF TO THE SIDE. THE D/F/LT AND D/F/LT
ELECT ASSUME THEIR POSITIONS AT THE YARDARM, WEARING
HATS.

N/O I NOW READ FROM THE OFFICIAL ORDERS OF THE DAY

DATE:
FROM: DISTRICT 5 CONFERENCE USPS
TO: D/C _____
SUBJECT: RELIEF OF COMMAND

IN ACCORDANCE WITH THE BYLAWS OF DISTRICT 5, USPS YOU
ARE HEREBY NOTIFIED THAT AS OF THIS DATE, YOU ARE TO BE
RELIEVED OF COMMAND OF DISTRICT 5, USPS AND YOU ARE
DIRECTED TO RELIEVE YOUR STAFF.

D/C I HEREBY DISMISS WITH MY MOST SINCERE THANKS, THE
BRIDGE AND THOSE OFFICERS AND COMMITTEE PERSONS
APPOINTED BY ME TO SERVE DURING MY WATCH. D/F/LT,
PLEASE LOWER THE FLAGS OF MY BRIDGE OFFICERS

D/F/LT AYE, AYE, SIR (LOWERS ALL FLAGS EXCEPT THOSE OF THE
NATIONAL OFFICER, D/C AND D/F/LT

N/O COMMANDER _____, YOU ARE RELIEVED OF
COMMAND OF DISTRICT 5

D/C F/LT _____, LOWER THE DISTRICT COMMANDER'S
COLORS AND THEN YOURS.

D/F/LT AYE, AYE SIR (LOWERS D/C AND F/LT COLORS)

N/O P/D/C/ _____, YOU AND THE F/LT MAY LEAVE THE QUARTER DECK.

(IF THE P/D/C'S ARE GOING TO DO ANYTHING, NOW IS THE TIME - P/D/C RETURNS TO SEAT - D/C ELECT COMES DOWN AND STANDS ON SIDE) (AFTER HIGH-JINX, P/D/C RETURNS TO SEAT)

N/O I NOW READ FURTHER FROM THE ORDERS OF THE DAY:

_____, YOU HAVE BEEN SELECTED BY THE DELEGATES OF DISTRICT 5 TO COMMAND THIS DISTRICT FOR THE COMING YEAR. THIS ELECTION INDICATES YOUR MEMBER-SQUARONS EXCEPTIONAL FAITH IN YOUR ABILITY AND INTEGRITY, BUT IT ALSO CARRIES WITH IT CERTAIN OBLIGATIONS. I ASK YOU TO MAKE THE FOLLOWING PLEDGE, RAISING YOUR RIGHT HAND AND REPEATING AFTER ME:

COMMANDER'S PLEDGE

I DO SOLEMNLY PROMISE THAT DURING MY TERM OF OFFICE AS COMMANDER OF DISTRICT 5 , I WILL SERVE THE BEST INTERESTS OF UNITED STATES POWER SQUADRONS, DISTRICT 5, AND ITS MEMBER-SQUADRONS. I ACCEPT THE RESPONSIBLILTY OF SEEING, TO THE BEST OF MY ABILITY, THAT THE OFFICERS AND COMMITTEES OF THE DISTRICT AND ITS MEMBER-SQUADRONS CARRY OUT THEIR DESIGNATED ASSIGNMENTS, GIVING CAREFUL CONSIDERATION TO THE NEEDS AND DESIRES OF THE INDIVIDUAL MEMBERS. I WILL ABIDE BY THE BYLAWS OF UNITED STATES POWER SQUADRONS AND DISTRICT 5. I WILL WORK IN HARMONY WITH MY FELLOW OFFICERS, ALWAYS REMEMBERING THAT THIS IS A FELLOWSHIP ORGANIZATION, DEDICATED TO ADVANCEMENT OF BOATING AND THE SELF-EDUCATIONS OF ITS MEMBERS.

N/O CONGRATULATIONS DISTRICT COMMANDER _____.
I AM PLEASED TO PRESENT YOU WITH YOUR FLAG OF OFFICE
AND YOUR LAPEL INSIGNIA TO BE WORN WITH CIVILIAN ATTIRE.
MAY YOU WEAR IT IN GOOD HEALTH AND TO THE
FURTHERANCE OF THE AIMS AND IDEALS OF USPS AND DISTRICT
5. CARRY ON COMMANDER.

D/C THANK YOU SIR, F/LT _____ PLEASE MAKE MY COLORS
AND THEN YOUR OWN.

D/F/LT AYE, AYE SIR (RAISES FLAGS)

N/O WILL THE NEWLY ELECTED BRIDGE OFFICERS OF DISTRICT 5
APPROACH THE BRIDGE AS I CALL THEIR NAMES SO THAT I MAY
ADMINISTER THEIR PLEDGE.

(INSERT LIST OF NEW BRIDGE OFFICERS HERE)

N/O WILL THE FOLLOWING MEMBERS WHO WILL SERVE ON THE
INDICATED COMMITTEES STAND IN PLACE WHEN I CALL THEIR
NAMES.

(INSERT LIST OF APPROPRIATE MEMBERS HERE)

N/O LADIES AND GENTLEMEN, IN ORDER THAT THE MEMBERS BE
ASSURED OF YOUR GOOD FAITH IN ACCEPTING THIS OFFICE, I
ASK THAT YOU MAKE THE FOLLOWING PLEDGE, RAISING YOUR
RIGHT HAND AND REPEATING AFTER ME:

OFFICER'S PLEDGE

*I DO SOLEMNLY PLEDGE MYSELF TO PERFORM FAIRFULLY AND
IMPARTIALLY THE DUTIES OF THE OFFICE WHICH I AM ABOUT TO
ASSUME. I WILL ABIDE BY THE BYLAWS OF UNITED STATES POWER
SQUADRONS AND DISTRICT 5 AND I WILL FOLLOW CAREFULLY THE
PROCEDURES OUTLINED IN THE OPERATIONS MANUAL. I WILL
COOPERATE WITH ALL NATIONAL, DISTRICT AND SQUADRON
OFFICERS WHERE OUR RESPECTIVE DUTIES CONVERGE, TO
FURTHER THE OBJECTIVES OF USPS. I WILL ALWAYS REMEMBER*

THAT UNITED STATES POWER SQUADRONS IS A FELLOWSHIP ORGANIZATION, DEDICATED TO ADVANCEMENT OF BOATING AND THE SELF-EDUCATION OF ITS MEMBERS.

- N/O CONGRATULATIONS, LADIES AND GENTLEMEN
- D/C F/LT MAKE THE COLORS OF THE OFFICERS OF THE BRIDGE
- D/F/LT AYE, AYE SIR (ALL FLAGS ARE RAISED. N/O AND D/C SHAKE HANDS WITH THE NEW BRIDGE AND PASS OUT FLAGS)
- N/O REQUEST PERMISSION TO LEAVE THE BRIDGE
- D/C PERMISSION GRANTED SIR (N/O RETURNS TO HIS/HER SEAT)
- M/C LADIES AND GENTLEMEN, I NOW PRESENT FOR HIS/HER ACCEPTANCE SPEECH, DISTRICT COMMANDER _____.
- D/C GIVES ACCEPTANCE SPEECH
- P/D/C PRESENTS PLAQUES AND P/D/LT/C FLAGS TO:
(INSERT LIST OF RECIPIENTS HERE)
- D/XO** (CALLS OUTGOING FIRST LADY TO THE PODIUM) _____, ON BEHALF OF DISTRICT 5 AND IN RECOGNITIONS FOR ALL YOU HAVE DONE FOR THE MEMBERS, WE PRESENT YOU WITH THIS SPECIAL GIFT AND THESE ROSES.
- OUT FL THANKS AND ANY COMMENTS
- D/C WILL P/D/C _____ PLEASE COME FORWARD?
PRESENTS TO THE P/D/C THE FOLLOWING: FRAMED D/C FLAG, D/C PLAQUE, P/D/C FLAG AND ANY OTHER GIFTS. (MAKE OTHER REMARKS AS APPROPRIATE)
- D/XO** GOES TO THE PODIUM AND CALLS NEW FIRST LADY TO PODIUM _____ AS A TOKEN OF APPRECIATION FOR YOUR EFFORTS THIS PAST YEAR AND FOR THOSE IN THE COMING YEAR, WE PRESENT TO YOU THESE RED ROSES.

D/C CALLS HIS FIRST LADY BACK TO PODIUM, PRESENTS HER WITH HIS PERSONAL GIFT TO HER. (If desired)

HE GIVES A SPECIAL THANKS TO THE HOST SQUADRON AND THE EVENT CHAIRMAN.

HAVE RAFFLE DRAWING IF ANY.

OUTGOING FIRST LADY AWARDS TABLE DECORATIONS

M/C FINAL REMARKS

THIS CONCLUDES THE CHANGE OF WATCH. D/C _____ AND _____ POWER SQUADRON HAVE ASKED ME TO REMIND EVERYONE OF THEIR RECEPTION TOMORROW AT 0900. I WANT TO THANK YOU FOR YOUR ATTENDANCE AND ATTENTION.

PLEASE STAND FOR THE BENEDICTION BY THE D/5 CHAPLAIN.

GOODNIGHT

APPENDIX G

2010 D/5 Fall Conference



District 5 United States Power Squadrons

Hilton Hotel
Rockville, MD
4-7 November 2010

D/C L. Chris Brown, JN
D/F/Lt Michael Lebeduik, III, AP
P/D/C Kathryn J. Simkins, AP
Master of Ceremonies

Hosted By District 5 M&R Committee
Chair of Event P/D/C Arlene M. Anderson, AP
2010 Fall Council and Conference
Hilton Hotel
Rockville, Md

Schedule for Bridge and Guests

Thursday –

- 1500-1700 Bridge Meeting – Commander’s Suite
- 1730-1830 Cocktails in D/C Suite – Bridge Members and Companions-optional
- 1830- Dinner as a group (optional)
- 2200 Pick up National rep at Airport--- Flag Lt

Friday – 5 November 2010

- 0800-1300 D/C or representative to the Seminars & Luncheon
Flag joins for luncheon with Guest
- 1330-1550 Flag Escorts V/C to Seminars
- 1700-1800 D/C, DXO take V/C to dinner
- 1800 Escorts Guests to Friday J. Buffett Social

Saturday – 7 November 2010

- 0700- 0900 D/C Hosts Continental Breakfast in D/C suite
- When John Page Williams arrives at the Hotel (0730), Flag shall escort him to the Council Meeting and assist with his setup process
- 0730-0800 Prepare for Council Meeting---Flag Lt
- 0800-0815 Council Meeting
- 0830-1200 D/C escorts V/C Hinders to seminars & luncheon
- 1200-1330 DXO, Flag & Wives join for lunch (Invite guests as appropriate)
- 1330 After lunch CDR & Flag escorts National Rep to the remaining seminars.
- When Portuguese Attaché arrives at hotel. Portuguese Defense Attaché’ Colonel Antonio Temporeo will be greeted by Howard Manly who will notify Flag Lt Lebeduik of his arrival. Flag will Escort Portuguese Attaché to 1800 Cocktail Party
- 1800 – Commander’s Cocktail Party in Commander’s suite
- 1900 – Close the bar and move to the ballroom area for the cash bar.
- 1930 – Be seated for the start of the banquet.

Sunday – 8 November 2010

- 0700- 0900 D/C Host Continental Breakfast in D/C suite
- 0900- Conference Convenes

2010 Fall Council

D/C: (0755) Please be seated, so we may begin our Council Meeting

(0800) I call to order the USPS District 5 _____ Fall Council Meeting.

Please turn off your cell phones. Thank you.

INVOCATION:

Please rise for the invocation, given by District Chaplain_____ Please remain standing for the Pledge of Allegiance.

Thank you _____

The Pledge of Allegiance will be led by District Flag Lieutenant

District Council functions in the same manner as the executive committee of a squadron. It conducts the routine business of the district and votes on matters that must go on to the district conference. Thereby the council acts as an advisory body to the Conference; the members of the Council consist of the squadron commanders, chairmen of the general district committees and the district bridge officials.

In your seat packets there are attendance forms for this council meeting. Please fill them out and pass them to the center aisle

I will now ask our District Secretary_____ to take a roll call of the Squadrons present.

(Roll Call.....)

D/Lt/C_____, is there a quorum present?

Since a quorum is present and if there are no objections, the chair will change the order of business as may be necessary to expedite the conduct of this meeting. - - - hearing no objections, it is so ordered.

For this meeting and tomorrow's conference, I hereby appoint_____ as Parliamentarian.

At this time I would like to introduce the Chief Commander's representative _____ . Give brief BIO.

immediately following this council meeting his view of our fabulous Chesapeake Bay, where most of us do our boating.

I would like to ask District Liaison Officer to introduce our special guests:

Naval Attaché

Educational Reps, other Guests if there are any

Since this morning's session must be short, we will introduce the Past District Commanders tomorrow at the Fall Conference meeting.

To save time, all reports will be considered presented in absence of an objection.

The minutes of the 2012 Summer Council have been distributed. Are there any corrections and/or additions? ----- Hearing none, they stand approved.

UNFINISHED BUSINESS –

Is there any unfinished business to be brought before the District Fall Council?

NEW BUSINESS –

Is there any new business to be brought before the District Fall Council?

Please be sure that you've filled out an attendance sheet. Leave your attendance sheet at the Secretary's table.

Before we get to the business of the day, which is to attend all the educational and administrative seminars, I would like to call on _____ chairman of this event, to provide any changes to the days schedule of events.

Thank you _____. If other changes occur, they will be posted at the registration table

If there are no objections, the District 5 Fall Council will be adjourned.

Hearing none, we are adjourned.

.....

Friday Luncheon

1200-1300 Bridge with Guest join for lunch

1300 All go to town meeting

1330 Flag escorts V/C Hinders to Sessions after Town Meeting

Saturday Luncheon

1200 – 1330 Attend members luncheon.

DXO, Flag & and wives join for luncheon

BANQUET SCRIPT

MC :

Good Evening. Will you please find your seats?

I am _____, your Master of Ceremonies.

WELCOME TO THE 20__ FALL BANQUET

BLESSING -

I would like to call on District Chaplain _____ SN to give the blessing.

Thank you Chaplin _____

May I introduce at this time the members seated at the head table: (Other remarks.....)

Enjoy your dinner.

(After Dessert is served)

MC: Please be seated, I would like to begin the 20__ Banquet Ceremonies

We have several very important guests that we would like to recognize this evening.

First, I would like to welcome our National Representative. We are glad to have you with us. Do you have any comments for us this evening?

We also have with us the representative from the Portuguese Government and his wife, - _____, Portuguese Air Force. It is a real pleasure to have you both with us this evening and share in our awards presentation.

At this time I would like to ask DXO _____ to present the 1st place Cooperative Charting awards and the 1st place Community Outreach Awards. Will National Rep and d D/C Brown assist with the presentation.

(DXO comes to Mic forward and gives the following awards.....)

Co-Op Charting Awards:

These are our Co--Op Charting Honor Roll/Squadrons for 2009-10

The Individual Award for the most points accumulated by a District 5 member goes to The CC Holmes Award is presented to the woman member with the most cooperative charting report points for the year. The winner is

DXO proceeds to 1st place community outreach\\)

1st Place Community Outreach Award goes to 2nd and 3rd will be announced Sunday morning

(DC and C/C rep remain in front of the podium)

MC: Thank you DXO

I would like to move onto the Poster Contest Winners, and the 1st place Commander's Boating Activities Award, and the Membership Awards. DAO will you present these awards.

_____ recognizes kid's posters winners from Summer Council and mentions they will be further judged at the annual meeting in Orlando.....calls on Carole Reilly to assist.)

Our Poster Contest Winners by Age Group are:

12-14 Group

9-12 Group

6-8 Group

(DAO gives boating award and calls.... Sut Anderson to Assist)

First Place Commander's Boating Activities Award goes to . Please come forward and accept you award. 2nd and 3rd will be announced Sunday morning.

(DAO gives membership awards and calls Membership Chair to assist)

Our Fall Membership awards are for both Recruiting New Members and Total Squadron Membership Growth, which is our most important goal. For recruiting new members, the 1st place winner

Please come forward.

In 1st place for total growth, for best job well done, a tie.... Both please come forward.

2nd and 3rd place awards will be announced tomorrow morning.

MC: Thank You, DAO

At this time, we want to recognize 5 awards received at the Fall Governing Board

As the awards are announced, will the Squadron Commander please come forward and receive the award from V/C and DC.

WHERE APPROPRIATE:

Our First Award, the William Selden IV MIRA, is named for our very own P/C/C Bill Selden. This prestigious National Award to a District recognizes the work District has

done in specific areas of Membership Involvement, among its own members in Collaboration of Squadron events and inter Districts with our Summer Rendezvous. Our D/5 membership involvement efforts shine and are truly second to none.

The next 4 awards are National Public Relations Awards for efforts to publicize to members and the community our efforts teaching safe boating and boating skills. As we read these awards, will the Squadron Commander or Representative please come forward to accept the award.

Carl C Mahnken Commander Cup for Power Point Presentation - 3rd place Nationally

Carl C Mahnken Commander Cup for Power Point Presentation - 2nd place Nationally

For the Charles F. Chapman Hardcopy Scrapbook Competition

National Public relations Award - 3rd place Nationally

And lastly, for the Radio Public Service Announcement Award for advertising recognition

And now, I would like to call DEO to announce the National Boating Federation Award

DEO: In 1966 the National Boating Federation was founded and is composed of the largest nationwide alliance of recreational boating organizations and associate members.

These people represent all aspects of recreational boating.

Since 1996, the USPS and the National Boating Federation have presented excellence in recreational boating education awards each year. This award is given to that squadron in each district with the highest percentage of students examined from 1 July 2009 to 20 June 2010 relative to squadron membership on 30 August 2009. The boating course, boat smart and America's Boating Course data was combined.

First Place –

Second and Third place will be presented at the conference tomorrow

MC: Thank you . All these National awards have been special to District 5. We thank National for recognizing the efforts of our district members.

It now gives me great pleasure to introduce to you the Naval Attaché representative from Portugal - Portuguese Defense Attaché'

(He makes his remarks.....)

Colonel, District 5 thanks you for your impressive words and hope you and your wife enjoy being with us this evening.

MC: Will D/Lt/C DEO please announce your awards:

Good evening everyone. As is our tradition in D/5, we will now present two prestigious District 5 education awards, the Prince Henry Award and the Caravel Award. Since there may be some in the audience who have not heard about the awards please indulge me while I present a brief history of the award.

“In 1960, the 500th Anniversary of the death of Prince Henry the Navigator, the Portuguese held an elaborate program of commemoration. Sixteen USPS Districts, including District 5, joined in by arranging appropriate ceremonies at their Fall Educational Conferences that year. District 5 did not stop there. The District 5 Council voted to have a portrait of Prince Henry used as an annual presentation to the Squadron in District 5 which had done the best work in teaching celestial navigation: JN and N. This was presented by a representative from the Portuguese Embassy. The Portuguese, impressed with this action by District 5, presented the District a gold medal and an album of historic maps and charts from the 15th and 16th centuries. In 1963, a ceramic bust of Prince Henry the Navigator was made available at the Fall Conference by Portuguese Ambassador Jose Cabral for the Prince Henry Award in JN and N. Later, a model of a Caravelle was given by the Portuguese government for presentation to the Squadron in District 5 which had done the best in teaching Seamanship, Piloting and Advanced Piloting.”. This history has been excerpted from an article written by P/R/C Alice M. Ringger, AP of the National Historians Committee. The original gold medal is currently displayed by Delhigh at their special events.

Thank you Colonel Temporeo for being part of our evening program.

At this time I would like to ask Portuguese Rep, C/C REP and District Commander to present the Prince Henry Trophy. While they move into position, let me remind you that the Prince Henry Trophy is presented to the squadron with the greatest percentage increase in completions of the Junior Navigation and Navigation courses during the past education year. By the way, the Second and Third Place Awards will be presented tomorrow morning.

Will the Commander and SEO of the winning squadron _____, please come forward to accept the Prince Henry Trophy?

Congratulations to _____ Power Squadron!

The second award which we will now present is the Caravel Award. It is presented to that Squadron showing the greatest percentage increase in completions of the Seamanship, Piloting, and Advanced Piloting courses during the previous education year. Tonight we present the First Place Award; the second and third place awards will be presented tomorrow at the Conference.

Will the Commander and SEO of the winning squadron _____, please come forward and accept the Caravel Trophy.

Congratulations to the _____ Power Squadron!

I would like to thank Portuguese Rep, and C/C Rep and District Commander for presenting the Prince Henry and the Caravelle trophies. You may also wish to examine the trophies closely because they really are works of art. Finally, we thank the Government and People of Portugal for recognizing our member accomplishments with these trophies.

D/C : Portuguese Rep as a token of our appreciation of joining us please accept this small gift. Present the gift.

MC: Ask if there are any announcements.

(MC Closing remarks)

Thank you for coming to the banquet and I remind everyone that the conference will convene at 0900. Please arrive in enough time to receive your voting cards and be seated so that the conference can start on time. And don't forget, tonight we change to Eastern Standard time, so set you watches back ONE HOUR and enjoy the extra hour of sleep!

Fall Conference Convenes

0900 Sunday, 8- November 2010

D/C: Please be seated, I would like to call the 20__ Fall Conference to order.

Thank You, Welcome to the 20__ District 5 Fall conference

Please turn off or quiet all cell phones and electronic devices.

INVOCATION –

Please rise for the Invocation, to be given by district Chaplain and followed by the reading of honored District 5 members who have crossed the bar since Summer Council. Then please remain standing for the Pledge of Allegiance which will be lead by D/F/Lt

(Chaplain gives invocation and reads all the names of the deceased members and the Flag sounds the bell after each name. DXO will provide the List to the Chaplin before the start of the conference)

I will now ask our District Secretary, D/Lt/C _____ to take a roll call of the Squadrons present.

Is there a quorum present?

responds.....)

Since a quorum is present and if there are no objections, the chair will change the order of business as may be necessary to expedite the conduct of this meeting. - - - hearing no objections, it is so ordered.

For this meeting, I hereby _____ as Parliamentarian.

Introduce any Guests:

Will D/Lt Howard Manly, AP please introduce our guests.

Other Districts, Portuguese Attaché

Any other state reps that stayed for Sunday's meeting

It is my pleasure to call upon the Junior Past District
Commader _____ to perform his duty of the introductions of the
P/D/C's present.

(reads name present.....)

D/C And it is my pleasure to introduce JUNIOR P/D/C

I would like now to introduce the Chief Commander's Representative.

Vice Commander makes his brief comments.....)

Thank you, for coming to District 5 Fall Conference.

(Presents gift to V/C)

The minutes of the 20__ Spring Conference have been distributed. Are there any corrections and/or additions?

Hearing none, they stand approved as distributed.

To expedite the conference, some pictures may need to be taken FOLLOWING the Conference.

As the awards are mentioned will the squadron commander or a representative of that squadron please QUICKLY come forward and accept the awards.

REPORTS OF THE BRIDGE OFFICERS

I would like to now continue the conference with reports from the Bridge Officers

Treasurer

D/Lt/C _____ will present the report of the Treasurer's Department.

Are there any questions of the Treasurer's Report? ---- hearing none, the report shall be placed on file for the annual audit.

DC: Thank You, _____

Secretary

D/Lt/C _____ will present the report of the Secretary's Department.

DC: Thank You

Assistant Administrative Officer

I would like to call D/1st/Lt _____ to present the report of the Assistant to the Administrative Officer.

DC: Thank You,

Administrative Officer

I would like to call D/Lt/C _____ to present the report of the Administrative Officer.

(Gives his report and the following Awards.....)

This year the following squadrons are receiving 2010 P/C/C William D. Selden V Membership Retention Awards. We thank them for participating in this year’s program. Will the Membership Retention Chair or their designee please come forward and be acknowledged.

The squadrons participating were recognized last evening, we awarded the squadron having done the most to recruit new members so far in 2010. That squadron was Annapolis. Today we acknowledge the squadron’s tied for 3rd place _____ and the second place winning squadron _____. Will 2nd and 3rd please come forward and accept this acknowledgement of a great recruiting job well done so far this year.

And again last evening we announced the two tied Squadrons achieving the best Total Growth of Membership so far in 2010 and they were Kent Narrows and Smith Mountain Lake. This morning, we announce 3rd place winner _____ and the 2nd place Winner _____. Will 2nd and 3rd please come forward and receive your award for best overall job#1 well done!

Last evening we awarded the squadron having done the most to develop Collaborative boating adventures around the district, that winner was _____. Today we acknowledge the 3rd place Squadron is _____ and the 2nd place squadron is _____. Will _____ and _____ please come forward and accept this acknowledgement of a job well done.

DAO: Call _____ for a report on the Summer Rendezvous

CDR: Thank You,

District Educational Officer

D/Lt/C _____ will present the report of the Educational Department.

Commander, V/C , Members and Guests:

I commend your attention to my written report distributed to some in seat packets and SEO packets, and available to everyone at the Secretary’s table, to be read at your leisure. This morning instead, I have the pleasure of recognizing the educational efforts and

accomplishments of District 5 squadrons and members. Would D/Cdr and Vice Commander _____ please prepare to present the awards.

I will try to move swiftly through all the Educational awards. To accomplish this we will defer some picture taking to immediately after the conference ends.

Those of you who attended last night's banquet know that three educational awards were presented. At this time I would like to again recognize the first place winners of those awards and present the winners of the second and third place awards.

The National Boating Federation has presented excellence in recreational boating education awards each year. This award is given to that squadron in each district with the highest percentage of students examined.

Would the Commander and SEO of the second place squadron –, please come forward to be recognized by the conference.

Congratulations to the Delsea, and Main Line Squadrons

PRINCE HENRY TROPHY

And now the prestigious Prince Henry Trophy which is presented to that Squadron showing the greatest percentage increase in completions of the Junior Navigation and Navigation courses over the previous year. This morning we will announce the 2nd and 3rd place winners and again recognize the 1st place winning squadron from last evening.

Will the Commander and SEO of the third place squadron, _____ please come forward and be recognized by the Conference.

Will the Commander and SEO of the second place squadron, _____, please come forward and be recognized by the Conference.

Congratulations to the Prince Henry Trophy Winners

_____ squadrons.

CARAVELLE TROPHY

The first place CARAVELLE TROPHY was also awarded last evening. It is presented to that squadron showing the greatest percentage increase in completions of the Seamanship, Piloting and Advanced Piloting courses over the previous year. This morning we will announce the 2nd and 3rd place winners and again recognize the 1st place winning squadron.

Will the Commander and SEO of the third place squadron, _____, please come forward and be recognized by the Conference?

Will the Commander and SEO of the second place squadron, _____, please come forward and be recognized by the Conference?

Congratulations to the Caravelle Trophy winner's
_____ squadrons.

USPS Educational Proficiency Awards

At this time, I would like to begin the recognitions for the individuals who have completed significant levels of course completions. Those that have achieved Educational Proficiency status have completed at least Seamanship, Piloting and Advanced Piloting, and a minimum of three elective courses. These can be done in any order or sequence. They are now entitled to wear the uniform Insignia with a gold bar under their grade symbol. This year I am proud to present the members who have reached Educational Proficiency status since our last Educational Conference. And I encourage them to continue to take courses toward a full certificate. Will the following recipients come forward as their name is called? If they are not present, will their SEO or Commander please come to accept the certificate and present it at a Squadron venue in the near future?

The recipient are

HENRY E. SWEET INDIVIDUAL EDUCATIONAL AWARD

Now I am honored to present the Henry E. Sweet Individual Educational Achievement Award to those who have successfully completed all 11 courses offered by USPS since the last Fall Conference. This achievement also entitles them to wear the traditional looped rope around the grade insignia, and be addressed with Senior Navigator status. Will the following new Senior Navigators please come forward as I call your name? If they are not present, I will ask their SEO or Commander to please come and accept their National Plaque and D5 Sweet award so they can be presented to them at a Squadron venue in the near future.

Congratulations to all of you on your Full Certificate. We hope that you will, if you are not already doing so, contribute to your squadron by helping in their educational programs. Also, I offer a heartfelt thank you to all of the squadron instructors and proctors who have helped create these newly minted Senior Navigators.

Under the new USPS University program, the grade of Senior Navigator may be achieved via several alternate routes – opening the possibility you, too, could achieve this coveted distinction. Please contact your SEO to determine your track to the top of the class for the next year!

CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING

The Squadrons in District 5 have many dedicated, talented instructors. Sometimes they may feel like unsung heroes. That is why we now recognize those instructors who have been nominated by their own squadron for the Charles F. Chapman Award for Excellence in Teaching. Each squadron of District 5 was asked to nominate one of their instructors for consideration and recognition for their demonstrated proficiency as instructors. As the completed nomination forms were reviewed, repeatedly the words of “appreciation, innovation, commitment, helped me learn, going the extra mile, unique and alternate ways, outstanding, stimulating, sharing and caring” stuck out as common themes to describe the views of those supporting these individual instructors. I hope those words were directly spoken to the nominees. I ask the following instructors to please come forward and be recognized by all of District 5. See the list of squadrons on page 63 for possible recognition.

Absecon Island	
Annapolis	
Cambridge	
Colonial	
Delaware River	
Delhigh	
Delsea	
Dundalk	
Elizabeth River	
Hampton Roads	
Kent Narrows	
Kingsway	
Main Line	
Mid-Potomac	
Nansemond River	
Northern Neck	
Northern Virginia	
Ocean City	
Patapsco River	
Patuxent River	
Potomac River	
Richmond	
Rockville	
Salisbury	
Smith Mountain Lake	
Susquehannock	
Virginia Beach	
Wilmington	
York	

The District 5 Charles F. Chapman Award

We congratulate each one these nominees for the Charles F. Chapman award. You should all feel a great sense of accomplishment in being recognized by your squadron as an excellent teacher. Your teaching credentials, which were submitted by your squadrons, have been reviewed by a panel of the District 5 Educational Department. That panel has selected the District 5 Chapman award winning instructor.

(Insert Bio for this person.....)

This year’s winner is _____

I congratulate the _____ on recognizing _____, especially their SEO, _____ for his superb effort in compiling his credentials for the submission. I congratulate ____ on being recognized by his peers as an outstanding teacher. He is one reason it is so great to be a member of District 5!

Henry E. Sweet Excellence in Education Trophy

Henry E. Sweet, a former District 5 Educational Officer, desired to promote educational excellence in District 5. As you have already heard he created a number of awards. The next, is the Henry E. Sweet Excellence in Education Trophy. This award is presented to that squadron which has shown the greatest percentage increase in completion of the Advanced Grades and Elective Courses over the previous year.

Will the Commander and SEO of the third place winner please come forward and be recognized. That squadron is _____.

Will the Commander and SEO of the second place winner please come forward and be recognized. That squadron is _____.

Will the Commander and SEO of the first place squadron please come forward to receive the award. That squadron is _____.

Congratulations to these winners.

DISTRICT 5 COMMANDER'S TROPHY FOR ADVANCED GRADES

Next we have an award which recognizes those squadrons which have been successful in teaching the Advance Grade courses, Seamanship, Piloting, Advanced Piloting, Junior Navigation, and Navigation. The award, the District 5 Commander’s Trophy for

Advanced grades, is presented to that squadron which has shown the greatest percentage increase in completions of the Advanced Grade classes over the previous year.

Will the Commander and SEO of the third place squadron please come forward and be recognized? The squadron is _____.

Will the Commander and SEO of the second place squadron please come forward and be recognized? The squadron is _____.

Will the Commander and SEO of the first place squadron please come forward to receive the award? The first place squadron is _____.

Congratulations to these winners _____.

DISTRICT 5 COMMANDER'S TROPHY FOR ELECTIVE COURSES

The District 5 Commander's Trophy for Elective Courses award is presented to that squadron showing the greatest percentage increase in completion of the Elective Courses taught during the previous year. The elective courses include: Weather, Sail, Engine Maintenance, Marine Electronics, Cruise Planning, and Instructor Development.

Will the Commander and SEO of the third place squadron please come forward and be recognized? That squadron is _____.

Similarly will the Commander and SEO of the second place squadron please come forward and be recognized? That squadron is _____.

I ask the Commander and SEO of the first place squadron please come forward to receive the trophy and award. The first place squadron is _____.

Let us all congratulate those who have today received recognition of their outstanding efforts and achievements in education _____.

Congratulations to these winners _____.

D5 SEAMANSHIP AWARD IN MEMORY OF KENNETH G. SMITH, SN

The Seamanship Award is to be presented to the SEO of that Squadron in District 5 with the highest percentage of eligible members completing the Seamanship course during

the year. The award was created by Pat Smith in memory of her husband, P/R/C Kenneth G. Smith, SN and in support of the District 5 Educational Program.

Ken Smith was a devoted member and former Educational Officer of District 5. It reflects his love for the Seamanship course, offered to our members as a starting point for their Advanced Grades education and experiences; it recognizes Ken's contributions to that program as a Rear Commander of the USPS National Committee charged with developing and maintaining the appropriate level of accuracy, currency and user friendliness of the Seamanship Course.

I would ask Pat Smith please to come forward to assist with the presentation of this award.

And I would like to invite the SEO or other representative of the winning Squadron to come forward now to receive this award.

The Winning Squadron is _____ and the SEO is _____

HENRY E. SWEET AWARD FOR BEST IN SHOW TEACHING AID

This weekend, _____ teaching aids were displayed. We thank all who contributed a teaching aid.

As we have for the recent past, submitted Teaching Aids were assigned to one of two broad classifications: ***computer-aided-instruction teaching aid*** (a classification created to recognize the efforts of D/5 members who have developed computer aided instructional aids such as PowerPoint presentations), or ***traditional teaching aid*** (a class of physical aids such as those made from wood and plastic, electric wiring and lights, or engine or electronic components, maps, charts - things we can touch and feel).

Over the years, D5 educators have created many very fine teaching aids and we did have some of them on display.

When each of you checked in at the registration table, you should have received voting coupons. We have asked you as participants, students, instructors or other interested members to do the judging of what you think is the best of each category. This change was done to promote individual involvement in review and adaptation of what has been built by others. Every submitted aid received votes – what a statement of value for the efforts and creativity of the constructors. The total greatest number of votes was the

basis for selecting the Best-in-Show. Then the greatest number of votes in each category cast among the remaining entries determined the first place winners in each category. The results of the vote tally are:

The Computer Aided Instruction Category Winner:

1st Place:

The Traditional Category Winner:

1st Place:

{There were also some noteworthy Honorable Mentions:

}

The Best in Show Winner:

1st Place:

The Best in Show winner is traditionally invited for submission in the national competition at the next USPS Annual Meeting. However the national competition has been suspended since 2008, and we are to anticipate its return in some new form as yet undisclosed by National. If that presents an opportunity for this year's Best in Show, we'll take it.

We thank all who have contributed teaching aids. I would also like to extend a hearty thank you to those who helped organize the submissions and all of you for taking the time to view, judge and vote for these aids. We also congratulate the winners. Next year we would like all District 5 Squadrons to submit at least one teaching aid at the Fall Conference.

Let us all again congratulate those who have today received recognition of their outstanding efforts and achievements in education – those that make USPS the Premier Boating Educational Organization we want to continue to be.

Commander this concludes my report.

DC: Thank you, _____

Executive Officer

D/Lt/C _____ will present the report of the Executive Department.

(Bernie gives his report to include the following.....)

Last evening, we gave the first place Commander's Community Outreach Award, and that winner was

Now I would like to recognize the 3rd place winner, the 2nd place winner I also wish to recognize with HONORABLE MENTION,.

DXO gives the Co-op Charting awards.....

The following members are in the Top 75 Honor Roll and will receive a patch if it is the first time and a star for subsequent times....

If your present and on the Top 25, please come forward

The following members have obtained D/5 Cooperative Charting Honor Roll status. If you are present and on the Honor Roll, please come forward, If the Honor roll person recognized is not present, will the commander please pick up the awards after the conference.

NAME	SQUADRON	RANK	HONOR ROLL
------	----------	------	------------

Thank you .

As the Commander, I take great pleasure and honor in awarding the following 50 year plaques and pins to those members present or their designated representatives:

D/Lt/C DXO will read the namesC/C Rep and DC make the presentations(in red print said they were are coming)

Let's give them a big round of applause for 600 years of service to USPS and D-5

REPORTS OF GENERAL AND STANDING COMMITTEE—

The District's General and Standing Committees and those reporting to the District Commander have been active since the Spring Conference and summer Council.

I will now call upon District 5 Law Officer _____ for his report.

I will now call D/Lt _____ for the report from the Rules Committee

I will now call upon _____ for his report on the Planning Committee

I will now call on P/D/C _____ for a report from the Nominating Committee.

Vote on GB Delegates for 20__, if so:

We have NOMINATIONS for Members of the 20__ National Governing Board.

MAY WE HAVE A VOTE, ALL IN FAVOR RAISE YOUR VOTING CARDS.....ALL OPPOSED RAISE YOUR VOTING CARDS.....

THE NOMINATIONS ARE APPROVED.....

P/D/C _____ reports the Educational Fund is in good order but Squadrons can donate \$1.00 per member to be on the honor roll.

P/D/C _____ asks that all members complete a personnel form that can be picked up at the Secretary's Desk.

UNFINISHED BUSINESS –

Is there any more unfinished business to be brought before the District 5 conference?

NEW BUSINESS –

Is there any other new business to be brought before the District 5 conference?

COMMANDER'S CLOSING REMARKS.

Remember Merit Marks are due NO LATER THAN 15 November to P/C/C L.M. Barnes, so if you have not already submitted them, do so ASAP.

If you have not submitted your squadron activity report, that “yellow sheet” to D/Lt_____requesting a District representative attendance at your Holiday Party, Founders Day and Change of Watch Ceremonies, please do so now. For those that have, the D/5 Bridge looks forward to seeing you soon.

Please be sure that you’ve filled out an attendance sheet and leave it at the Secretary’s table.

Please consider a Florida the National Annual Meeting. District 5 will be there to Host all of you who attend. AND, do not forget to attend the Spring Conference to be held back at the Princess Royale Hotel in Ocean City MD near the end of April.

Please stand for the Benediction to be given by our Chaplain,

I would like to thank all of you for attending this outstanding combination of Educational and Administrative meetings. Special thanks to team from the District M&R committee for all their hard work in putting this event together. The success of this conference is due to an outstanding effort on everyone’s part, but the greatest success comes from your attendance.

If there are no objections, the District 5 Fall Conference will be adjourned.

Hearing none, we are adjourned.

Have a safe trip home.

APPENDIX H

To: District 5 Bridge Officers
From: D/C (name)
Subject: Procedure for Notifying Members of Serious Illness or Death

If there is a death or serious illness within D/5, the following procedure should be followed. The D/C or, in his absence, the Executive Officer or Flag Lieutenant should be notified as soon as possible.

In case of death, the following information should be provided:

Name and address of the deceased
Name and address of the funeral home

Date, time and type of service
Name and telephone number of contact person in D/5
Presence in uniform desired?
Is a USPS funeral service desired? (See Ops Manual
for guides)

In case of a serious illness, please provide the following:

Name and address of patient
Condition and prognosis
Name and address of hospital, if necessary
Name and Telephone number of contact person

The district commander, executive officer or flag lieutenant will then make the appropriate email notification to all concerned.

APPENDIX I

Mary L. Rhodes
2618 Bradwell Court
Baltimore, MD 21234

Date

Hello All,

Just a quick note to tell you that I would like to meet with the Bridge wives and the Aides during the Spring Conference to go over a few things about the events for the coming year.

Since it is a very crowded schedule, the only time I see that makes sense is 1100 on Saturday in the District Commander's Suite.

The meeting should not last over 30 minutes so those of you who are going to the members luncheon will have plenty of time.

I am looking forward to seeing you in Ocean City. I am sure it will be the beginning of a fun and exciting year for all of us.

Fondly,

APPENDIX J

WORK SCHEDULE FOR SPRING CONFERENCE

EDITORS NOTE: This schedule was in the original version of this guide and was used in preparing for the induction of Gordon E. Rhodes, Nas District 5 Commander. It is left here as a reminder of the myriad things the must get done and that it is a good thing to have a check of what must be done, when it must be done, and who is going to do it.

Thursday

- | | |
|-------------|---|
| 0800 – 0830 | Depart for Ocean City |
| 1100 – 1130 | Arrive at Princess Royale |
| 1130 – 1400 | Unload and transport goods to room. Unpack, have lunch and settle in. |
| 1400 | Ladies arrive to make sandwiches
(Insert list of those to work here) |
| 1400 – 1700 | Cut the bread and spread sandwiches. Cut and store in containers in fridge ready to go into baskets Sunday morning |
| 1700 – 1900 | Cocktail hour, relax, have fun and decide how to handle the furniture |
| 1900 | Dinner in room for everyone who wants to stay. Menu – Beef Burgundy with noodles, salad, rolls, butter and ice cream sundaes. (the dinner in the room was only possible when there was a complete kitchen. It was a good idea and everyone seemed to enjoy it.) |

Friday

- | | |
|-------------|---|
| 1100 – 1500 | Clean and crush pineapples. Peel and stuff deviled eggs (insert list of those to work here) |
| 1600 | Attend D/C outgoing party |

- 1730 Dinner with D/C and National officer
- 1930 Assemble in the D/C's suite for form groups for tour of the "Hospitality Suites."

Saturday

- 0800 – 1000 Set up dining room for Sunday morning. Bake cookie crusts for fruit pizzas
- 1000 – 1100 Get ready for the ladies luncheon and the meeting at 1100.
- 1100 Meeting with bridge wives and aides in the suite.
- 1130 Leave for ladies luncheon
- 1400 – 1600 Attend the Conference
- 1600 – 1700 Dress for evening affairs and attend to any other last minute details
- 1700 – 1900 Attend cocktail parties
- 1900 – 2030 Change of Watch and Banquet
- 2030 Open room for those who wish to come by and finish moving furniture and set up table in the living room.

Sunday

- 0630 – 0730 Finish setting up tables, hotel coffee and tea to arrive at 0730.
- 0730 – 0800 Aides arrive
- 0800 – 0900 Set up the bar, make ham sandwiches, make fruit pizzas, fill platters and baskets and place on tables and set up the Guest Book and assign someone to take care of it. (Assign people to do certain jobs and insert list of names here)

1000 – 1100 Keep platters and baskets filled. Also keep the dirty glasses and plates disposed of and the room neat as possible.

TRASH RECEPTACLES SHOULD BE MONITORED AND EMPTIED AS NECESSARY

It is good to have people work one hour shifts so that they can enjoy the party too. You will need to attach this to the schedule: a list of bartenders and their schedule.

One or two people should be assigned to see that the Bridge standing in the receiving line have plenty of food and drink.

This is a sample schedule and you will need to adapt it to the facilities available to you. Also you will need to take in consideration your menu when preparing your schedule and assigning your people to their tasks.

APPENDIX K

Social Functions Commander's Responsibility

March/April	Incoming Commander's Reception Sunday morning 200 -250 guests
July	D/5 Summer Council & Rendezvous; one cocktail party (dependent on the plans of the host squadron). Lunch and drinks for bridge and guests on the fleet review boat
September	USPS Governing Board: Two cocktail parties. (Optional) Friday night: 150-200 guests Saturday night: 30-50 guests
October	D/5 Sail and Fall Festival Regatta; one cocktail party (this is completely at the discretion of the district commander and dependent on the plans of the host squadron. May be unnecessary and time may not permit)
November	D/5 fall conference; one meet and greet cocktail party Saturday night; 200+ guests
January	USPS Annual Meeting: Two cocktail parties Friday night; 200+ guests Saturday night; 50 guests
March/April	D/5 spring conference and change of watch ceremonies Three functions Thursday or Friday afternoon party for bridge and aides Friday evening dinner with National representative Saturday night cocktail party: 200+ guests

This is a guide. The numbers may vary depending on the location of the various national governing boards.

APPENDIX L

Below are group listings of the individuals usually invited to the D/5 hospitality suite.

NATIONAL GOVERNING BOARD AND ANNUAL MEETINGS

D/5 Bridge	Friday Evening	Saturday evening
D/5 P/D/Cs	Friday Evening	Saturday evening
Standing and General Committee Chairmen	Friday evening	
All other Department Committee Chairmen	Friday evening	
National Officers from D/5	Friday evening	Saturday evening
D/5 Governing Board members	Friday evening	Saturday evening
P/D/Cs widows	Friday evening	Saturday evening
Squadron commanders & all other members attending meeting	Friday evening	
National Bridge	Friday evening	
Chairman of GB or Annual meeting	Friday evening	
D/C of sponsoring District	Friday evening	
Others (Commanders choice of people and time)		
All D/5 members present		Saturday evening

DISTRICT COUNCILS & CONFERENCES

D/5 Bridge	Saturday evening
D/C Department Aides	Saturday evening
Standing and General Committee Chairmen	Saturday evening
All other Department Committee Chairmen	Saturday evening
D/5 Governing Board members	Saturday evening
National Officers from D/5	Saturday evening
Squadron Commanders	Saturday evening
Chairman of the Event	Saturday evening
Members attending	Saturday evening

There are no Friday night hospitality parties planned as the host squadron usually holds a Friday night function for all members.

APPENDIX M

D/5 SUMMER COUNCIL FLAG RAISING CEREMONY

It is a tradition that on Saturday morning of the District 5 Summer Council a flag raising ceremony is held. The location should obviously be near an available flag pole. The uniform of the day is usually “Uniform D.” The time is usually 0830. All participants should be in the specified uniform to include caps.

The Officer of the Day (OD) will call the assembly to order. It is suggested that the OD be the Commander of the host Squadron who can welcome the attending members and then introduce the Master of Ceremonies (M/C). The M/C should be the choice of the D/5 Commander.

The D/F/Lt will be in charge of the marshalling in the ceremonial area and be assisted by several other members. He/she will be in charge of the “master list” of those being introduced. An example of the list is included at the end of this appendix. This list should be filled out, as much as possible, the day before the ceremony with a copy (including the blank spaces) and given to the M/C. The D/F/Lt will make all the last minute additions and/or subtractions and advise the M/C of any changes before the ceremony begins.

INTENDED ORDER OF INTRODUCTIONS

Commander of D/5

Chief Commander (if present)

Active Rear and Staff Commanders

D/5 Bridge Officers (Executive Officer to Assistant Treasurer)

Past D/5 Commanders (in order of seniority)

Invited guests (with titles)

Squadron Commanders (Host Squadron commander first; then alphabetically)

PROTOCOL FOR OFFICERS & GUESTS WHO ARE TO BE INTRODUCED

As each name is called by the M/C, the side-boys will come to a hand salute at the command of the Captain of the Guard. The person entering the Honor Guard will acknowledge the salute, dropping it as they emerge, proceed to a marked position where he/she will salute the Officer of the Day or D/F/Lt before being seated by the assisting Marshall. Civilian guests and uncovered members will use the breast salute. If desired and available, a bosun’s pipe may be used by the Honor Guard.

ORDER OF CEREMONY

1. Call to order and welcome by the designated OD
2. Introduction of M/C by the OD
3. M/C to order posting of the Honor Guard
4. M/C will introduce participation in designated order.
5. M/C will ask all to rise and uncover and then introduce the D/5 Chaplain for the invocation.
6. D/F/Lt will request everyone to stand and cover for the raising of the National Ensign. He/she will call for salute as the Flag is slowly raised while the Star Spangled Banner is played or sung.
7. The D/F/Lt will call for the "Pledge of Allegiance" while audience is still at salute.
8. The D/F/Lt will call "to" for dropping of the salute and order the raising of the USPS Ensign and the D/C's flag (following the USPS Ensign) if hoists are available. (Note: We do not salute the USPS ensign or D/C's flag.)
9. The M/C will call on the D/C for his/her brief remarks. The M/C will then call on the invited guests to make a few brief remarks. (if applicable)
10. The M/C will thank everyone for participating and ask the OD for any pertinent announcements.
11. The OD will make announcements and then declare the ceremonies concluded.

PERSONNEL REQUIRED

1. OD (Preferably Squadron Commander of Host Squadron)
2. M/C to be chosen by the D/C.
3. D/F/Lt plus four members to act as marshals.
4. Eight side-boys and Captain in uniform (need help from host squadron)
5. Three members (in uniform) to perform flag raising (may need help from host squadron)
6. Team to operate PA system for playing the National Anthem and for providing microphone and power to the podium. (may need help from host squadron)
7. Chaplain (D/5 will provide).

EQUIPMENT NEEDED

1. Public Address system (D/5 PA person provides equipment)
2. Podium or lectern with microphone (host squadron/D5 PA person)
3. Tape recording of National Anthem or a squadron member to sing the Anthem
4. White gloves for the side-boys (D/5 or host squadron provide)

5. US Flag (D/5 provides)
6. USPS Ensign (D/5 provides)
7. D/C's Flag (D/5 provides)
8. D/5 Flag for podium (D/5 provides)
9. One hundred chairs, in shade if possible, (check reservations for possible increase in the amount). The chairs will be used on both Saturday and Sunday. (host squadron will provide)

NOTE: This appendix should be copied by the DAO and sent to the host squadron commander and the event chairman well in advance of the Council meeting (suggest at least by the first week in June) so that they will have adequate time to prepare and consult with the D/F/Lt.