



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA™

Dumas Bay Guidelines

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SUGGESTED TIMELINE DUMAS BAY

Before:

- Executive secretary contacts Dumas Bay April of even numbered years
- Two (2) contracts are signed by executive secretary and state president

Before State Convention of even numbered years:

- President will appoint a committee chair and select 6-7 additional members for the ad hoc committee
- Ad Hoc Committee chair contacts committee members to set up a planning meeting during convention

State Convention of even numbered years:

- Meet with committee
- Discuss a theme
- Brainstorm topics and possible presenters
- Discuss/assign duties

Summer in even numbered years:

- Prepare draft of action plan with input from committee members
- Committee chair arranges a planning meeting for Fall Board in even years
- With input from committee members, prepare a draft budget listing proposed activities and estimated expenditures
- Prepare a flyer for distribution at Fall Board

September

- Meet with committee at Fall Board
- Finalize action plan and submit to state leaders at Fall Board Action Plan Meeting
- Assign duties to committee members
- Select a registrar
- Update budget
- Determine possible presenters and who will make contacts

October

- Distribute a flyer to state leaders, area liaisons, committee chairs and chapter presidents via email
- Prepare article and/or flyer to be included in the *ASNews* and also the website. Send article to state editor and flyer to webmaster. Deadline for *ASNews* is Oct 10.
- Send registration to webmaster when ready

November

- Continue to contact and confirm possible presenters
- Check in with committee members on the progress of their assigned duties

December

- Work your plan

January

- Work your plan
- Contact state leaders, area liaisons, committee chairs and chapter presidents to give updates on retreat planning progress via email

February

- Registration form and news article due to editor of *ASNews* by Feb 10 for publication in the March issue

March

- Committee chair submits yearly report to the state president to be included in the “annual reports” **by March 15**. The report should be a bulleted list of the activities the committee has engaged in during the year.
- Prepare draft of daily schedule

April

- Develop a sign-up sheet for convention for those who MAY be interested attending
- May also be used to select scholarship recipient(s)
- Meet with committee at state convention
- Update progress of members
- Adjust duties as needed
- Finalize presenters
- Update daily schedule

May

- 5-6 weeks prior to the event, registrations are due
- 30 days prior to event, report total numbered registered to Dumas Bay. Report only complete registrations. (This is the guaranteed minimum that we must pay).
- Finalize daily schedule
- Follow-up with members who signed the “intent to attend” sign-up from convention
- Send welcome letter to participants with what to bring, directions, start/end times etc.

June

- 2 weeks prior to event, submit allergy list to Dumas Bay
- Update facility with additional registrations/allergies as needed
- Assign rooms to participants
- Upon arrival, take pictures of each meeting room set up to be able to return to the same set-up at end of event
- Complete action plan with items checked off and actual expenses delineated. Return to the past state president by June 15 or immediately after the event.

At end of event:

- Return meeting rooms to the original set up as when you arrived to save \$100-200. Take a picture.
- Check with front desk before leaving to verify payment refund or additional charges, such as additional meals. An invoice will be sent to the state treasurer.

After event:

- Submit final fiscal report to state treasurer and include a copy in the Retreat Notebook
- Submit a final written report of total retreat experiences (what worked and what didn't) and recommendations for future retreats to the state president and 1st vice-president
- Submit all committee vouchers and all original receipts to the state finance chair within 30 days of the event for reimbursement consideration and approval. There will be **NO** reimbursement after 30 days.

- Return planning notebook and state purchasing card to the executive secretary to be passed on to the next chair.

ACTION PLANS

- Bring five (5) copies of your action plan to Fall Board. Give one (1) copy each to the president, immediate past president and the finance chair. Keep two (2) copies (one for your files and one completed form to be submitted to the immediate past president by **June 15**). This interactive form is found on the state website dkgwa.org. Download the form (save), fill-in, save to desktop and print. Also, download and copy the Action Plan Reimbursement form. Estimate the amount needed for each activity you listed.
- At Fall Executive Board complete the Action Plan with your committee members, including the estimate of expenditures.
- Use this Action Plan to plan and monitor proposed activities. It is your basic organizational tool. List the meetings you will attend and the activities needed to complete your responsibilities as chairman. The main meetings to include are Fall Executive Board for you and your committee and the State Convention (these meetings are not reimbursed). You may choose to call additional meetings via email, skype or face to face. Portions of these meetings **MAY** be reimbursed (see vouchers below).
- On the Action Plan, estimate the dollar amount for each proposed activity. **Include expenses for all possible activities you MIGHT participate in. You may not be reimbursed for any item that is not included on your action plan.**
- **The amount currently budgeted for the retreat is \$1200.** You will also be able to include the difference of the per person fee charged by the venue, including taxes, and what the Executive Committee determines as the registration fee per person. If available, you will also be able to include any donations/contributions that have been submitted to the state for Dumas Bay. This could be a zero amount. The available donations will be those that were received by the end of the fiscal year, one (1) year prior to the retreat. Check with the state treasurer for the exact amount.
- **Mail a copy of your completed Action Plan to the immediate past state president by June 15.**
- Keep a copy of the completed form in your permanent committee files to be passed on to your predecessor at the end of the biennium.

VOUCHERS

As this is an ad hoc committee, you and your committee are not reimbursed in the same manner as a state committee. Your “reimbursement” is dependent upon the monies received from the state and the solvency of the state budget. The monies provided are to be used primarily for the operating expenses of the retreat, such as, supplies, materials, copying, presenters and possibly additional committee meetings.

Committee meetings, other than Fall Board and State Convention, may incur additional costs such as mileage and/or one (1) meal. It is important to note that the retreat’s budgeted monies first be applied toward operating expenses of the retreat. All other expenses, such as additional committee meetings, mileage/meal, retreat registration etc. will be paid after **ALL** retreat expenses have been paid, **IF** there are remaining funds in the retreat account **AND IF** the state budget is considered solvent. It is possible that any monies remaining in the retreat account may need to be returned to the state. The distribution of any monies remaining in the retreat account, after all retreat expenses have been paid, will be determined by the finance committee and the executive committee.

Vouchers, for retreat operating expenses **ONLY**, may be submitted as needed, with all original receipts included, for materials, supplies, copying and presenters at anytime.

Vouchers for mileage, meals, committee registrations etc., may **ONLY** be submitted at the end of the event and will be reimbursed **IF** both the state and retreat budgets allow.

- **Remember, all reimbursements for you and your committee members are limited to your budget.**
- On the voucher be sure to include your name and complete address. Do not write below the line under the address.
- **Committee members must give their vouchers and original receipts to the committee chair to be initialed before the committee chair sends them to the finance chair.**
- As chair, you must follow the state reimbursement procedure. After the chairman initials all vouchers, vouchers are sent to the finance chair for her signature. The finance chair then sends the vouchers to the state president for authorization. The state president sends them to the state treasurer for payment.
- All vouchers must be submitted within 30 days of the event to be considered and approved for reimbursement.
- There will be **NO** reimbursement without original receipts and the signatures/initials of the committee chair, the state finance committee chair and the state president.
- There will be **NO** reimbursement for any item/activity not included as part of the committee action plan.

- **All dated original receipts must be vouchered within thirty (30) days of the event and submitted prior to the close of the fiscal year (June 30), unless an extension is authorized by the state president.**
 - *Postage:* Include the receipt from the Post Office or the stores where stamps are purchased
 - *Printing:* Use the state printing card for discounts and include receipts
 - *Supplies:* Include all original receipts
 - *Presenters:* Include separate voucher for each with name/address for mailing.
 - *Travel:* 20 cents per mile and/or ferry receipt.
 - *Meals:* Include receipts from committee meetings only

GENERAL GUIDELINES/INFORMATION

The available funds for producing the event are a combination of the retreat budget line item (currently \$1200, \$600 per year), donations that have been received by the end of the fiscal year, one (1) year prior to the event and the difference between the per person fee charged by the venue, and the per person registration fee. You must also include \$100-\$200 as an expense if you choose to have the facility do the set-up and take down.

It is recommended that pictures be taken of each of the meeting rooms upon arrival and upon departure to have a record of the way the spaces were received and the way they looked upon departure.

Contracts are signed by the executive secretary and the state president approximately one (1) year prior to the event.

One contract should include the Heron/Conference room and 28 overnight rooms, the second contract should include the rehearsal hall and 14 overnight rooms.

Contracts are paid in two installments. The first installment occurs in Sept/October the year before the event and the second installment in March/April, prior to the event. A final bill/adjustment/refund will occur at the end of the event and will be sent to the state treasurer. Typically, the deposit for both contracts is rolled over.

Start/end time for the committee has typically been Tuesday 10:00am - Thursday 4:00pm.

The committee will determine the start and end times for the participants. In the past this has been room check in Tuesday at 3:00 pm and room check out Thursday at 11:00 am with all participants leaving between 2:00-3:00. The committee leaves between 3:00-4:00 after a final evaluation.

Participants must register for the entire event, including all members of the planning committee that will be participating in the event.

Only participants/committee members who pay in full should attend the event. This does not include those who are attending because they are presenting only.

At the end of the retreat, report any extra meals that have not been previously reported, or were unable to be covered by the cancellations, to be added to the final invoice.

Other groups may also be on site at the same time but using different workshop spaces.

Make sure the chef has included some signage to indicate the food(s) specifically available for the participants with allergies. You may wish to make an announcement, "If you do not have allergies, please do not eat the food marked for those with allergies". You may need to add an additional label with a name indicating for whom those foods were made.

If the committee wishes to plan a special activity such as a field trip to a garden or a paint and sip activity a separate fee may be levied, which is not part of the original registration. Because an extra fee would be involved, participation would be completely voluntary.

REGISTRATION

Select a registrar from the ad hoc committee.

Registrar should be able to construct a spreadsheet that includes name, chapter, address, phone number, email, contact person/phone in case of emergency, all payments, check number or cash, date received, food allergies and any other items the committee deems necessary.

Registrar needs to periodically send the registration checks to the state treasurer.

First registration cap for the number of participants is 42 (there are 42 rooms available that have 1/2 bath, toilet and sink). After the cap of 42 is reached, all other incoming **COMPLETE** registrations will be put on a waiting list. The registrar may contact 3 additional people from the waiting list who may be added to make a total of 45. The additional 3 must be willing to occupy a room with a sink only. The additional 3 should be contacted in order of registration.

After the registration deadline is past, or the first cap of 42 is reached, all other registrations will be put on a waiting list.

The final cap for the number of REGISTRANTS is 45 to comply with fire codes. Fire codes will allow 4 more additional to accommodate outside presenters/performers for a max of 49.

All participants, including committee members, need to register for the entire event. There will be **NO** day-timers or partial registrations.

A registration is not complete until both the form and full payment have been received.

No registration shall be recorded until it is complete.

Registration at the door is **NOT** an option.

Registrar or committee member will fill in the room assignments on the rooming list provided by the facility, or copied from the Dumas Bay planning notebook.

Room requests should be filled on a first come first serve basis unless there is a medical need.

Guaranteed registration numbers must be reported to Dumas Bay 30 days prior to the event.

This is the minimum number we must pay for. New contracts will be generated to reflect the number of reported registrations. It may be possible to add a few more after the 30 day mark if the facility has rooms available. Registrations need to be due 5-6 weeks prior to event.

If a cancellation occurs 31 days prior to the event, the registration fee will be refunded minus a \$10 handling fee. If a cancellation occurs 30 days or less prior to the event, a refund will be voided unless a replacement can be found from the waiting list. **(This information needs to be included on the registration form and the informational letters that go to the participants).**

Any non-DKG presenters who will be sharing a meal or needing accommodations will be handled at the end of the event. If there are cancellations of any participant, those rooms and meals may be used, without a charge, to pay for the presenters. At the end of the event, any presenters that could not be covered from the cancellations will have the meals and accommodations reported to the front desk to be included in the final invoice.

Upon arrival, the registrar, or the committee member in charge of check-in, will greet the participants at the front desk sign-out their room keys. You may want to set up a registration table off to the side of the main desk. Check with the Dumas Bay staff on any special instructions they may have regarding the check in procedures.

Upon departing, all keys must be checked in with the committee person in charge. Any fees incurred due to a key not being returned, for any reason, will be at the expense of the participant assigned to that key. **(This information should be included in the informational letters/emails/opening remarks etc. that go to participants).**

The registrar will be responsible for sending the list of allergies to Dumas Bay 2 weeks prior to the event with needed updates until the event.

PRESENTER RECOMMENDATIONS

Please use DKG members as presenters when possible. DKG members do not receive reimbursement or payment.

If a non-member is making a presentation it is recommended that an honorarium of no more than \$50 be offered. If the presentation is backed up to a meal it would be appropriate to offer a meal to the presenters as well.

Presenters may be paid on site with a check included in a thank you note. In order for this to occur, vouchers must be sent through the voucher process (beginning with the finance chair) 2-3 weeks prior to the event; otherwise, checks will be mailed after the event (make sure the presenter's name and address are included on the voucher).

If a presenter is asking for more than a \$50 fee, you must **first get approval** from the state executive committee.

Try to plan for presenters that are traveling a distance. It is best to check with them about an appropriate time to present to allow them time to arrive in the morning and/or drive home safely in the daylight. Offering lodging should be avoided if at all possible.

PRINTING COSTS

This can be one of the largest expenses. To save money please consider the following:

- Send information, agendas, plans etc. to committee members via email and have them bring their own copies.
- Limit the use of color. B/W costs are 2.5 cents per side, color is 22 cents per side.
- When possible, run back to back copies. This really isn't a savings but it is a perceived saving.
- **Use the state printing card**
- Consider having presenters prepare a PowerPoint, put handouts on a thumb drive or post on the state website rather than printing for each participant.

CLOCK HOURS

Clock hours **WILL NOT** be offered for the Creative Arts Retreat at Dumas Bay.

DEADLINES

- **Registration forms should be received approximately 5 weeks prior to the event.**
- Final registration count must be submitted 30 days prior to event w/updates as needed.
- Report food allergies for meals 2 weeks prior to the event w/updates as needed.
- An article should be sent to the editor **by October 10** for publication in the November *ASNews*.
- Flyer should be sent to the webmaster, chapter presidents and state leaders **by October 10**
- Registration form should be available on line and also sent to the *ASNews* editor **by February 10** for publication in the March issue.

TO SAVE ADDITIONAL MONIES

When designing the contract, agree to do your own set up and take down. Additional chairs and tables are available at all times in the table room. At the end of the event return the rooms to the way you found them according to the facilities diagram. This will save \$100-\$200.

Use the state projector and personal laptop/mobile devices when possible rather than rent from the facility. A screen is available in the Heron room. Projecting on the wall works well in the Rehearsal Hall.

Check with the committee for personal equipment to use such as microphones and speakers. It is very expensive to rent from the facility.

Use DKG presenters when possible.

Select the chef's choice option for meals. This will save approximately \$6 per person which makes a nice savings of \$250- 300

Refrain from contracting for a break. Usually, the shared snacks the participants bring, and the meals being so plentiful, there is no need for anything extra.

EQUIPMENT

- Wi-Fi is available
- Use state equipment if projector is needed and personal laptop/tablet
- Screen available in Heron
- All other equipment, microphones, sound system, CD players etc. should be provided by the committee, if possible, to save on rental costs.

ROOMS

- **There will be a cap of 45 participants**
- There are 19 1st floor singles with ½ bath
- There are 23 2nd floor singles with ½ bath
- There are a few additional rooms, both doubles and singles, on the first and second floors with a sink only (these will be reserved for overflow participants and with permission from the participant for placement in one of these rooms).
- There is no elevator
- Shared bathroom and showers are available
- Bedding, small towels and washcloths are provided by the facility
- A shared refridgerator is available

PLANNING DUTIES FOR THE COMMITTEE (Simply suggestions and possibilities)

Registrar
Chairman

Design budget
Final budget with actual expenses

Room key sign out and sign in

Fall Board report, **1 minute**

Convention Report and/or skit invitation

Design and submit registration form to webmaster, *ASNews* editor and the state membership

Design and submit flyer to webmaster, *ASNews* editor and the state membership

Submit news articles to *ASNews* editor **October 10** and **February 10**.

Welcome letter, what to bring, directions, start/end times for participants.

Schedule of activities with time and locations

Presenters

Sessions

Morning exercise

Getting to know you activities

DIY activities

Name tags

Door signs

Welcome bags

Certificates

Scholarship(s)-Recipient(s) chosen from Convention "intent to attend" sign-up sheet

Thank you notes

Snacks

Mints/quotes on the pillow

Lost and found

Sound system/tech help

Photographer

Evaluation

Organize planning notebook and send to executive secretary along with state printing card

State donation Form (free will only). Print from state website, resources tab and then forms.