

# PROTOCOL

FOR

## NATIONAL OFFICER VISITATION

State and National officers of the JCI Senate are sacrificing both time and money to serve the purpose of our organization. It is incumbent on us to follow certain protocol when inviting officers to attend our Senate functions and to entertain them during their visit. Webster's defines protocol as: "...a code of diplomatic etiquette and precedence." *In the Senate, protocol usually involves actions taken to make visiting dignitaries feel welcome, and to recognize their position in the organization.*

The four "C's" of protocol are **communication, common sense, courtesy and cash.**

### Communication:

It is bad form simply to expect national officers to attend a function or merely to mention your request orally while they are attending other meetings or functions. Written invitations (not just a flyer) should be sent well in advance of the event you wish them to attend and it should contain specific dates and pertinent details such as:

- **Attire**—Guest should be informed of clothing needed for the function. Nothing is more embarrassing to a guest than attending a function and being informed after arriving that formal wear is required and not having it. Remember to advise your guest of the weather in your part of the country to bring proper clothing to enjoy planned activities or outdoor attractions.
- **Action**—If you expect your guest to speak, judge competition or perform other functions during the meeting, specific expectations should be given.
- **Host**—Request that your guest notify you of their arrival time, method of travel, travel companion and special needs. Your guest may utilize a personalized visitation form setting forth relevant information including dietary requirements, clothing sizes, and so forth. This information is necessary in order to properly satisfy the common sense and courtesy of protocol. Advise your guest of what you will be able to provide and expenses you can accommodate during their visit. (More will be covered on this under cash)

### Common sense:

It is considered common sense and proper protocol to recognize all past and present state and national officers in attendance for your function. These individuals have earned the respect of their fellow Senators since each holds, or has held, a position of responsibility or has, through other contributions, given much to our organization. These individuals should be properly introduced.

At business meetings visiting national officers should be given an opportunity on the agenda to address the group briefly. When the function coincides with a state Jaycee

event, visiting national Senate officers should be introduced to the state Jaycee President, and other officers.

**Courtesy:**

The ranking officer of the host organization is the host for any invited guest to your function. The host should meet, or designate someone to meet the visiting guest at the airport or other point of arrival. Also, the host or designee should remain with the guest throughout his/her visit. Please do not forget the guest's spouse. Your guest officers will more than likely know other Senators attending your function and could be engaged in conversation while the spouse is unattended.

While you should not deny a visiting officer the opportunity to participate in local or state fundraising activities such as raffles, you should refrain from actively selling them raffle tickets.

Consideration should be given to travel fatigue. Your guest may need to rest or freshen up before attending any meeting or social function and should be given that opportunity.

**Cash:**

This is where the rubber meets the road. State and national officers are usually sacrificing both time and money to serve the purpose of our organization. National officers get various amounts of budgeted expense money for travel which does not nearly cover all their expenses during their year(s) of service.

The host organization should provide all necessities during the visitation of invited guests: registration, lodging accommodations, local transportation, meals, etc. Consideration should be given to providing as much as you can to other state and national officers attending your function.

Host organizations should provide hospitality to guests based on their budgeted funds. Host organizations should not hesitate to advise their guest of what can be provided and what cannot be provided. This should be addressed up front in the first phase of protocol, communication.

**Guidelines for consideration when inviting national guests are as follows:**

**National President**

- Our National President has a travel budget for attending International, national and regional meetings in order to represent our national organization. However, budgeted funds are never enough to cover all expenses. Attendance costs should be augmented by the host organization for each of those meetings.

The host group should provide all necessities during his/her visitation. (i.e. travel cost, registration, lodging accommodations, local transportation, meals, etc.) In short, the National President should not have to pay for anything while attending your function at your request. It is always considerate to provide a hospitality basket of cheer, including fruit, snacks and perhaps a favorite beverage waiting for him/her in their hotel room. A floral arrangement placed in advance in the hotel room is also a nice touch.

**Administrative. Vice President, Secretary, Treasurer, Chairman of the Board and National Vice Presidents**

- When inviting state and national officers, other than our National President, to attend a function, consideration should be given to assisting them with as much of their expenses as possible.

These officers have limited funds available in the national budget to help with attendance to National Meetings in which they are required to participate. These funds are not, nor are they intended to be sufficient to defray the entire cost of performing the duties required during their period of service to the organization. Whenever possible, the host group should seriously consider paying all or at least part of their travel expense, and provide all of their necessities during their visit. (i.e. registration, lodging accommodations, local transportation, meals, etc.)