

Greene County
Volunteer
Firemen's Association
Guidelines



**GREENE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
GUIDELINE COMMITTEES RESPONSIBILITY**

Rev. 2/12

TO UPDATE, IF NEEDED, THE FOLLOWING GUIDELINES:

- 1. By-Laws and Guidelines**
- 2. Steering Committee Guidelines**
- 3. Recruitment, Retention and Membership Guidelines**
- 4. Firemen's Home Guidelines**
- 5. Resolutions Guidelines**
- 6. Fundraising Guidelines**
- 7. Nominations Guidelines**
- 8. Firefighter of the Year Guidelines**
- 9. Drill Day and Rules Guidelines**
- 10. Ski Competition Guidelines**
- 11. Booster Line Guidelines**
- 12. Fire Prevention. Day Guidelines**
- 13. Scholarship Guidelines**
- 14. Dress Parade Rules, Regulations and Parade Counters Guidelines**
- 15. Greene County Convention Advisory Guidelines (Convention Guidelines, with helpful suggestions list**
- 16. Past Presidents Dinner Guidelines**
- 17. Greene County Home Fire Disaster Fund Guidelines**
- 18. Greene County Day at the Firemen's Home Guidelines**
- 19. Quarterly Meeting Guidelines**
- 20. Procedures for borrowing PA Guidelines**

*GREENE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
PROCEDURE FOR BORROWING ASSOCIATION PROPERTY AND SPEAKER SYSTEM*

(REV.2/12)

1. Fire organization borrowing property or speaker system must fill out the request and receive written permission from one of the 3 County Presidents. (see attached form's)
2. Written permit will have date to be picked up and returned. Cannot be picked up or returned on a Saturday or Sunday due to being stored at County Building.
3. Organization borrowing equipment will be responsible for equipment.
4. All Equipment will be stored at the Greene County Emergency Operations and Training Center. Unit will be picked up here and returned here.
5. When equipment is returned, it will be inspected for damage and to be sure everything is returned.
6. Unit can only be loaned for firematic purpose because of insurance coverage.
7. Persons or fire organizations borrowing unit cannot loan it to someone else or use it for personal use.

Units available:

- Small Public Address System
- Large Public Address System
- Memorial Plaque
- Convention Street Banners (2)

GCVFA
PERMISSION FORM FOR
BORROWING ASSOCIATION PROPERTY AND SPEAKER SYSTEM

Permission is hereby granted to:

Organization Name

For use of the:

- Small Public Address System
- Large Public Address System
- Memorial Plaque
- Convention Street Banners (2)

owned by GCVFA for the purpose of _____ . Unit (s) to be picked up on _____ for use on _____ and returned on _____ .

Speaker units are stored at the Greene County Office Building in Cairo and will be picked up and returned at that location. Borrowing Organization listed above is responsible for any damage occurring to unit(s).

Borrowing Organization Representatives Signature

Representatives Name Printed

Authorized Signature of GCVFA – Pres. Or V/Pres.

Authorized Signature Printed

Date

GCVFA
REQUEST FORM FOR
BORROWING ASSOCIATION PROPERTY AND SPEAKER SYSTEM

Date: _____

I, _____, Representing the _____,

wish to borrow.

THE FOLLOWING ITEMS:

_____ Small Public Address System

_____ Large Public Address System

_____ Memorial Plaque

_____ Convention Street Banners (2)

To be used for _____

On the following dates _____

IT IS UNDERSTOOD THAT THE ORGANIZATION LISTED ABOVE
WILL BE FULLY RESPONSIBLE FOR THEIR BEING RETURNED IN THE
SAME CONDITION AS RECEIVED. IT ALSO NOTED THAT THE ABOVE
ORGANIZATION SHALL BE RESPONSIBLE FOR PICKING UP AND
RETURNING THESE ITEMS TO THEIR POINT OF STORAGE WITHIN ONE
WEEK AFTER THE EVENT.

SIGNED BY _____ TEL NO. _____

APPROVED BY _____ TITTLE _____

*GREENE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
DRILL DAY GUIDELINES*

(REV. 6/09)

1. Hosting company should confirm date with County Association. It is usually the second Sunday in June. (If date needs to be changed, request should be made in writing and brought before the Association by the 2nd quarterly meeting in February).
2. Contact County appointed committee for rules. (A copy of the rules & regulations is attached).
 - A Captains meeting should be held **two months** prior to the drill day.
 - Letters should be sent to departments and auxiliaries to correlate with the Captains meeting. Mailing list can be obtained from the Financial Secretaries of the Assoc. and Ladies Aux. Entry deadline to be set by the Host Company.
 - Judges should be present at the Captains meeting.
 - The Drill shall be open to companies, departments, and ladies auxiliaries who are paid up Members of the Greene County Vol. Firemen's Assoc. or Greene County Ladies Aux. Teams will be made up of active members of the above mentioned companies and/or departments. A Company or department from the town or village where the drill is to be held is allowed to participate. Active Junior members (14 or above) may participate. All protests **must be made immediately** by the Hose Team Captain of the protesting team to any judge.
3. The Association will advance \$250 towards expenses. Any additional cost will be the responsibility of the hosting company. The required fee per team is \$25.00. If team shows up to event, Host Company usually returns \$25.00 to the team. (It has been customary that the team then donates the money to the Host Company to help with expenses.)
4. It is the responsibility of the hosting company to obtain and return all equipment.
5. An adequate PA system is required for the day. You can borrow the Association PA system. See attached procedure for borrowing PA system.
6. A representative is requested to attend County meetings with a progress report and a final detailed report for filing is required following the event at the fourth Quarterly meeting in August
7. Host Company is responsible for contacting Judges. Judges should be Past Presidents, Officers, or any member of the County Association.
8. The Overall winner of the events receives the County Plaque to hold for one year. After 12 years, the department who has the most listings on it keeps this plaque. A new plaque will then be obtained by the County to pass on.
9. Refreshments are the responsibility of hosting Company or Department. Usually hot dogs, hamburgers, chips, salads, etc. There may be a charge or a Donation bucket for refreshments.
10. The events (same for men's and ladies' teams) are Equipment Drill, Three-Man Ladder, Modified Dry Hose Lay, Wet Hose Lay, Portable Pump, Bucket Brigade, and Nozzle Control. See attached rules and regulations for further information.
11. An opening ceremony should include introductions, pledge to the flag, prayer, and all participants should be there for it.
12. If the Host Company or Department wants to do something for children to make it a family day, they can as long as safety is the primary focus, adequate manpower for supervision, adequate area so as not to interfere with other events.
13. The Host Company or Department is responsible for trophies for each event. At least a 1st place trophies, plaques, statues, etc. must be award. Additional trophies may be awarded. Participation certificates must be handed out.

GREENE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION (REV. 1/2012)
PAST PRESIDENTS DINNER GUIDELINES

The Past Presidents Dinner committee shall be comprised of the 2nd Vice President and whoever else the President has on his committee for GCVFA. The GC Fire Chiefs is represented by at least the Vice President and the GC Fire Police is represented by at least the Vice President. The GCVFLA is represented by 1st Vice President, 2nd Vice President, and at least two (2) but not more than three (3) members appointed by the President.

NOTE: Each Organization is allowed one vote and order of recognition is on a yearly rotation schedule.

Duties are to assist in planning starting with the organizational meeting in March, arranging and promoting the Annual Past Presidents Dinner. The Committees will work with the above mentioned Organizations so that the interests of all parties are not overlooked.

Topics to be covered: Date - Usually in Nov (2nd Sunday)
Place
Music
Menu
Program
MC
Flowers
Gifts (approval of membership) 50/50
Tickets
Door Prizes/Straw Drawing
Letters to Executive Committee members of LAGCVFA
Separated Invitations to Honorees
Advertisement - Local newspapers and Booster Line

Final Report should be compiled and brought back to each Organization as soon as possible after the Dinner has been completed.

*GREENE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
QUARTERLY MEETING GUIDELINES*

(REV. 1/02)

1. Quarterly meetings are held in November, February, May, and August with the Convention meeting in September.
2. Host Company needs to provide a head table consisting of 2 tables and six chairs. An American Flag is also needed. When facing the head table, the flag is placed to the left. Also, provide water and glasses at the head table. If President or Host Company provides a Pastor/Minister to give invocation and/or benediction, it is suggested to make sure they are mindful in their services/prayers of other religions which members and guests may be and to keep it generic or just have a moment of silence.
3. Set up approximately 60 chairs, however more may be needed.
4. Refreshments are served after the meeting and are the responsibility of the Host Company. Host company may "pass the hat" to help off-set the cost of the refreshments.
5. G.C.V.F.A. will provide the 50/50 tickets. The money collected from this is split - half goes to the Association and half goes to ticket holder.

these separate awards ceremonies encourage outside groups to be present, to present awards. These award ceremonies run from June 1st to the night before graduation. (Cairo, Catskill, Greenville, and Hunter-Tannersville.)

9. Committee meeting should be held in early May to finalize presentations. Example of items required: Checks (11), certificates (11), and personal presentation schedules. A maximum of eleven signed checks with name blank, but all other information filled in should be obtained from the GCVF A Treasurer. These checks should be held by the committee Chairman and filled in with the recipient names as they are received from the schools.
10. This award includes \$100 check, certificate, and congratulatory letter to recipient. These items should be sent to school for their presentation ceremony, (or graduation) in a large envelope that the school can present to the recipient. The Congratulatory letter should include an invitation for recipient to participate in the annual county convention parade. Include in the invitation the location, date, and time of the parade line up. The congratulatory letter needs the Scholarship chairman's name, address, and phone number.
11. Names of all recipients need to be sent to GCVF A Treasurer by the third week of July so he/she may close their books for GCVF A executive Board Meeting in last week of July.
12. Names received from the school and before the school's award ceremony or graduation, need to be kept confidential among committee members and GCVF A Treasurer. This will prevent students finding out until the school awards or the school notifies the student of their selection.
13. Report should be compiled and submitted to each organization by the joint July executive Board meeting (last Thursday in July.)
14. The ten (10) county schools and seven (8) private school addresses and phone numbers are attached.

Section B.

Columbia-Greene Community Foundation Scholarship

1. Greene County Volunteer Firemen's Association and Ladies Auxiliary of the Greene County Volunteer Firemen's Association share of this program is \$250, with each splitting the cost at \$125 each. The remaining \$250 comes from a private individual through the Columbia-Greene Community Foundation(Foundation.)
2. The Scholarship Committee handles the communications and process for both organizations with the Foundation. The Foundations handles the selection and process through the Columbia-Greene College.

3. Greene County Volunteer Firemen's Association will set their annual funding (\$125) from the General Fund as they do for Greene County Day at the Home and Greene County Drill Day. The annual cost (\$125) will be transferred to the Scholarship Fund.
4. Ladies Auxiliary will send their share to the Firemen's Association to be deposited in the Scholarship fund.
5. The annual Scholarship cost of \$250 will be written from the Scholarship Fund to the Columbia -- Greene Community Foundation."
6. The Criterion for the scholarship follows:

Firefighter/Auxiliary Scholarship Criterion

- The recipient of this scholarship must be Greene County Volunteer firefighter or a Greene County Volunteer Fire Auxiliary member.
- Junior Firefighters are eligible.
- No age limit
- This scholarship will be annual.
- Students should be in their first year at Columbia-Greene Community College.
- There must be financial need.
- Student must be taking a minimum of 6 credit hours per semester
- This scholarship is \$500.
- Students must maintain a passing grade with a GP A of 2.3 or above.
- A short essay titled, "Why do you Think Volunteer Firefighting is Important?" must be submitted.
- One completed Recommendation Form is required from the applicant's Fire Chief.
- Essays and Recommendations Forms are due on or before March 4, 2011.
Please submit them to:

Joan Koweek, Executive Director,
Columbia-Greene Community Foundation
4400 Route 23
Hudson, NY 12534

FIRE FIGHTER OF THE YEAR GUIDELINES

The first award was given at the September 2000 GCVFA Convention

QUALIFICATIONS

- Nominee must be a resident of Greene County and a member of a Company that is a member of the Greene County Volunteer Firemen's Association, Inc.
- In case the Nominee comes from a Borderline Company of the Association and resides in an adjacent County to Greene, above rule will be waived.
- The Nominee does not have to be a member of the GCVFA himself.
- In all correspondence to the Committee, including the application of the nominee, Company or Department letterhead **must** be used and signed by a Chief of the Company and attested to by the Secretary of the Company.
- **To qualify for Fire Fighter of the Year, the Nominee must have done some deed of outstanding quality, either in the Line of Firematic Duty or a civic function.** The committee will consider all Applications as to: **FORTHRIGHTNESS, COOL AND COLLECTIVE ACTION, QUICK THINKING, TEAM PLAYER, SWIFT UNDERSTANDING OF THE SITUATION, AND USE OF CORRECTIVE MEASURES** in the acts of the applications.
- A complete resume must be submitted along with Media Coverage, pictures, and subordinating statements as to the acts performed, if available.
- **Each Department or Company should select at least one (1) Nominee each year.** A letter, including a sample of the Procedure Form Letter to be returned, should be sent to each Department/Company around the beginning of the year to remind them to nominate someone and address where nomination letter should be returned. (sample letters attached). Mailing lists can be obtained from the Financial Secretary of the Assoc.
- If more than one person is involved in the feat and found worthy of the award by the Committee, **the award shall name all persons.**
- A set procedure form letter will be used in making out the letter to the Committee in the name of the Nominee (see attached sample letter).
- **THE QUALIFICATION FOR THE AWARD WILL RUN FROM AUGUST 1ST THRU JULY 31ST.** The Award will be presented to the Fire Fighter of the Year at the Annual GCVFA Convention in September.

- The Committee, after selecting a Fire Fighter of the Year, shall arrange for an appropriate Award Ceremony to be held at the Annual Convention. They shall also obtain a fitting plaque for the Fire Fighter of the Year and Honorable Mention Certificates for the other Nominees.
- The Award Ceremonies shall include a delegation from the Recipients Company or Department, the Officers in charge at the scene of the feat and/or the persons witnessing the event to enhance the Awards Ceremonies.
- The Committee will then submit the name(s) of the GCVFA Firefighter of the Year to Hudson Valley Volunteer Firemen's Association's and F.A.S.N.Y. 's Firefighter of the Year.
- Hudson Valley Firefighter of the Year runs calendar year, January 1, _ _ _ _ - December 31, _ _ _ _ and the deadline for submission of the year is around February of the following year (e.g. the deadline for the 2001 award was February 15, 2002.) Must check deadline date yearly.
- F.A.S.N.Y. Firefighter of the Year runs calendar year also but deadline for submission is March 1, _ _ _ _.

SAMPLE LETTER TO DEPARTMENTS:

**GREENE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
VOLUNTEER FIREFIGHTER OF THE YEAR
AUGUST 1, 200X THRU JULY 31, 200X**

George F. Stacey – Chairman
Ed Dibbell
Barry Feml

John P. Farrell, Jr.
Lew O'Connor

Date

To All Members of Fire Depts., Companies, and Associations:

The Greene County Volunteer Firemen's Association is in their third year (change year accordingly – 1st year was 2000) to recognize a Firefighter of the Year. Every Fire Company, Department and Association has members who are deserving of special recognition. Please review the enclosed information. Please keep in mind that acts of heroism are not the only criteria used in selecting the Award Recipients.

All nominations must be received before August ?, 200X. The committee will review all applications and announce a recipient at the Annual Convention in Please call, Chairman at.....(telephone #) if you have any questions.
Thank you.

Please return nominations to:
Greene County Vol. Fire Fighter of the Year 200?
C/O, Chairman
Address
Town, NY Zip

Firematically,

SAMPLEY PROCEDURE FORM LETTER TO BE RETURNED TO COMMITTEE

Submitting Fire Dept. Name
Address
Town, NY Zip

Date

RE: NOMINEE FOR FIREFIGHTER OF THE YEAR – 200?

NAME OF YOUR NOMINEE

Fire Fighter of the Year Committee
Greene County Vol. Firemen’s Assoc.
C/O, Chairman
Address
Town, NY Zip

Dear Committee Members:

Letter should contain the following information –

- Give a complete resume of the feat or service of your nominee
- If there was coverage by the news media (radio, television, or newspaper), include the reviews with your application as attachments. Include pictures, if any.
- If there were witnesses to the feat, include subordinating statements or letters.
- List the telephone numbers of your Chief in the event the Committee has a need to contact him/her.

Respectfully submitted,

....., Chief

....., Secretary

letters must be signed by the Chief and the Secretary of the Department/Company

GREENE COUNTY DAY AT THE FIREMEN'S HOME GUIDELINES

1. Activities for the day consist of Horseshoe Tournament, Parade, Entertainment, and Refreshments
2. Host Company should obtain prior reports from Association as sample of expenses, letter sent, program, etc.
3. Contact the Home six months in advance and confirm the first Sunday of June as the date for Greene County Day. Also confirm the time.
4. The Association will advance money towards expenses, amount to be reviewed annually by members of the Association (\$250 as of 1997). Any additional cost will be the responsibility of the hosting company.
5. Letters announcing the event and request for donations should be sent out to the fire companies and auxiliaries by April 1st. Some hosts have done 2 mailings. One by the end of February announcing date and requesting donation and then again by April 1st with exact times of events. Make sure you include the Parade/Horseshoe application (see attached).

Letters are sent to all Greene County departments, Auxiliaries, and Trustees of the Home. Mailing lists can be obtained from the Financial Secretaries of the Association and Ladies Aux. Invitations with a reply request should also be sent to each officer of the Association and Ladies Aux.

6. Activities:

HORSESHOE TOURNAMENT

- There are 8 sets of horseshoes that were made and donated to G.C.V.F.A. for Greene County Day. These will be handed to the next host (if known) or will be kept with County equipment at Cairo storage area and obtained through 1st Vice President. It is the current host's responsibility to make sure the horseshoes are at the Home the day of the tournament.
- Teams can be made up of Department and/or Auxiliary members.
- Pits need to be groomed the day before the tournament. The Home MAY have maintenance do this - need to check with the Administrator.
- Team meeting should start at 8:30 am. Each team must sign in. Numbers are placed in a hat and positions drawn. Suggest having coffee and donuts available.
- Start tournament at 9:00 am
- For the tournament, a minimum committee should consist of one scorekeeper, one person with knowledge of the games rules (both of these people should be drawn from outside of the hosting company), and one person from the hosting company.
(Suggest asking Marilyn Farrell as Scorekeeper)

- Lunch is provided for the horseshoe tournament participants and their families (provided by Host Co.
- Trophies are awarded during the ceremonies after the Parade.
There is a 1st and 2nd Place.
Host Company is responsible for obtaining trophies/plaques.
(The 1st. Place winners will represent Greene County at Hudson Valley's tournament at the Firemen's Home in September.)
- There is a Horseshoe Tournament plaque at the Firemen's Home and it is the Host Companies responsibility to add the names of the 1st Place winners.

PARADE

- Line-up at 1:30 pm with step-off at 2:00 pm
- Hosting company should designate one person to be in charge of the parade
- County Officers (Association and Ladies Aux.) lead the parade
- Host company should provide Color Guard that will remain by the Reviewing stand during ceremonies

CEREMONIES AND ENTERTAINMENT

- If a stage or PA system is needed, contact the Firemen's Home. You can borrow the Association PA system. See attached procedure for borrowing PA system.
- A Master of Ceremonies should be engaged before the day of the event. Host Company is responsible for obtaining same.
- Program to follow the parade is up to the discretion of the hosting company.
(A sample program is attached.)
- Host should present participation certificates to all departments and auxiliaries
- Entertainment can consist of fire-related demonstrations, music groups/bands, etc. Duration is approximately 30 minutes. It is Host companies responsibility to arrange and set up.

REFRESHMENTS

- Order 6-8 weeks before the event. Host company can order through the Home - 828-7695.
- Payment for refreshments is sent to the Home. Amounts needed are usually taken from prior year totals of food. Can either have homemade salads (made by Host Co.) or order through Home.
- Check on order 2-3 weeks before the event to confirm.
- Refreshments (usually hamburgers, hot dogs, salads, chips, and beverages) are served AFTER the ceremonies and entertainment so that all can enjoy the hard work of the Host Company. Cooking and set up are the responsibility of the Host Company.

7. Grounds are to be left as they are found. Clean up is the responsibility of the hosting company.

8. Insurance - The Home has a 5 Million-dollar liability policy. Also note that if your Chief or a Line Officer of your department authorizes your participation, you are covered under your departments policy.

9. A representative is requested to attend county meetings with a progress report and a final detailed report is required at the **NEXT** County Association meeting following event. Two copies of the detailed report are needed - one for filing with the Association and one to be passed along to the next host. After all expenses, any remaining funds are either donated to the small change fund at the Firemen's Home or used to purchase equipment or items that will benefit the members of the Home.

**GREENE COUNTY DAY
AT THE
FIREMEN'S HOME**

JUNE _____

PARADE APPLICATION

*FIRE COMPANY/
AUXILIARY* _____

PRESIDENT _____

CHIEF _____

APPARATUS _____

NUMBER OF MARCHERS/PARTICIPANTS _____

HORSESHOE TOURNAMENT PARTICIPATION

YES _____ *NUMBER OF TWO PERSON TEAMS* _____

NO _____ *NOT INTERESTED* _____

PLEASE RETURN TO: _____

APPLICATION DUE BY _____

**GREENE COUNTY DAY- PROGRAM
JUNE _____**

PARADE COMMITTEE

MASTER OF CEREMONIES

WELCOME

INVOCATION

PLEDGE OF ALLEGIANCE

NATIONAL ANTHEM

READING OF MEN AT THE HOME

INTRODUCTION OF G.C.V.F.A. PRESIDENT

INTRODUCTION OF L.A.G.C.V.F.A. PRESIDENT

INTRODUCTION OF HOME ADMINISTRATOR

INTRODUCTION OF HOME TRUSTEE

INTRODUCTION OF HOST COMPANY OFFICERS

INTRODUCTION OF HOST COMPANY LADIES AUXILIARY

PRESENTATIONS FOR HORSESHOE TOURNAMENT

PARTICIPATION AWARDS

ENTERTAINMENT

BENEDICTION

REFRESHMENTS

CONVENTION GUIDELINES - revised 2002

(PRESENTED TO HOST COMPANY BY ASSOCIATION SECRETARY UPON CONVENTION APPROVAL)

1. Shall be held the week after Labor Day, Tuesday through Saturday
 - ~Tuesday - Ladies meeting, 8:00 pm
 - ~Wednesday-Ladies Dinner and Entertainment
 - ~Thursday-Association Dinner and Meeting (meeting starts at 8pm)\
 - ~Friday-Mardi Gras (optional) and Mens Entertainment
 - ~Saturday-Dress Parade, line-up 1:00 pm, step-off 2:00 pm

2. The Association will advance money (amount determined by Association members each year) toward expenses associated with the following (this amount may not cover the total cost of these items, however these items are required by the County):
 - ~Full page ad and all convention information
 - ~Ad book page of committees
 - ~Ad book pages of past and present officers
 - ~Ad book page of Annual Convention program
 - ~Memorial page - it is the responsibility of the host company to obtain names of the deceased members from Association companies and departments and auxiliaries (deceased does not have to be a member of G.C. Association to be included on list)
 - ~Dinners for 10 invited guests of the President
 - ~Required County Association trophies for Dress parade
 - ~Quarterly Attendance trophies
 - ~If any funds remain after above expenses, money should be used toward refreshments and/or
 - Judges meeting

3. The Ladies Auxiliary will advance money (amount determined by members of Ladies Assoc. each year) toward expenses associated with the following (this amount may not cover the total cost of these items, however these items are required by the Ladies Aux.):
 - ~Flowers for Ladies Aux. Officers and guests (number needed and list provided by Ladies President)
 - ~Required Ladies trophies for Dress parade
 - ~Dinners for 10 invited guests of the President
 - ~Off-set cost of dinners for Auxiliary members who have met required minimum meeting attendance (Suggest dinner committee work with Ladies Aux. financial secretary)
 - ~Ad book page of committees
 - ~Ad book pages of past and present officers
 - ~Ad book page of Annual Convention program
 - **The Ladies take a Full Page Ad separate from this Donation**- as determined by Ladies Auxiliary membership

4. **ADVERTISED** convention fundraising should not take place until the end of the previous convention as a courtesy
5. A representative is requested to attend regular meetings with the joint executive board and at quarterly Association and Ladies meetings with a progress report
6. Publicity is the responsibility of the hosting company
7. An initial mailing regarding the Convention should be done at least six months prior to the Convention (County Assoc. & Ladies Aux. Financial Secretaries should provide address lists upon request by host company)
8. An American Flag is required for all meetings. A PA system (obtainable thru County Assoc.- see attached guidelines), officer's tables, and a podium are the responsibility of the Host Company
9. The Host Company will provide ID badges (credentials) for officers, guests, and members of the Association and Auxiliary. Decorations and favors are at the discretion of the host company
10. Permits, traffic control, first aid, sanitation, and clean up are the responsibility of the Host Company.
11. The County Association will pay a contracted company (thru the Association) to install and remove Over the Road banners (Note: a DOT permit **MUST** be obtained by host company).
12. Over the road banners, maltese cross, parade banner and bunting belonging to Assoc. should be passed on to the new 1st Vice President of the Assoc. and the Ladies Aux. Parade banner and bunting should be passed on to the current Ladies Aux. President.
13. At the Judges Tabulations/Trophy determination meeting which follows the parade, attendees should **ONLY** include the judges, counters, host committee parade representative(s), and President of the Association and Ladies Aux.
14. A final detailed report for filing **IS REQUIRED** at the **NEXT** Association and Ladies Aux. meetings in November. It is suggested to also make a copy for the next hosting company. Additional funds which may be available toward expenses (decided yearly by Association) will only be given **AFTER** final report is received.

CONVENTION WEEK:

Tuesday - Ladies Meeting - 8pm
Followed by light refreshments
(Note: the Memorial service for the Ladies is held at their May meeting)

Wednesday - Ladies dinner and entertainment

(The Ladies President is allowed to invite 10 guests to the dinner. If more than 10 are invited, it is the responsibility of the Ladies President to pay the difference)

Followed by light refreshments

NOTE: It is customary for the host company to invite the GCVFA Ladies Auxiliary President as a guest to the Association dinner and the GCVFA President as a guest to the Ladies dinner. (Dinner cost is the responsibility of host company)

Thursday - Association dinner (approx. starting time 5:30pm)
(The Assoc. President is allowed to invite 10 guests to the dinner. If more than 10 are invited, it is the responsibility of the Assoc. President to pay the difference)

- Association Meeting, 8pm
Memorial service is the responsibility of the host company. The host company also provides the color guard. The Association has a Maltese cross (usually in the possession of the current President) in which remembrance flowers are placed - one for each deceased member. Host Co. provides the flowers.

The Association also has a couple of members who are Pastors/Ministers that may be contacted for the Memorial Service and Benediction or host company may provide their own. It is suggested to be mindful in the service and prayers of other religions which members and guests may be and to keep it generic or just have a moment of silence.

Followed by light refreshments

Friday - Mardi Gras Parade (optional)
Rules and awards are left up to the Host Company. Association requests NO water
If Mardi Gras is held, light refreshments are recommended after parade

- Mens Entertainment (usually starts 9pm)
Followed by light refreshments

Saturday - AM: Judges Meeting - refreshments are up to the host company
Should include the judges, the host company parade committee representative(s) and chairperson(s), the Parade Rules & Regulation Committee members of the Association and Ladies Auxiliary, and **only** the Presidents (incl. 1st. and 2nd V.P.) of the Association and the Ladies Aux.
Anyone else is up to the Host Company.

(In the past, spouses of those invited have been included as a courtesy)

- Parade line-up, 1pm
The rules state Fire Companies and Auxiliaries only. If possible, line-up

in reverse order. County Officers march first. Music to lead the parade might be considered. It is suggested, as an honor, that the next hosting company lead the First Division.

- Parade step-off, 2pm (sharp)

Judges will be selected by the Host Company and approved by the Officers of the Association and Ladies Auxiliary . The judges will be dispersed throughout the parade route. The Host Company, at its expense, may elect to provide dinner for the judges following the awarding of the trophies.

- Trophies, awarded by 6:30 pm

See parade rules for required trophies. Any others are at the discretion of the host company.

AS THESE ARE ONLY GUIDLINES, IF THE HOST COMPANY WISHES TO DEVIATE FROM THEM, THEY SHOULD COME BEFORE THE ASSOCIATION.

(Attached to these guidelines should be a Procedure for requesting PA system and a Helpful Suggestions sheet.)

HELPFUL SUGGESTIONS LIST

~You can start advertised fund raising efforts in September following the Convention that precedes the one you're hosting. You can start collecting for your ad book at that time also, however most hosts start in January.

~An initial mailing to the departments and auxiliaries should go out about 6 months prior to the Convention. It is usually the letter requesting support for the ad book but could also consist of some information (dates, times, etc.) about the upcoming Convention in September. Material is mailed separately to the departments and auxiliaries. The President of the Association and the President of the Auxiliary should get their own packet. The Ladies also request a packet be sent to their Secretary. Make sure you also send all information to whoever is doing the Fire Line/Booster line.

~Lists for mailings can be received from the Financial Secretaries of each.

~Association and Ladies Auxiliary request that Host Dept., (if possible), provide banner carriers. If you cannot provide them, make sure Presidents are advised so that they can make arrangements.

~At Convention meetings of Association and Ladies, provide water and glasses at officer's table.

~A table is needed at Ladies Aux. meeting and dinner for sign-in and selling of 50/50 tickets. A table is needed at Association dinner/meeting for sign-in.

~The Ladies Aux. displays their parade banner and Ladies Welcome bunting at meeting and dinner. Association displays their parade banner and Firemen's Welcome bunting at meeting/dinner (Presidents will get to Host committee).

~An American Flag and stand are needed for the meetings. Host Company provides the color guard for the Assoc. meeting and may be requested to provide the color guard for the Ladies meeting and/or dinner.

~Podium and microphone are needed for meetings and dinners. You can borrow the PA system from the Association (see attached sheet on procedure for borrowing).

~Ladies Aux. members who attend two (2) or more meetings get a reduced price on their dinner. The discount is currently \$5.00. (This difference in money is covered by the donation you receive from the Ladies Aux.) You should receive (or make sure you request) a list from the Financial Secretary of the Ladies Aux. as to the ladies who are entitled to the reduced price.

~As it is almost essential to start collecting funds toward the Convention you host several years in advance, remember that you cannot ADVERTISE fundraisers for your Convention until the Convention that precedes yours is over. However, you can have as many fundraisers as you want - it's up to you (your Dept.) where you put the money.

~At the judges tabulations/trophy determination meeting that follows the parade, light refreshments (sandwiches, crackers, cheese, etc.) and beverages (water, soda, etc.) should be provided. Host may also have to provide calculators for judges for tallying (check with judges).

~Check with President of Assoc. & Ladies Aux. to see if head table is needed for dinners.

~Information for pages of convention booklet pertaining to the Association and Ladies Aux. should be obtained from the President of each.

~Having occurred in the past, there may be a tie for a 1st, 2nd, or 3rd place trophy. Host company should discuss beforehand with their committee what procedure they want to take (getting a second trophy for the category or otherwise).

~Need to get flowers for the Memorial Maltese Cross; one for each deceased member for the year.

~If truck trophies are given and judging of trucks is done prior to beginning of parade, a separate truck judging sheet should be done as it will save time with tallying results at the end (verify this with Judges selected).

~Judges for the Mardi Gras are up to the host company. They do not have to be from a judging association.

~Host company must get a reviewing stand and have a PA system for announcing parade(s) and provide chairs on reviewing stand for those who remain during parade (approx 20 chairs). If possible, provide a small cooler with non-alcoholic refreshments for those on reviewing stand.

~Should provide shuttle buses for dress parade participants. Three buses usually are enough. Depending on parking/route of Mardi Gras, if held, may want to provide for this too.

~The members of the Firemen's Home should be invited to the Association Dinner on Thursday (the host company usually pays for their dinners) and they should also be invited to view the Mardi Gras and Dress parade.

~It's recommended that the Host company invite the Hudson Valley President, the FASNY President, and the State Fire Administrator to the Association dinner and meeting.