

Guidelines for Hosting a SCV Virginia Division Convention

1. Bids

A. Bids for a Division Convention will be accepted no later than Nov. 15 of the year before the current division convention.

B. Bid packages must include, the date of the convention, the host hotel, cost of the rooms, menu's, registration costs, convention schedule, any activities planned, and vendor registration, and a room for the Order of the Confederate Rose for Saturday morning.

2. Registration

A. Registration cost must be added in the bid package. The host camp(s) on the weekend of the convention handles the registration. The Division Adjutant handles the credentials.

B. Once the convention has been awarded the Division Adjutant shall provide a list of all members in good standing for the host camp(s).

C. The host camp is responsible for determining who is a member in good standing assuring that SCV members are admitted to the convention.

3. Convention Schedule

A. The schedule for the convention must include on Friday, the weekend of the convention, a room for the pre-convention DEC meeting and the Commander's Reception.

B. Saturday's schedule must include the First General Session and Lunch. In election years the main meeting room may be required for the Second General Session for elections.

C. A room must be provided on Sunday morning for the incoming DEC meeting, and an optional prayer breakfast.

D. All conventions shall be held in the month of April as per the division constitution.

4. Order of the Confederate Rose

A. The OCR is our auxiliary and will need a meeting room to conduct their business meeting and they will schedule activities for the ladies. This will be for Saturday only.

5. Host Hotel

A. The cost of the rooms must be included in the bid package. A block of at least 25 to 40 rooms should be reserved.

B. Menu's will not be required until a later date, but give a general idea of the cost.

6. Vendors

A. Vendor cost can be set by the host camp.

B. The host camp(s) will provide the Virginia Division with at least 2 vendor spaces free of charge.

7. Deadlines

A. Deadline for supplying the Division with the schedule and registration to the general membership will be no later than Jan. 1 the year of the convention.

B. The host shall appear at the January DEC meeting to update the progress of the convention.

8. Awarding the Convention

A. Once the bid is received and approved by the Convention Committee and the DEC, the general body will vote prior to the next convention.

B. The host camp(s) will provide the next host and the Division Adjutant with the list of attendees from the convention within 90 days of the conclusion of the convention.

9. Final Words

A. The Virginia division is in charge of the business side of the convention. The host is in charge of the activities.

B. These are just guidelines to assist the host camp(s) efforts to holding a division convention.

C. If you have any questions contact the Convention Committee Chairman.

Submitted by

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