

## District 19E Policy Manual

### Chapter 5

#### Spring Conference

- A. The 19E District Spring Conference shall be scheduled between April 1<sup>st</sup> and April 30<sup>th</sup> of each Lions (fiscal) year.
- B. The various events scheduled as a part of the 19E Spring Conference shall be planned within a time-frame of a no greater than Friday through Sunday noon format. The actual time scheduled for the Spring Conference will be at the discretion of the seated District Governor. Should a special event, such as a golf tournament be scheduled, it could fall outside of the above schedule.
- C. A registration fee will be charged to each Lion, Lioness, Leo and guest attending the Conference. 120 days prior to the conference, an estimate of budget revenues necessary to defray expenses of the Conference will determine the amount of such charge.
- D. There shall be no increase to the cost of meal tickets purchased by the attendees over the actual cost of said meals as charged by the caterer. The only exception would be the rounding off to the nearest fifty cents or one dollar over the caterer's charge to ease accounting procedures.
- F. No raffles or other fundraising activities may take place at the conference except with the approval of the conference committee. Pre-conference fund-raising shall be considered a part of the District fund raiser at the Conference (raffle, etc.). The District's Conference fund shall be the sole recipient of monies raised.
- G. No club or clubs shall profit financially through hosting the conference.
- H. Complimentary rooms, not to exceed two (2) nights, and used in conjunction with the Conference, shall be provided to the following: District Governor of 19E, International Guest, Council Chairperson (or representative), MD19 seated International Director, Conference Chairperson, MD19 Executive Secretary/Treasurer and their partners in service, if in attendance.
- I. Complimentary tickets for those meals which are made available to purchase as a part of the scheduled events shall be provided for all listed above as receiving complementary rooms.
- J. Proper protocol shall be observed at all seating arrangements listed as part of the Conference program. Current Zone Chairpersons and their Partners in Service may be seated at reserved tables adjacent to the head table.