

# GRANGE REGIONAL LEADERSHIP CONFERENCE GUIDELINES



# National Grange Regional Leadership Conferences

The Purpose of the National Grange Regional Leadership Conferences is to have members from the 6 designated regions of the US gather together for fun, fellowship, and educational purposes all for the Good of the Order and to provide added value for members through leadership training and networking. These conferences are put in place for each of our members to gain a better understanding of programming, be provided vital leadership training, and to develop a new level of interest for the mission of the Grange and to provide members with vital skills that they can use both in the Grange and in their careers.

Regional conferences are open to all members and non-members ages 5 and up. These conferences are for everyone- age is unimportant, but your enthusiasm and love for the Grange is needed.

For National Grange Regional Leadership Conferences, Grange states have been grouped into six regions and each host a conference annually. These conferences will include workshops led by National Grange Department directors, community service projects, and/or tours of an area of interest to the host state.

This program guide provides the following:

- 1) States included in each region and rotation of conference location
- 2) Host state responsibilities
- 3) Conference requirements
- 4) Location requirements
- 5) Registration requirements
- 6) Presenter Information
- 7) Recommendations for activities
- 8) Schedule selection

# HOST STATES AND THEIR RESPONSIBILITIES

## REGIONAL LEADERSHIP CONFERENCE HOST STATES

HOST YEAR	MID-ATLANTIC	GREAT PLAINS	MIDWEST	NORTHEAST	SOUTHEAST	WESTERN
2020	New Jersey	Colorado	Illinois	New York	Virginia	Idaho
2021	Delaware	Oklahoma	Iowa	Maine	South Carolina	Oregon
2022	Potomac Grange #1	Kansas	Minnesota	Vermont	Florida	California
2023	West Virginia	Nebraska	Wisconsin	Massachusetts	North Carolina	Washington
2024	Maryland	Texas	Ohio	New Hampshire	Tennessee	Nevada
2025	Pennsylvania	Colorado	Michigan	Rhode Island	Virginia	Montana
2026	New Jersey	Oklahoma	Indiana	Connecticut	South Carolina	Idaho

*\*This schedule and rotation is subject to change with consent of all states in the region and the Master/President of the National Grange.*

## HOST STATE RESPONSIBILITIES

- 1) Your state must confirm conference dates by the close of the previous year's regional conference. – These dates can be a rough estimate, however this gives members/directors ample time to plan and make sure there is no interference with other regional conferences.
- 2) Location of conference must be secured and the information must be given to the National Grange 6 months in advance of your conference.
- 3) Regional Schedule must be selected 6 months in advance of your conference and information given to National Grange Office and Youth and Junior Directors.
- 4) Registration forms must be available 6 month in advance of your conference to be publicized on the National Grange website and in other Grange publications.
- 5) National Grange Youth and Junior Directors must receive a list of competitors for regional contests 2 weeks in advance of the conference. Late registrations may sign up for contests- however depending on the number of participants they may not be able to present.
- 6) A finalized schedule must be given to all presenters 2 weeks prior to conference.
- 7) If conference is located at a camp/college campus a list of required items must be given with registration form (i.e. bedding, towels, etc.)

# CONFERENCE AND LOCATION REQUIREMENTS

## CONFERENCE REQUIREMENTS

- Some type of leadership training workshop for all participants (regardless of age)
- A Projector must be made available to the workshop presenters and a sound system if requested/necessitated per the space. (some presenters are just too quiet without)
- Speaker/Sound System for Sign-a-Song contestants. Be sure to let know contestants know what type of media they will need (Bluetooth, Aux, CD, etc.)
- Microphone for public speaking contests and workshops
- Knowledgeable/professional to judge Sign-A-Song and Public Speaking contests
  - National Junior and Youth Directors will provide the judging sheets.

## LOCATION MUST HAVES:

- Location of conference must be within 1-1.5 hours of a major airport
- Location must be handicap accessible
- Location must have Air Conditioning for health benefits if temperatures are expected to be above 80 degrees during the event.
  - If no AC is available at location Host State must provide fans to attendees for event rooms and sleeping rooms.
- If location only offers bunk beds they must have a handicap accessible option and this must be made clear to the attendees so proper arrangements may be made for those who are unable to be accommodated in top-bunks.

# REGISTRATION MUST HAVES

You may make your own registration forms; however they must include the following information and be available in both paper and digital forms.

*If you need assistance in creating a registration form please contact the National Grange Operations Coordinator at least six (6) months in advance of your event.*

## **All registration forms must, at a minimum, have the following information**

- 1) Name- address- phone number- email
- 2) Grange Name, Number, and State
- 3) Dietary Restrictions
- 4) Emergency Contact Information
- 5) Grange membership
  - a. Pre Junior (0-5)
  - b. Junior (5-14)
  - c. Youth (14-21)
  - d. Young Adult (22-35)
  - e. Subordinate – age 36+
  - f. Not Yet a Member
- 6) Grange Baseball sign up- all ages welcome to participate but preference is given first to Youth and Junior aged members for whom this is a contest to advance to National Convention. Each person signing up must provide the following information:
  - a. Junior ( with their age)
  - b. Youth (with their age)
  - c. Subordinate (36 +)
- 7) Sign-ups for Sign-a-song & Public speaking
  - a. Juniors: Public Speaking
    - i. Prepared, Short Story, Impromptu
  - b. Juniors: Sign-A-Song
    - i. Group, Novice, Hobbyist
- 8) Youth/Young Adult/36+: Public Speaking
  - a. Prepared, Impromptu, Grange Commercial (prerecorded)
- 9) Youth/Young Adult/36+ : Sign-A-Song
  - a. Group, Novice, Hobbyist, Professional (cannot be selected for best of show)
- 10) Any permission slips/waivers must be included in registration
  - a. Special tour waivers
  - b. Campus waivers
  - c. Etc.

## PRESENTER INFORMATION

Although the National Grange delegate body votes on an annual travel budget for most of the directors to attend regional conferences and other Grange functions/promotional events. It is highly recommended that the host state/region provide the following:

- a) Cover the cost of registration for directors/Youth Team Member(s)/ Junior Ambassador(s) that may attend
- b) Transportation to/from airports
- c) Travel expenses and/or hotel expenses
- d) If facility is held at a camp or similar style setting please provide bedding/linens for directors/team members who are flying.

**Juniors-** National Junior Director will be available to present a minimum of two workshops.

- a) Program overview- this workshop will be an information workshop about the Junior programming- this is a time to get informed of National contests, awards, and other information. This may be done in conjunction with the Youth Departments program overview.
- b) Agriculture Awareness workshop- each year the National Junior Grange Department has a specific focus in agriculture that Junior Grangers are working to bring awareness to- this workshop will focus on that topic. This will be available for all members or just junior members to participate in- please specify with the National JUNIOR GRANGE Director your wants. - This workshop may be led with the assistance of the National Junior Grange Ambassador.
- c) If there is another topic area you would like the JUNIOR GRANGE department to cover or if you would like them to spend the day doing smaller breakout workshops with just Juniors please contact the National JUNIOR GRANGE Director to plan.

**Youth-** National Youth Director will be available to present a minimum of two workshops

- a) Program overview- this workshop will be an information workshop about the Youth programming- this is a time to get informed of National contests, awards, and other information. This may be done in conjunction with the Junior Departments program overview.
- b) National Grange Youth Leadership team will present a workshop on a specific topic decided by the National Grange Youth Leadership team.
- c) If there is another topic area that you would like the National Youth Director/Team to present on please contact the National Grange youth director to plan.

# PRESENTER INFORMATION

## Membership-

The National Grange Membership director (or Deputies) will be available to present a minimum of two workshops.

- a) Membership Development (multiple sub-topics)- Writing a membership plan, identifying membership development opportunities, connecting with younger generations.
- b) Leadership Development (multiple sub-topics)- Duties of officers, parliamentary procedure,, ritual & unwritten work, working in teams & getting things done, engaging younger generations in Grange leadership, strategic planning, budgeting & auditing.
- c) If there is another topic you would like the membership department to cover or if you would like them to spend the day doing smaller breakout workshops with just membership directors or specific officers, please contact the NG Membership Director to plan.

## Other Departments:

Any of the below directors or Grange leaders are available to come and present at your regional conference, however, the travel expenses for the following leaders must be taken care of at the expense of the host state/region.

## Communications:

- a. Exciting (and easy) Publicity- Super simple tools that can help take your flyers and posters from blah to bam and get noticed!
- b. Working with the Media- it's a new ag in journalism and it's important to understand just what makes a news story and how you can get great press.
- c. Be Heard! An introduction to Letters to the Editor and Op-Eds.
- d. Social Media Management- Tips & Tricks
- e. Annual Outreach & Ag Education Kit- Each year the National Grange creates an outreach/educational programming revolving around an issue in agriculture or a related area of interest to Granges. In 2020, the kits available are Food Waste Reduction and an Intro to the Dairy Crisis through Cow's Milk Soap making. The director will introduce the program, the materials available and how they can be best used to interact with members of your community to introduce both an issue of importance and the Grange.
- f. Fundraising Basics- What are your obligations when fundraising and what are some best practices? How do you communicate with your donors to show the measures of the impact your Grange has thanks to their generosity?
- g. Other topics at the request of the region are available

## Lecturer-

The National Lecturer can provide workshops on specific topics (creating a mission statement, leadership, mentoring, passion, civic education, Quilts of Valor) or a program overview.

# PRESENTER INFORMATION

## **National Officer/Master:**

- a. Leadership/Team Building workshops
- b. Updates on National Grange activities/events

## **Outside Presenter**

Such as a State Grange Officer or Director, or other Grange Member, or a professional presenter from outside the organization.

- a. Outside speakers are highly encouraged. They can provide information on a number of topics that are of interest to the Granges and communities. They provide a great opportunity for attendees to learn something they may not be well-versed in and can add variety and substance to your program.



# RECOMMENDATIONS FOR ACTIVITIES

## **Tour/Off Site Activity**

The Off-Site activity is to promote the local area of the region. It can include team building activities, agricultural based tours, leadership opportunities, etc. It should be ideal for all ages, or have a tours/activities specific for age groups.

## **Community Service Project (on or off site):**

This project should be meaningful to the community and include a bit of information about the area of need as well as the service opportunity.

- It is encouraged to try and have someone from the receiving organization or a service provider for those you seek to assist come and receive the contributions and speak about the usefulness of your gifts.

## **Workshops**

It is highly recommended that simultaneous workshops are held that allow people to choose the ones they are most interested in learning /gaining information from.

## **Benefits of Activities**

Make sure the benefits for those attending are clearly stated to attendees and they are sure to leave with resources and excitement to take back to their Granges.

# **SCHEDULE SELECTION**

**Please choose one of the following schedules to be presented at your regional conference.**

It is very important that each region is provided the opportunity to choose a schedule that will best fit the needs of their region. Certain items must be worked into your schedule- a list is provided below. However, if you feel there needs to be an adjustment or change to any of the below schedules please work with the National Grange Directors to make sure the changes made are conducive to the required workshops/presentations/contests.

# SCHEDULE SELECTION- Option A

## FRIDAY

**4-7PM** Registration Open

**7-9PM** Icebreakers/Community Service Project  
Light appetizers/snacks will be available

**9PM** Vespers-Host State

**9-11PM** Learn or Participate in a fun activity- (i.e. learn a dance, game etc.)  
Time for fellowship with one another!

## SATURDAY

**7-8AM** Breakfast

**8-9AM BREAKOUT SESSION 1 (all going on simultaneously)**

Option A: NG Membership Director

Option B: NG Youth Team

Option C: NG Junior Director

Option D: Outside presenter

**9-10AM BREAKOUT SESSION 2 (all going on simultaneously)**

Option A: NG Membership Team

Option B: NG Youth Team

Option C: NG Junior Director

Option D: Outside Presenter

**10AM -1PM: TOUR**

**2PM-330PM GRANGE BASEBALL- ALL ARE WELCOME TO ATTEND AND PARTICIPATE**

**330-5PM QUILT BLOCK**

Learn how to create your own quilt block for the 2019 NG Lecturers Contest.

This option is open to all in attendance.

**\*BRING YOUR SEWING MACHINE IF YOU CAN\* \*MATERIAL WILL BE PROVIDED\***

**5-6PM NATIONAL PREP**

Option A: 202- Convention Planning Meeting (State Masters and Chair members)

Option B: PREPARE FOR NATIONAL 2019 -Youth members are encouraged to sit down with the youth team and work through questions on youth programming

Option C: A Word From the Directors (ALL ARE WELCOME) Join NG Youth, Junior, & Membership Directors as they answer questions, discuss programming and more.

Option D: Outside Presenter

**6:30 Dinner &Contests**

Join us for a special dinner and presentation of the Public Speaking and Sign- A-Song contests from our Juniors and Youth Members.

Following dinner and contests we will have a FUN ACTIVITY planned for all!

**11pm Vespers- National Grange Youth Team**

## SUNDAY

**7-8AM** Breakfast

**8-9AM** Worship Service/ Group Photo/Farewells

# SCHEDULE SELECTION- Option B

## Friday

4:00-7:00 Registration/Hotel Check-In

6:00-7:00 Directors Meeting with National Directors

6:45-8:00 Light Dinner (appetizers/ hor d'oeuvres)

7:30-10:30 Community Service Project

10:30 Vespers- led by Host State

## Saturday

7:00-8:00 Breakfast

8:00-12:00 Youth and Junior Team building outing/tour

9:00-9:40 Workshop #1 (all going on simultaneously)

- a) Lecturer
- b) Membership
- c) Communications
- d) Other

9:40-9:45 Break

9:45-10:25 Workshop #2 (all going on simultaneously)

- a) Lecturer
- b) Membership
- c) Communications
- d) Other

10:25-10:30 Break

10:30-11:15 Workshop # 3 (all going on simultaneously)

- a) Lecturer
- b) Membership
- c) Communications
- d) Other

11:15-11:20 Break

## **SCHEDULE SELECTION- Option B**

11:20-12:00 Workshop #4 (all going on simultaneously)

- a) Lecturer
- b) Membership
- c) Communications
- d) Other

12:00-12:30 Break

12:30-1:30 Lunch

1:15-3:30 Tour-All Others-Non Youth and Juniors

1:30-2:10 Workshop #1 (all going on simultaneously)

- a) Youth
- b) Juniors

2:10-2:15 Break

2:15-2:55 Workshop #2 (all going on simultaneously)

- a) Youth
- b) Juniors

2:55-3:00 Break

3:00-3:40 Workshop #3 (all going on simultaneously)

- a) Youth
- b) Juniors

3:40-3:45 Break

3:45-5:30 Grange Baseball

6:30 Dinner/Contests (Sign-A-Song/Public Speaking)/ Awards

10:30 Vespers- Led by NG Leadership Team

### **Sunday**

8:00-9:00 Breakfast

9:00-9:30 Church Service/Group Photo/Farewell

# **SCHEDULE SELECTION- Option C**

## **Friday**

4:00-6:00- Registration/Check-In

Dinner on your own or Light appetizers

7:30- Keynote Speaker/Motivational Speaker (Non-Grange, Leadership Oriented)

10:30- Vespers

## **Saturday**

7:00-8:00 Breakfast

8:00-10:30- On-Site Team Building

11:30- 2:00- Off-Site Community Service Project with Lunch

2:00- Membership Workshop

3:00- Youth Team Workshop

4:00- Junior Workshop

5:00- Grange Baseball

6:30- Dinner

7:30- Speech, Sign-A-Song and Awards

10:30- Vespers

## **Sunday**

8:00-9:00 Breakfast

9:00-9:30 Church Service

9:30- Farewells/Group Photo

