

## RALLY GUIDELINES

- I. Rally Objectives:
  - A. To promote the LWML in mission education, mission inspiration and mission service;
  - B. To aid local women's groups in recognizing their privilege and responsibilities in using their God-given talents to help gain, retain, and use souls for the Kingdom;
  - C. C. To distribute information from District and National LWML.
- II. Dates: A spring rally should be held before May 1 and a Fall Rally sometime in late September or in October.
- III. Hosting: Each society is given the opportunity (not required) to host a rally.
- IV. Voting: The members of each affiliated society and individual members in a zone have voting privileges.
- V. Duties:
  - A. Zone President:
    1. Alert society president to extend invitation at the rally preceding their rally and provide them with a copy of rally guidelines;
    2. Contact host society to set date for rally about four (4) months in advance (check with host pastor for circuit/district conflicts). Notify District LWML President as soon as date is confirmed, Suggest and supply information for Mission Speakers List; available on LWML website;
    3. Work with host society for choosing a speaker /or program. (AV, drama, convention delegate). Supply information about available mission speakers;  
Speakers not included on the Speaker List must be approved by a District Counselor;
      - a. Confirm rally date and honorarium (\$35.00 / 35¢ per mile) with speaker;
      - b. Inquire about necessary equipment to present his/her presentation;
      - c. Ask for picture and biographical material for public relations purposes;
      - d. Invite his or her spouse to attend;
    4. Provide host society with sample bulletins for reference;
    5. Meet with host society and pastor, zone officers, and Christian Life chairman at least two (2) months in advance of rally (see form - rally planning):
      - a. Pass along speaker publicity information;
      - b. Suggest registration fee:
        - 1) Registration fee to cover necessary expenses over and above donated food items, speaker and mileage;
        - 2) Authorized rally expenses may be taken from the rally registration money e.g. Christian Life materials. All registration money remaining after expenses is to be sent to NWI District LWML Financial Secretary to assist the support of NW District expenses;
    - c. Provide host society with a list of names and addresses of all who are to receive invitations to the rally:
      - l) Speakers (and spouses);

- 2) Zone LWML societies including individual members;
  - 3) Zone pastors;
  - 4) Zone officers including Christian Life Chairman;
  - 5) Neighboring zone presidents;
  - 6) Other interested societies and women's groups within the zone;
  - 7) District President;
  - 8) District Counselors;
  - 9) District Christian Life chairman.
6. Rally Day:
- a. Provide host treasurer with rally remittance form and instruct her to remit to current District Financial Secretary (include the address of current District Financial Secretary; remind to include zone #with remittance);
  - b. Check if host treasurer has guest speaker fee and mileage ready;
  - c. Appoint someone (not from host society) to greet and be hostess to special guests, or if time permits, be available to greet special guests herself;
  - d. Preside at the Rally. Open the rally before the opening devotions. Introduce everyone on the agenda at their respective times;
  - e. Present important information received at the District Executive Board meeting;
  - f. Be responsible for the presentation of the District President's message in the event the President or her representative cannot attend;
  - g. Select election tellers from the registration list and instruct them concerning their duties;
  - h. Remind Rally attendees that only members of LWML may vote;
  - i. Take note of many things which have become customary through practice, such as:
    - 1) The President of the Host Society extends the welcome address;
    - 2) The Zone Vice President gives the response and Human Care report, i.e. Gifts of the Heart;
    - 3) The Secretary gives the Leader Development report;
    - 4) A League Hymn and League Pledge are used and are on the program.
7. There shall be no displaying or selling of non-LWML items at zone rallies;
8. After the Rally:
- a. Write necessary thank you notes to speakers and Host Society;
  - b. Write to any visiting group thanking them for coming;
  - c. Send delegate information form to District President immediately after the Rally with names of the elected delegate(s) and alternate(s) to the LWML Convention;
9. Records: Keep file of Rally minutes and important correspondence from the present and previous biennium.

B. HOST PASTOR shall:

1. Meet with Zone Officers; Zone Christian Life Chairman and the Host Committee to plan the Rally;
2. Receive copies of the Christian Life materials prior to the Rally;

3. Lead leaguers in the opening and closing devotions and necessary prayers;
4. Install newly elected Zone Officers. [Resources section in handbook, for suggested service.]

C. HOST SOCIETY PRESIDENT shall:

1. Act as or appoint a Chairman for the Rally;
2. Appoint Committee Chairmen three (3) months in advance of Rally to arrange for:
  - a. Invitations;
  - b. Registration;
  - c. Food;
  - d. Publicity;
  - e. Welcome committee;
  - f. Ushers;
  - g. Visual aids;
  - h. Music;
  - i. Program bulletin: after approval from Zone President.
3. Attend the meeting called by the Zone President to plan the Rally. (Chairmen of the above committees should attend along with Host Pastor, Zone Officers, and Christian Life Chairman);
4. Be sure all committees are functioning;
5. If possible, make sure all physical facilities are ready the evening before Rally to avoid any last-minute chaos.

D. HOST SOCIETY TREASURER shall:

1. Handle all rally funds;
2. Be aware that the speaker fee includes an honorarium minimal of \$35.00 plus 35 cents per mile. This is to be ready before the speaker leaves;
3. Pay all rally expenses from the registration fees and send remaining money along with entire rally offering to the District Financial Secretary. (Zones are not permitted to utilize any registration money for their own uses);
4. Complete and distribute Rally remittance blanks, [Forms J4] one copy each as follows:
  - a. Own file;
  - b. Zone President;
  - c. Zone Secretary;
  - d. District Financial Secretary. (Include the total rally offering with remittance.)

VI. HOST COMMITTEES:

- A. Invitations to include:
  1. Name of Host Society, Zone Number, and a map with location of Church;
  2. Date, registration time, beginning time and fee;
  3. Speaker's name, topic, and other interesting information;
  4. Title of Christian Life topic, leader, and any other special instructions;
  5. A card for reservations with a deadline, if desired;

6. Any other notable highlights;
7. Do not use official L WML stationery for invitations. If possible, use Church stationery;
8. Mailings (US mail and/or electronic) shall be sent to:
  - a. All affiliated L WML Societies in Zone;
  - b. Other interested societies and women's groups in Zone;
  - c. All Pastors (and wife) in Zone;
  - d. Send special invitations, guest credentials and clear directions to the church to:
    - 1) The District President and her representative;
    - 2) The speaker and spouse;
    - 3) Both District Counselors;
    - 4) District Christian Life Chairman and her Assistant.

**B. REGISTRATION AND WELCOME COMMITTEE:**

1. Greet leaguers as they arrive and direct them to cloak rooms, registration tables, rest rooms, dining or coffee area;
2. Receive registration fee and arrange sign-up sheets for members, guests, and Pastors;
3. Distribute name tags, other materials and folders;
4. Special guests do not pay registration fee. These include:
  - a. District President or her representative;
  - b. District Christian Life Chairman and her assistant;
  - c. Counselors;
  - d. Area Pastors;
  - e. Speakers (A guest credential card in their invitations will identify these persons).
5. Report attendance and Rally offering and financial report when called upon by the Zone President.

**C. FOOD:**

1. Arrange for a simple menu so all attendees/workers may benefit from the spiritual part of the Rally;
2. A coffee hour before or after the Rally is optional;
3. Table decorations may be arranged for by this committee.

**D. USHERS:**

1. Ushers shall be available to receive the offering during the Rally and to distribute any necessary items for the Speaker, Zone President, etc.

**E. VISUAL AIDS EQUIPMENT:**

1. A person shall be designated to arrange for microphone, screens, projectors, etc., if needed.

**F. MUSIC:**

1. A musical accompaniment shall be provided by the Host Society and informed of the music requested and any special arrangements.

**G. PUBLICITY AND PROGRAM COMMITTEE:**

1. May send adequate news release to all newspapers in the Zone before and/or after the Rally. Provide any details of guest speaker, if available;
2. Send a copy of clippings and pictures to the District Public Relations Director;
3. Program bulletin should include:
  - a. Name of Host Church, city, and Zone;
  - b. Month, day, and year;
  - c. The League Pledge and League Hymn;
  - d. Welcome by Host Society President;
  - e. Agenda (as set by the Zone President);
  - f. Include reports of: rally Offering, registration money, amount to send to District, attendance, Gifts of the Heart, Servant events, etc.
  - g. Christian Life Bible Study/topic with presenter's name;
  - h. Speaker's name and topic;
  - i. Names of Host Pastor, organist/musician;
  - j. Names of Zone officers, and contact information;
  - j. Invitation to next rally;
  - k. Response by zone vice president;
4. Check details of the program bulletin with the Zone President before printing.

## FOR ZONE PRESIDENTS-

### THE HOSPITALITY CARE OF RALLY SPEAKERS

\*Just a few tips on how to make the rally a smoother experience for you, and your rally speaker.

1. Contact the speaker a several months prior to the rally.
2. With the first contact, make sure the speaker knows the date, time and location of the rally. Tell them the approximate time of their presentation.
3. Make sure the speaker knows the amount of the speaker's fee (currently it's a minimum of \$35.00) and the amount of mileage (currently it's 35 cents a mile).
4. About six weeks prior to the rally, check with the host society to be sure they sent a rally invitation, directions or map, to the speaker. Include with this invitation a "guest slip."
5. About four weeks prior to the rally, contact the speaker. Ask if they have any special needs, (computer and projector, VCR, screen for slides, etc.).
6. About one week prior to the rally make another contact with the speaker. This is mainly to double check on things.
7. At the rally, be on hand to welcome the speaker - or appoint someone else to do this. This is a good time to find out the miles the speaker traveled.
8. The speaker will use the "guest slip" for their registration.
9. Payment should be given to the speaker before they leave the rally.
10. Thank you notes are not out of style, from both the Zone President to the speaker.
11. Overnight lodging should be offered for an evening rally or guests traveling a distance to an early morning rally.

Meeting Manager, 5/13/03

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