

POLICY & PROCEDURE MANUAL

Approval by Executive Board

Created May 15, 1980
Reviewed: February 1996
Reviewed: February 1997
Revised: February 1998
Revised: February 1999
Revised: April 2000
Revised: September 2003
Revised: January 2006
Reviewed: January 2007
Revised: January 2008
Reviewed: May. 2009
Reviewed: February 2010
Reviewed: October 17, 2014
Reviewed: December 17, 2016

**South Carolina Association of Nutrition & Foodservice Professionals
Policy & Procedure Manual Index**

Policy I **Page 1**

Master Copy – Policy & Procedure Manual

Transfer of Policy & Procedure Manual
Elected Officers receiving copy
Review and Update of Polices
Introduction
Purpose of Manual
Availability to Associations Members
Maintaining Policy & Procedure Manual

Policy II

Insignia

Page 6

Code of Ethics
Newsletter's Official Name
Pins and Patches
State's Official Name

Policy III

Membership

Page 7

Who is a State Member?
Membership Updates
Membership List

Policy IV

Fiscal Year

Page 8

State's Fiscal Year
National Fiscal Year
Calendar of Events

Policy V

Dues and Fees

Page 10

National Dues
State Rebates
Workshop Registration Fees

Policy & Procedure Manual Index Continued

Policy VI

Payment of Accounts Payable

Page 11

Treasurer's Responsibilities

Submitting Bills for Payment

Reimbursements

Cash Advances

Use of SCANFP Expense Report

SCANFP Expense Report

Following Insert

Policy VII

Meetings

Page 13

State Board of Directors & Executive Committee

Members Comments

Workshops

Policy VIII

Organization

Page 14

Organization Chart

No Salaries

Absentees a State Board of Directors & Executive Committee Meetings

Resignation

Vacancy

Policy XI

Elected Officers

Page 15

Qualifications of Candidates

Vice President elected annually

Secretary and Treasurer's Term

Policy X

State Elections

Page 16

Nominating Committee Duties

Tellers Committee Duties

Presidents Duties in State Elections

State Ballot

Policy XI State Government Affairs Chair to nations Committee Who should be appointed? Duties of Finance approved by Executive Board	Page 18
Policy XII Conducting a Business Meetings "Robert's Rule of Order" Speakers Gifts	Page 19
Policy XIII Installation of New Officers at Fall Workshop Proceedings Past President's Retirement Speech	Page 20
Policy XIV Reimbursement for National Meeting President with State Achievement Award	Page 21
Policy XV Duties of Officers ANFP President ANFP President Elect ANFP Vice President ANFP Secretary ANFP Treasurer	Page 22
Policy XVI Standing Committees Finance Committee Membership Committee Educational Committee Newsletter	Page 24
Policy XVII Fund Raising Approval of Projects	Page 26

Policy XVIII

Yearly Audited Figures

Approval of Tax Consultant

Page 27

Addendum I

State President and President Elect going to National ANFP Annual Meeting in lieu of State Achievement Award.

Page 28

Addendum II

Resignation of President, and who will attend National ANFP Annual Meeting

Page 28

Food Show Policy and Procedures

Page 29

Policy and Procedures

Policy I Master Copy

*Effective Date:
May 15, 1980*

Transfer of Policy & Procedure Manual

These policies and procedures shall be given to the newly installed state president at the time of installation. Should no installation ceremony take place, the outgoing president shall transfer the manual into the new president's hands in no more than seven days from the official date of taking office.

Elected Officers receiving Copy

Copy of policies and procedures shall be given to all elected officers at the time of installation ceremony at Fall Workshop each year to be passed on to the next elected officers at the Fall Workshop yearly.

Policy and Procedures

Policy I Master Copy

Continued

*Effective Date:
May 15, 1980*

Review and Update of Policies

*These policies and procedures shall be reviewed and updated by the state president each year
Amendments shall be presented and approved by the State Board of Directors.*

Policy and Procedures

Policy I Master Copy

Continued

*Revised Date:
December 17, 2016*

Introduction

A. Introduction: *The manual is to provide a guide for you as a member of South Carolina Association of Nutrition & Foodservice Professionals. The manual is to be used along with your State By-Laws to assist you and acquaint you with the organization. The manual is to be in the possession of the President and Executive Board members to be used and passed along to the next Executive Board. It is the responsibility of the president and each Board member to pass the policy & procedure manual to the next board member at the fall installation of Officers each year.*

Purpose of Manual

B. Purpose of: *The South Carolina Association of Nutrition & Foodservice Professionals is to provide its membership with information of education in the field of nutrition, management, sanitation, leadership, job development and hygiene. This will be done by means of bi-annual workshops (approved for clock hours), Newsletters and State Web Site. To improve communications, all members should work together and all helpful information should be reported to the Newsletter Editor.*

Policy and Procedures

Policy I Master Copy

Continued

*Effective Date:
May 15, 1980*

Availability to Associations Members

These policies and procedures are for the benefit of the Association, and as such shall be made available for reference to any member of the Association upon request to the state president.

Policy and Procedures

Policy I Master Copy

Continued

*Revised Date:
March 1989*

Maintaining Policy & Procedure Manual

These policies and procedures shall be maintained in a loose-leaf binder reserved for that purpose and it shall be the responsibility of the state president to have possession of this manual during his/her term in office. Each member of the executive board will be given a copy at Fall Workshop at the installation of the officers to be passed on each year to incoming officers.

Policy and Procedures

Policy II Insignia

*Revised Date:
December 17, 2016*

- A. code of ethics...South Carolina Association of Nutrition & Foodservice Professionals shall conform to high standards of good administration. A member shall be honorable, loyal to oneself, and to one's fellow man. The privileges of membership in South Carolina Association of Nutrition & Foodservice Professionals shall not be used for personal gain.*
- B. The Newsletter's official name is: **“WREN NOTES”**.*
- C. Only persons who are official ANFP members may wear pins or patches of the insignia of ANFP.*
- D. Official name: South Carolina Association of Nutrition & Foodservice Professionals. Name changed January 2012; Organized July 1974.*

Policy and Procedures

Policy III Membership

*Revised Date:
December 17, 2016*

- A. Anyone who is an official member of National Association of Foodservice Professionals is automatically a member of the State Dietary Managers.*
- B. National updates membership list. A copy is sent to the President, Secretary and Membership Chairman two times each year.*
- C. Membership list are not sold.*

Policy and Procedures

Policy VI Fiscal Year

*Revised Date:
December 17, 2016*

- A. The fiscal year period is November 1-October 31 of succeeding year.*
- B. National's fiscal year period is June 1-May 31 of succeeding year.*
- C. Calendar of events of South Carolina Association of Nutrition & Foodservice Professionals*
- D. A schedule of Events should be prepared for the following year by 6/1. These dates should be made available to the Membership on the SCANFP website, and periodically in the "Wren Notes."*

Policy and Procedures

Policy VI Fiscal Year

Revised Date:
December 17, 2016

Continued

<p>June State Achievement Award Application due 6/1 State Officer Roster due. Officer packets mailed to state officers. National Dues - due</p>	<p>July Fall Workshop Information due State Board and Executive Comm. Meetings. Workshop Planning. Committee Meets. All Committees Report to the President.</p>	<p>August Deadline for National dues. Workshop Planning. Committee meets (if needed).</p>
<p>September State Board and Executive Comm. Meetings. All Committees Report to President. Fall Workshop Planning Committee Meets. Workshop Agents and Registration Mailed.</p>	<p>October Fall Survey Due. Fall Workshop – Myrtle Beach. Nominations for officers. End of SC fiscal Year</p>	<p>November State Board and Executive Comm. Meetings. All Committees Report to President. Begin Plans for Spring Workshop.</p>
<p>December</p>	<p>January State Board and Executive Committee Meetings. All Committees Report to President. Spring Workshop Planning Committee Meets. Spring Workshop information is due. Winter Survey due.</p>	<p>February Spring Workshop Planning Committee Meets. Nominating Committee sends ballots to State Secretary.</p>
<p>March Spring Workshop. National send out Active/Inactive members to state. Contact Inactive members. State Elections at Workshop</p>	<p>April Spring Survey Due. National Elections. State Board and Executive Committee Meets. All Committees Report to President.</p>	<p>May Deadline for Displays at National Meeting. State Newsletter contest Deadline. Deadline for Banner Parade Names. Polls closed for National Elections 5/31. End of National Fiscal Year.</p>

Monthly National ANFP Sends list of new members to President, Secretary and Membership Chairman.

Policy and Procedures

Policy V Dues and Fees

*Revised Date:
December 17, 2016*

- A. Members pay dues to National. State does not charge dues.*
- B. Rebates will be given to the State Association from National Association of Nutrition & Foodservice Professionals.*
- C. The State has the right to set registration for Workshops, as established by the Executive Committee for members, students, retirees and non-members.*

Policy and Procedures

Policy VI Payment of Accounts Payable

*Revised Date:
December 17, 2016*

- A. The treasurer is responsible for paying bills only from original bills and vouchers.*
- B. Only persons authorized by President may submit bills for payment.*
- C. Reimbursements will be made when the submitter completes a SCANFP Expense Report, attaches all original receipts, and has the President to sign.*
- D. Cash Advances can be done with authorization from President and completion of Expense Report.*
- E. Copy of SCANFP Expense Report to be used is on the following page.*

Policy and Procedures

Expense Report

Name: _____ Date: _____

Address: _____

Phone Numbers: (Work) _____ (Home) _____

EXPENSES:

Meals: B _____ L _____ D _____ Total: _____

Parking: _____

Taxi: _____

Lodging: _____

Travel: _____ Airline-Train-Bus-Personal Vehicle
(Circle One)

Mileage: Beginning Mileage: _____
Ending Mileage: _____ Total Miles Traveled: _____
(@ Current IRS rate per mile)

Tips: _____

Printing: _____

Postage: _____

Other: _____

Reason for Expenses: _____

Total Reimbursable Expenses: _____

Total Cash Advance: _____

Balance Due: You SCDMA _____
(Circle One)

Treasurer: _____

President: _____

Submitted: _____

Advance Check # _____

Reimbursement Check # _____

All Cash Advances and Reimbursement must have President's Signature

Policy and Procedures

Policy VII Meetings

*Revised Date:
December 17, 2016*

1. A. *State Board of Directors and the Executive Committee will meet at least two (2) times each year.*

B. *Members have a right to submit in writing or verbal comments to State Board and Executive Committee Meetings.*

2. A. *The SCANFP shall meet in the spring and the fall of each year. Workshops will provide educational information and at least ten-clock hours per meeting. The topics for meetings will cover a variety of subjects. The speakers chosen will be of the highest caliber with the proper education for topic of meeting. Each speaker or topic will be planned for no less than 60 minutes. All workshops will be planned in advance, and submitted to National ANFP for clock hours 3-5 weeks prior to the workshop. Programs will be printed and mailed to members no later than six weeks prior to the workshop. Programs should contain Agenda, Registration Form, Accommodation Information, and other materials as available.*

B. *Workshops:*

1. *The Spring Workshop will be in March*

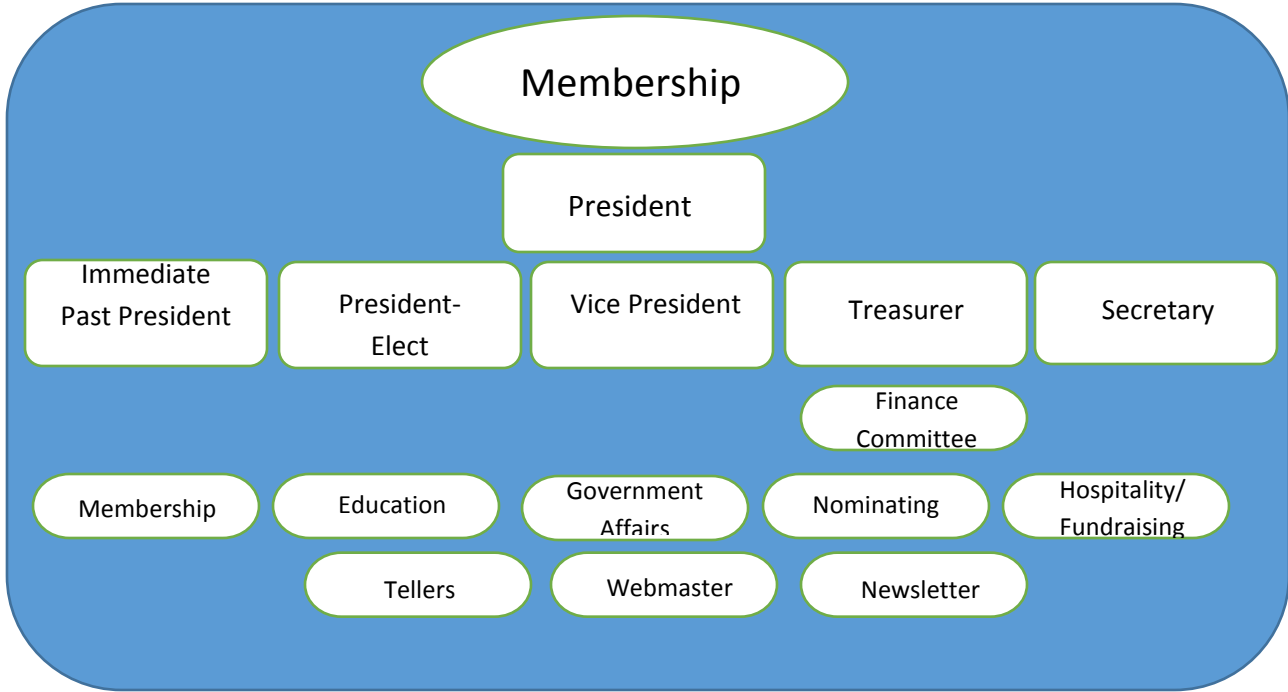
2. *The Fall Workshop will be held in Myrtle Beach, SC in October.*

Policy and Procedures

Policy VIII Organization

Revised Date:
December 17, 2016

A. Organization Chart:



- B. *There will be no salaries issued to any member of the Executive Committee, State Board of Directors or other committees.*
- C. *If a member is absent from a State Board of Directors or Executive Committee meeting, a letter or email with the reason for absence must be sent to the President or secretary. (If there isn't time a phone call will do: followed by a letter). No substitute is allowed.*
- D. *Resignation: It must be in writing and submitted to the State Board of Directors.*
- E. *Vacancy: Vacancies will be filled by an appointment by the President and approved by the Board.*

Policy and Procedures

Policy XI Elected Officers

*Revised Date:
December 17, 2016*

1. *Qualifications of Candidates to run for office:*
 - A. *An active member of ANFP*
 - B. *A person with leadership abilities.*
 - C. *Honest and upstanding member.*
2. *A Vice President will be elected annually.*
3. *Secretary and Treasurer will be elected every three (3) year.*

Policy and Procedures

Policy X State Elections

Revised Date:
December 17, 2016

1. *Nominating Committee*
 - A. *Copy of Ballot form follows: Page 23*
 - B. *Nominating Committee, (appointed by President) shall formulate the ballot for annual election of officers.*
 - C. *Two Active members shall be designated for each office: Vice President, Secretary and Treasurer.*
 - D. *Each nominee shall be contacted personally and respond within 10 days of initial contact.*
 - E. *The formulated ballot shall be submitted by Nominating Chairman to the State Secretary, within thirty days of Spring Workshop.*
 - F. *May not be candidate for State Office. (Nominating Committee Members).*
 - G. *Three active members shall makeup the Nominating committee and one designated as Chairman by President.*
 - H. *Only members of SCANFP can be nominated to office. Students, non-certified members are not eligible for nomination.*

2. *Tellers Committee (2 or more active and non-officer members).*
 - A. *The responsibility of the committee is to count the ballots for the annual election of State Officers.*
 - B. *Only one vote shall be cast for each candidate on a ballot. If more than one vote is cast per office, vote is void for that office. (Example: Pres. Jane – x-- Sue –x- VOID.)*
 - C. *The Chairman submits written results of count to President. Also the Tellers Committee gives the counted ballots to the President to be held until after the installation.*

3. *The President's duties in State Election:*
 - A. *The President shall cast his or her vote last in case of a tie Vote.*
 - B. *The President shall notify the candidates of the results. (No one candidate should know the count for each office)*
 - C. *The President shall notify the Secretary of results for filing.*
 - D. *The President shall notify Newsletter Editor of results of Election.*
 - E. *The President shall notify the membership.*
 - F. *Ballots maintained by President until installation of officers at this time, ballots will be destroyed.*

Policy and Procedures

*Ballot for South Carolina Association of Nutrition & Foodservice Professionals
State Elections* *Year* _____

Please circle the candidate of your choice.

Vice President

- 1. _____ Name*
- 2. _____ Name*

Secretary

- 1. _____ Name*

Treasurer

- 1. _____ Name*

Policy and Procedures

Policy XI Government Affairs Chair to National Committee

*Revised Date:
January 14, 2008*

Government Affairs Chair

- A. Should be a past or present elected officer on State Level.*
- B. Duty:*
 - 1. To attend all Regional Meetings.*
 - 2. Correspond with membership, through state Newsletter, current legislative issues and concerns.*
 - 3. Provide membership with names and addresses of all state regulatory agencies.*
 - 4. To attend all Board Meetings.*
 - 5. Make informative presentation to membership at all state workshops, followed by written report to President.*
 - 6. Perform any other duties assigned by President.*
 - 7. Create and maintain a list of key legislative, city, and State officials. These records should be kept by the Government Affairs Chair, the President, and the President-Elect.*
 - 8. A Government Affairs Committee Chair shall be chosen by the President upon taking Office.*
 - 9. Members of the GAC should meet regularly, and no less than twice in any given year.*
 - 10. GAC Chair will give a State of the State presentation at each General Membership meeting.*
- C. Finance approved by Executive Board.*

Policy and Procedures

Policy XII Conducting Business Meetings

*Revised Date:
December 17, 2016*

1. ***“Roberts Rules of Order”** shall be the guidelines to constitute the parliamentary authority for the conduct of all meetings, when not in conflict with the ANFP By-laws.*
2. *Gifts – Speakers who do not charge a fee, will receive a token of appreciation. The president will present the gift.*

Policy and Procedures

Policy XIII Installation of New Officers

*Revised Date:
December 17, 2016*

At the fall workshop an impressive ceremony will held to install newly elected officers.

Policy and Procedures

Policy XIV Reimbursement for National Meetings

*Revised Date:
December 17, 2016*

President: Shall be sent to national meetings if he/she is to receive the State Achievement Award. Expenses not to more than \$2000.00.

See Addendum I & II.

Policy and Procedures

Policy XV Duties of Officers

Revised Date:
December 17, 2016

ANFP President:

- a. Set up attentive dates for State Board of Director's, Executive Board and workshops.
- b. Write an agenda for Board Meetings, Committee Meetings and Workshops. Ask members about items for discussion and place those on an agenda. At each meeting accomplish a purpose.
- c. You are Chairman for all meetings and workshops. Use "**Roberts Rule of Order**" as guidelines.
- d. You serve as an ex-officer member on Nominating Committee.
- e. Appoint Tellers Committee and serve on Finance Committee. Appoint Finance Committee.
- f. Keep your membership informed through your newsletters.
- g. Forward all required information to National ANFP. Check your calendar of events.
- h. Keep your State Achievement Award Application handy at all times.
- i. Attend the Annual National Meeting of ANFP if possible.
- j. Present gifts to non-fee speakers at workshops.
- k. It is the responsibility of the President to correspond with co-sponsorship of meetings with allied associations.
- l. Approve SCANFP Expense Reports by signing document prior to reimbursement.
- m. Conduct State Business Meeting at Both Spring and Fall Workshops.

SCANFP President-Elect:

- a. Acquaint yourself with duties of President. You will serve in absence of the President.
- b. Attend all State and Executive Board Meetings.
- c. Attend Spring and Fall Workshops.
- d. Appoint Stand-in Committees by letter or phone, to serve during your term as president by June 15th. After acceptance is received, notify each member and inform them of others on committees and their duties.
- e. Form a "Plan of action" for term as President, which will include a budget, goals and objectives for the coming year.
- f. Send the State Officers Roster to National in early summer.
- g. Plan Spring and Fall Workshops with Board approval.
- h. Attend the Annual National meeting of ANFP if possible.

SCANFP Vice President:

It is your duty to assist the President-elect and greet speakers at workshops. You are also charged with being the coordinator of the food expos at all workshops.

Policy and Procedures

Policy XV Duties of Officers

Continued

Revised Date:
December 17, 2016

SCANFP Secretary:

- a. You will issue and mail notices of meetings. (Executive Committee, State Board of Directors, State Business Meetings and any special meetings of the Association).
- b. Prepare and have ready ballots to be handed out at the Spring Workshop to the eligible voters.
- c. File Tellers reports.
- d. Keep minutes of all meetings and record in proper books, such as State Business Meetings Executive Committee and State Board of Directors.
- e. Keep active membership list(s) received from national and attendance rosters of meetings. Share active list with Newsletter Editor.
- f. Attend all State and Executive Board Meetings and all Workshops.
- g. Submit statement of itemized expenses of postage and mailing to President.
- h. Send Thank you notes to workshop speakers.

SCANFP Treasurer:

- a. Receive and deposit all monies from rebates and workshops immediately in the State Association's account(s)
- b. Pay bills of State Association only on original bills and vouchers.
- c. Make financial report to membership at each State Workshop. Submit written Report to President.
- d. Keep in proper books, accurate accounts of all financial transactions of the Associations. Said books to be open to inspections by the Executive Board at all times.
- e. Prepare books for audit at close of fiscal year. End of year is October 31. Give audit report to membership at the Spring Workshop. Submit written report to President.
- f. Submit Form 990 to the internal Revenue Service each year by October 11.
- g. Attend all State, Executive Board Meetings and Workshops.
- h. Assist President and President Elect in making a budget.
- i. Be responsible or appoint an active member to purchase any flowers, gifts, etc. for speakers at all Workshops.
- j. To receive registration fees from members for spring and fall workshops. Keep registration forms on file. Write receipts for registration.
- k. To retain all documents for a period of 10 years.

Policy and Procedures

Policy XVI Standing Committees

Revised Date:
December 17, 2016

Finance Committee:

- a. Appointed by President, the treasurer shall be the Chairman and several other active members will make up committee.
- b. An audit will be done each year by end of October.
- c. Assist President and President Elect with State Budget for the coming year.
- d. A centralized bank shall be used to guard State Associations Funds.

Fund Raising:

1. Authority – State Board of Directors.
2. Projects – in keeping with professional conduct.

Membership Committee:

- a. Appointed by President, several active members with one designated as chairman.
- b. Keep up-to-date membership list from national. These lists are not be sold or provided outside of the association.
- c. Pamphlets are provided by National to send to potential members, new members and students.
- d. Work with Educational Committee's Liaisons to Technical Colleges, which teaches Dietary Managers Course to become members.

Educational Committee:

- a. Appointed by President, consisting of several active members with President Elect as Chairman.
- b. Duties are to inform membership of educational activities in their area from: Technical Colleges, etc. (Approved for clock hours)
- c. Search out prospective sites for workshop. Followed with letters of confirmation.
- d. Ask vendors to sponsor registration and breaks, etc. for workshops. Followed with letters of confirmation.
- e. Contact qualified speakers for workshops – (with adequate resume). Followed with letters of confirmation.
- f. Members to serve as Liaisons to Technical Colleges, which teaches the Dietary Managers Course. Encourage Students to become members.
- g. Create and maintain a list of Career Fairs, and High-School and College career functions/expos for the SCANFP to schedule recruiting trips.

Policy and Procedures

Policy XVI Standing Committees

Continued

*Revised Date:
December 17, 2016*

Newsletter “Wren Notes”:

- a. Appointed by the President, he/she will be an active member.*
- b. Issues will be printed and mailed out four times a year using official association’s logo and guidelines issued by National.*
- c. Consult President before going to print.*
- d. The Editor is responsible for obtaining mailing labels from National ANFP.*
- e. Contact Membership Committee for names and addresses of new members and students.*
- f. The Editor is responsible for mailing newsletters to the membership.*
- g. The treasurer upon receiving the proper Expense Reports with the original invoices and President’ signature will give reimbursement.*
- h. Advertisements may be sold with the Finance Committee’s approval for price.*

Policy and Procedures

Policy XVII Fund Raising

*Revised Date:
December 17, 2016*

- A. All projects to raise money for South Carolina Association of Nutrition & Foodservice Professionals must be approved by the State Board of Director's.*
- B. All Projects must be conducted professionally.*
- C. Each Project Committee is responsible for set-up, operation, Collecting money or performing services, clean-up, and preparing Updates and final reports on current projects. These reports should Be forwarded to the President, President-Elect, and Vice President Two weeks prior to a board meeting.*

Policy and Procedures

Policy XVIII Yearly Audited Figures

*Revised Date:
April 14, 2000*

The board of Directors must approve of a Tax Consultant to conduct yearly audit before books are passed to incoming officer. A signed financial report shall be included in next Newsletter, immediately following Fall Workshop. Said report will be given to membership at Spring Business Meeting.

Policy and Procedures

Addendum I

*Effective Date:
January 19, 2006*

The President and President Elect will be sent to National and the State Association will reimburse up to \$2000.00 each with original receipts. The President to be sent only if he/she is to receive the State Achievement Award.

Addendum II

*Revised Date:
December 17, 2016*

In case of a Presidential resignation, and the President Elect has moved into the President's position and earns the State Achievement Award, then the Vice President – will be sent to National the SCDMA will reimburse the Vice President up to \$2000.00 for expenses. All original receipts will need to be filed with an Expense Report with the President's Signature.

Policy and Procedures

Food Show Procedures

Revised Date:
December 17, 2016

POLICY AND PROCEDURE FOR SCANFP FOOD SHOW

- 1). *Receive Food Show Evaluations and Business Cards from former Vice-President.*
- 2). *E-mail potential vendors and attach a cover letter and sponsorship form. Hard copy and also mail them a cover letter and sponsorship form. Contact vendor that won 1 comp. table from last workshop.*
- 3). *When contacted and confirmed inform of the following:*
 - A). *Theme*
 - B). *Remind vendors of drawing at end of food show for (1) complimentary table for next workshop.*
 - C). *Booth decoration in conjunction of theme is appropriate.*
 - D). *Is extension cords, power, water or a dedicated circuit needed.*
 - E). *Who is attending so we can have name tags ready for them.*
 - F). *Remind vendors that we cannot cook at the facility.*
 - G). *Encourage vendors to participate in the member drawing at the end of the food show.*
- 4). *As vendors confirm start a vendor list to be sent to the secretary as confirmations come in. Keep in touch with program chairman to see if any vendor is to receive comp. tables.*
- 5). *Two weeks after confirmation send the vendors and e-mail or call them to follow up.*
- 6). *Contact facility 4 weeks prior to event to set up rooms for food show.
(Continue to contact as you get confirmations for room space)*
- 7). *Contact vendors 3 weeks prior to food show and remind again of the above, also ask if they would like to be near anyone and who their competition is.
(Try to keep competitors in separate rooms)*
- 8). *Contact secretary 3 weeks prior to food show to start registration packets.*
- 9). *One week prior to food show contact vendors, facility, and secretary to follow up on all details.*

Policy and Procedures

Food Show Procedures

Continued

*Revised Date:
December 17, 2016*

POLICY AND PROCEDURE FOR SCANFP FOOD SHOW

- 10). *Day of food show as the tables are set up place the vendors names on the table. Also leave registration packet on table. As vendors arrive have them sign the sign in sheet for confirmation they were there. Be sure to collect a business card for the drawing. (Registration packet should consist of evaluation form, name tag and registration sheet for next workshop).*

- 11). *during food show walk around and ask vendors of the following:*
 - A). *If they need anything.*
 - B). *Remind them to fill out the registration packet and wear provided name tags.*
 - C). *Walk around with incoming Vice-President.*

- 12). *One week after food show send thank you cards to all vendors. (Use business cards that were collected during the food show)*