

Fall 2008 OV Instructions

Dear Bethel Guardian Council,

Charlie and I would like to see the following at your OV:

At least 5 copies of the Constitution and Bylaws, updated
At least 5 copies of the MD Handbook
The most current copy of your Bethel Bylaws
Your Bethel's most recent Audit
Your Bethel's Permanent Record Book
A list of (or copies of) the daughter's photo release forms
Your Bethel's Checkbook
Your Bethel Recorder's Minute Book
Your Bethel Recorder's Financial Book
Your Bethel Treasurer's Financial Book
Your Bethel's most recent Bank Statement
Your BGC Minute Book

It is our responsibility to ensure that the Bethels are functioning properly and have the tools to do so. Please have these books on a table in your refreshment room, Anti-room, Preparation room, or where there is room to review these books and documents. Often, too many people are crowded around the Secretary's desk which makes the girls nervous, especially if there are issues or questions that need to be addressed or discussed. Our goal is to make things run as smoothly as possible. With that in mind, we would like to adhere to the following time frame:

- One half hour prior to your OV start time: Review the books and documents noted above
- Fifteen minutes prior to your OV start time: All daughters should be dressed and ready, and the Bethel room should be set up
- Immediately following the OV: Pictures with the GG, AGG, Misses, and anyone else.

All OV's are starting at your Regular Bethel's meeting time and on a regular meeting day, unless you have requested something different. If you foresee any problems with the schedule noted above, please call me so that we can work it out in advance.

Please note the following items:

- Bethel Ritual competition will be conducted during the meeting. Our chairman is working on detailed instructions on how this will be conducted but we wanted you and the daughters to be aware of the following differences from this year's competitions:

- The Grand Officers traveling with us that evening will be scoring the daughters on floorwork and words. There may be other team members in attendance but our goal is to use Grand Officers where ever possible.
 - The daughters will be judged on their regular business of the meeting – we will not ask you to do things (i.e., pledge of secrecy for adults, unobligated visitor).
- We see your OV time as a special time to meet with you and especially your Bethel Daughters. The girls are very important to us and we would like to recognize any Daughters that are new to the Bethel since April, have signed petitions, or have received any other awards from your Bethel. It is their time to shine, so please help them feel confident in their work by having a rehearsal in advance of the OV.
 - Be sure that your HQ has an agenda, and that she has had an opportunity to review this with the Bethel Guardian *prior to the day of the OV*. This should be the regular practice of the BG and HQ, but it is especially important when there are special guests invited to your meetings.
 - The Grand Officers will can be escorted to the east line or be introduced from the sidelines. Charlie and I would be happy to introduce our Officers, unless the HQ wishes to introduce them. This is her prerogative.
 - Elaborate gifts or refreshments are not necessary. The bethel should do what ever is comfortable for them. We are your Bethel's guests, and will be delighted to just be visiting with your Daughters.
 - We will have the following presentations:
 - Gifts for your Honored Queen
 - A new member pin and prize for any new members since Spring Banquet
 - A necklace for any member who has signed a petition for a daughter who has been initiated since Spring Banquet
 - A representative from each visiting Bethel and the Grand Bethel
 - Thank you in advance for your cooperation. We are looking forward to a spending time with the daughters and council.

Please call me with any questions and/or concerns. My phone number is 443 226-4953. E-mail: Jobiemom36@comcast.net