

Job's Daughters International
Grand Guardian Council of Maryland, Inc.

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OV Instructions

Dear Bethel Guardian Council,

Prior to the start of the Official Visitations you are asked to provide the following

- A. At least 5 copies of the Constitution and Bylaws, updated with current amendments
- B. 5 copies of the MD Handbook
- C. 5 copies of the Maryland Book of Ceremonies and the Addendum
- D. The most recent Bethel Audit with current copy of your Bethel Bylaws
- E. Permanent Record Book
- F. A list of (or copies of) the daughter's photo release forms
- G. Bethel's Checkbook
- H. Recorder's Minute Book
- I. Recorder's Financial Book
- J. Treasurer's Financial Book
- K. The most recent Bank Statement
- L. BGC Minute Book

It is our responsibility of the Grand Guardian to ensure that the Bethels are functioning properly and have the necessary tools to do so. Please have the requested items available for review at a place most convenient for your Bethel. Our goal is to make things run as smoothly as possible. With that in mind, it is requested that each Bethel we adhere to the following time frame:

- 30 minutes prior to OV start time: review the items identified above
- 15 minutes prior to OV start time, daughters should be dressed, with the Bethel room set up
- Immediately following the OV, pictures with the GG, AGG, Misses, and anyone else as requested by the Bethel.

Most OV's are joint on the weekends. Some Bethels needed to meet on Sunday afternoons. We will try to accommodate church times. All Jobie – to – Bees are invited to attend any craft activities that are available during the meetings.

OV is a special time to meet with the Bethel daughters and I would like to recognize any daughter who has been initiated since the Spring Banquet on April 9, 2011, as well as her petition signer(s). Please provide me a list of any new daughter and signer at least 1 week prior to OV.

It is requested that the other Grand Officers be escorted to the east line during Escort, Introduction and Honors. Dad Tim and I would be happy to introduce our Grand Officers, unless the HQ wishes to do so herself.

Please keep in mind that elaborate gifts or refreshments are not necessary and each Bethel should do whatever is comfortable for them.

With the permission of the Council and the presiding Honored Queen, I would like to make the following presentations:

1. Gift for the Honored Queen(s)
2. New member pins and petition signer gift
3. Attendance report, with a representative of each Bethel and Grand Bethel escorted to the east line

Please call on Dad Tim 1st for remarks at Official Visits.

If space permits, please allow the daughters of both Bethels to sit side by side on the floor. The home Bethel will start the meeting; then officers can switch following the Treasurer's Report.

Thank you in advance for your cooperation. Please feel free to contact me with any questions and/or concerns'

Agape,

Mom Judy Stone
Grand Guardian