

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



Home (301) 599-8491  
Cell (301) 642-7085

Theresa "T" Regner, Grand Guardian, PHQ, PBG, #41  
9726 Wyman Way, Upper Marlboro, Maryland 20772

tregner@comcast.net

### **OV Instructions**

Dear Bethel Guardian Council,

Prior to the start of the Official Visitations I would like to see the following:

- A. 5 copies of the Constitution and Bylaws, updated with current amendments
- B. 5 copies of the Maryland Handbook
- C. 5 copies of the Maryland Book of Ceremonies and the Addendum
- D. The most recent Bethel Audit
- E. Permanent Record Book with current copy of your Bethel Bylaws
- 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 the 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. The goal is to make things run as smoothly as possible. With that in mind, it is requested that each Bethel adhere to the following time frame:

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

All Official Visit's are joint on the weekends. All Jobie-to-Bees are invited to attend and activities will be available for them during the meetings. Please allow us a space in your refreshment area to work with them during the meetings.

OV is a special time to meet with the Bethel daughters and I would like to recognize any daughter that has been initiated since the Spring Banquet on April 10, 2010, as well as her petition signer(s). Please provide me with a list of any new daughter and signer at least one (1) week prior to OV.

It is requested that the other Grand Officers be escorted to the east line during Escort, Introduction, and honors. 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

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, they 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.

Respectfully,

Mom Theresa "T" Regner  
Grand Guardian