Sgt-at-Arms Bulletin

It is that time again, ladies! Convention will be here sooner than we think.

Ladies, if your Unit plans to bring your Auxiliary Banner and US Flag, please let us know ahead of time. You must let us or the department know so we will be prepared for them. We will be posting the flags for you; they will be posted behind the officers at the head table so you will not have to process them yourselves. Please remember to bring your stands for the flags.

Again, we would like to remind everyone of a few things. We would appreciate you sharing with your members especially those that you know will be attending convention. Of course, some of these could also be made a part of your unit meetings.

1. Registration badges **must** be visible when you enter the meeting room.
2. If you have your **cell phone** with you, be sure to turn it off in our meetings otherwise it will cost you **$5.00** and the monies will go to the President's Project.
3. **DO NOT ENTER OR LEAVE THE ROOM WHILE SOMEONE IS SPEAKING…** the Sgt-at-Arms will open the door for you to enter the room while the meeting is in session.
4. Raise your hand if you need assistance. (If you would like water and/or to leave the room for the rest room etc.)
5. Please remember if you are to give a report or speak to the audience, to be seated on the front right hand side of the room near the microphone. This helps quicken things up somewhat.
6. When you stand up on the floor to ask a question or make a comment. Once the President has acknowledged you... **YOU ADDRESS THE PRESIDENT AS MADAM PRESIDENT THE STATE YOUR NAME AND UNIT NUMBER then state or question or comment.**
7. When your name is called for an **Award** or **Door Prize** you must stand and stay standing until you have received same. Remember you must be in the room to receive the door prizes.
8. **Always show proper respect for our United States Flag and for our Special Guests that are escorted in.**

Amanda and I look forward to seeing everyone and will be there to serve you and our President.

Elaine Jones Sgt-at-Arms
Amanda Pearson, Asst. Sgt-at-Arms

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Please complete and return to:	**Elaine Jones or** **2011 Corrinna St.** **Fayetteville NC 28301**	**Department Headquarters** **PO Box 25726** **Raleigh, NC 27611**

Deadline: May 31, 2017

Unit Name and Number:_____

Address:_____

Name of Person Responsible:_____