

Sergeant-at-Arms

2017 KIWIN'S Convention

Mail to: Kiwanis District Office
 8360 Red Oak Street
 Suite 201
 Rancho Cucamonga, CA 91730

Division _____

Club _____ President _____

List the names of three (3) members that are willing to serve as Sergeants-at-Arms. Please type or print.

Name & Address (with Zip Code)	Telephone Number
Name & Address (with Zip Code)	Telephone Number
Name & Address (with Zip Code)	Telephone Number

Dear KIWIN'S President,

I am writing to request three members from your club for Sergeant-at-Arms duty at the District Convention. Their presence is essential for the protection of fellow KIWIN'S, who are attending this annual affair. It is important that **THREE MEMBERS** from each club act as Sergeant-at-Arms to ensure that the KIWIN'S organization remain in good standing with the hotel management.

The Sergeants-at-Arms are required to secure the rooms where the KIWIN'S are housed. Below is a list and brief summary of the duties of the Sergeant-at-Arms.

PLACE

DUTIES

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| <ul style="list-style-type: none"> • GENERAL SESSIONS | <p>Sergeant-at-Arms must be at the doors 30 minutes before the session begins. This requirement is to ensure that each KIWIN'S has a member's registration badge.</p> |
| <ul style="list-style-type: none"> • CAUCUS MEETINGS
(Open Caucuses) | <p>Sergeant-at-Arms must make sure that each KIWIN'S member is attending the correct caucus.</p> |
| <ul style="list-style-type: none"> • FLOORS (Bedrooms) | <p>Duties explained at the Sergeant-at-Arms Headquarters.</p> |
| <ul style="list-style-type: none"> • HOUSE OF DELEGATES
(Closed Caucus) | <p>Your responsibility is to check the credentials of each Delegate. Delegates must be wearing a Delegate Ribbon.</p> |
| <ul style="list-style-type: none"> • GENERAL RESPONSIBILITIES | <p>You must register for your workshift at the Sergeant-at-Arms Registration Table, after club registration. It is a required procedure that each Sergeant-at-Arms attend the ORGANIZATION MEETING on FRIDAY. TIME AND PLACE WILL BE LISTED IN YOUR PROGRAM.</p> |