



USSVI
National
Convention
Manual

REVISED 10/15/2021

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BASE CONVENTION COMMITTEE GUIDELINES

CONVENTION PURPOSE

The USSVI National Convention is held as directed to accomplish several tasks.

- Handle all proper USSVI business.
- Provide a place and time for Shipmates to enjoy Shipmates, to visit with old Shipmates and to make new friends.
- Provide vacations, events, activities, and destinations for the enjoyment of our Shipmates and their guests.

CONVENTION AUTHORITY

USSVI Constitution and By Laws state that the USSVI National Senior Vice-Commander (NSVC) is the Officer responsible for our USSVI National Conventions. The USSVI National Convention Chairman (NCC) is appointed by the National Commander and approved by the USSVI Board of Directors (BOD).

CONVENTION RESPONSIBILITY

The NCC reports directly to the NSVC and has the responsibility to do site visits, vet the hotel(s) and other spaces being considered and finally negotiate and approve the USSVI National Convention Contract with the Host Hotel. The NCC works closely with the NSVC, Host Base representative (usually the Base Commander), local Convention Visitors Bureau (CVB) and the Host Hotel management. The final approval of the National Convention site rests solely with the USSVI BOD. In the event that there is not a willing or available Base to host the National Convention, the BOD may utilize private business with which to organize and manage the national convention.

The Host Base will develop a milestone cart with completion dates (organize convention committee, develop Plan of the Day, select, and submit candidate for National Convention Treasurer for BOD approval etc.) as soon as possible for the National Convention and submit the chart to the NSVC for approval.

The Host Base will keep the NSVC and NCC informed on the progress of their planning for their National Convention. A report is due when a milestone item is completed and starting six months prior to the Nation Convention start date the minimum reporting requirement is once each week

PRELIMINARY WORK

Prior to making a proposal to host a USSVI National Convention, the bidding Host Base will contact the NSVC to determine the feasibility of the proposed convention site. The site will be vetted by the NCC and in the case of a potentially acceptable site the Local Base will be notified to proceed.

The NCC and the bidding Base will contact the local Convention Visitors Bureau (CVB) and establish a working relationship with the CVB contact.

The CVB will:

- Send a Request For Proposal (RFP) provided by the NCC to the local hotels (two to three is optimum) to get preliminary room rates and the other information needed for the Base proposal (see Proposal Section below)
- Provide information regarding local attractions, local transportation, airport distance, airline service, shuttle service and RV facilities, as a minimum.

The NCC and the Host Base will solicit the CVB to provide a financial incentive to the Host Base for hosting the USSVI National Convention in their city. Historically, our USSVI National Conventions attendees spend over a million dollars in the host city while attending the convention. The CVB funds can be used by the Base for Seed Money to cover the deposits for contracting local attractions and/or events for our convention. The local Base should work with the CVB to see if they will provide "Goodie Bags" for our National Convention attendees and to determine if the CVB will provide volunteer help to assist the registration committee. The advantage to the CVB is being able to answer questions about local attractions and facilities and thereby promote the convention city.

PROPOSAL SECTION

USSVI By Laws "Article 6" Section 14. National Convention Committee, Paragraph D. state that a written proposal by the Base to the National Senior Vice-Commander, to be received by the National Vice-Commander no later than March 1st of the next Convention year and must contain, but not limited to, the following information.

- The location city of the proposed National Convention.
- The name of the available host hotels (minimum of two hotels, three or more is preferred).
- The number of rooms in hotels for handicapped guests.
- The availability of airport shuttles, indicate cost or no cost.
- Where convention headquarters and meeting(s) will be held, if other than host hotel.
- RV Parks in the area with approximate distance from Host Hotel.
- Points of interest in the area.

The following information will be very helpful to the Board of Directors (BOD) when the BOD is making a decision on proposed Convention locations.

- The proposed hotels guaranteed range of room rate(s) and the current tax rate.
- The dates when the proposed hotels will host the Convention.

- Approximate all inclusive (Includes all taxes, service charges and/or tips) price range for catered food events (Holland Club Breakfast, Men & Women Luncheons and Awards Banquet) and approximate cash bar prices for Hospitality Room and Awards Banquet.
- RV Parks contact info including phone number and website if available.
- Hotel parking – List parking fees or if parking is free.

CONVENTION FEES

USSVI Board of Directors approved the following fees for our National Conventions at the 2015 Mid-Term Meeting starting with the 2017 Convention

- Registration Fees charged by host Base will be a maximum of \$25 for USSVI Members, other Submariners and Associate Members and Spouses/Guests
- Absolutely no mark up by host Base will be allowed over room rates negotiated from the Hotel.
- No more than 10% mark up by host Base will be allowed over costs of Food/Beverage, tours and other events negotiated from hotel/other vendors.

GUIDELINES SECTION

- First and foremost, it is suggested that the organizers make every possible effort to insure the attendees a quality product at a reasonable price. Profit will come from the volume of attendees and prudent pricing.
- A convention must pay for itself.
- Plan of the Day (POD) must be developed as soon as possible and submitted to the NSVC for his approval. No meetings, tours, activities, or events are to be scheduled during our Annual Business Meeting and “Tolling of the Boats” or Memorial Service.
- USSVI via of the National Treasurer will loan the Host Base \$3,000.00 of seed money to cover early convention expenses. The \$3,000.00 seed money loan will be repaid to the USSVI National Treasury at the end of the convention.
- Another potential source for Seed Money is your local CVB. The USSVI National Convention Chairman will work with the Host Base to obtain a financial incentive from the local CVB that is used as Seed Money by the Host Base. Historically, our USSVI National Convention attendees spend over a million dollars in the host city while attending our convention. The Host Base should explore other state and local sources for grants to be used as Seed Money.
- The National Convention Treasurer section of this manual provides specific guidance relating to the National Convention financials, and not subject to deviation without specific approval of the National Senior Vice Commander. The duties and responsibilities of the National Convention Treasurer are contained therein and provide a framework to work with the National Treasurer and National Senior Vice Commander on a daily basis. The National Convention financial activities will be incorporated in the National Treasurer records and reported monthly to the National Board of Directors.
- All persons intending to make use of any part of the convention program must pay the registration fee. This includes boat reunion attendees and those attending who are not

members of USSVI. Boat reunion attendees will be allowed to browse in the Vendors area without paying the registration fee. A unique ID may be required for this purpose

- Refreshments are a big part of the convention. Try to arrange with the host hotel to serve drinks in the hospitality room at a reasonable price. Hospitality Room and Awards Banquet beverage costs should be included in the contract with the Host Hotel. Current USSVI liability insurance prohibits USSVI from serving alcohol at all USSVI Convention events and/or functions.
- Ideally, the hospitality room and the Vendor's area should be one room which can be divided to close the Vendor portion when sales are closed and should be big enough to accommodate about 50% of the expected attendees and must have tables and chairs for group gatherings with coffee and water stations.
- The BoD approved registration fees listed above should cover the cost of giveaway items and incidentals with a little cushion for the unexpected. Individual registration fees are the norm.
- The Host Base will list all registered attendees of our National Convention on the USSVI Convention website. The list will contain the following information, member's name, member's USSVI Base name and member's Qualification Boat's name. The attendee list will be updated weekly. This will enable members to see who is attending the convention.
- All additional activities (tours, tournaments, welcome aboard parties, banquets, etc) should be paid for in total with the registration, with a due date that suits the obligation. Do not take promises and be sure to publish a refund policy.
- A member of the Host Base should collect the tickets for all tours & activities etc. Also, a member of the Host Base should accompany all tours and activities.
- Banquet cost should be as reasonable as possible. The dinner will be a plated dinner. Check with the hotel catering department, as they are the experts. With very large groups, you may want to look into assigned seating. **Colored tickets indicating choice of banquet entrée will be issued as part of your registration package.**
- The registration form should include all cost items and the date that they are scheduled. It should also include the host hotel information (address & phone number), who to make the check to, where to mail it and your refund policy.
- Advertise the convention in the American Submariner Magazine . The USSVI BOD has allocated 1 page in the first, second and the third issue of free advertising each year for the current year Convention. In addition, there are several submarine websites that list conventions and reunions. This should be done at least one year in advance to allow newcomers time to plan. Many of our members still work and may have to schedule their vacation a year in advance.
- Have the local CVB and/or host hotel personnel attend our National Conventions one and two years in advance of your National Convention to promote interest and attendance in your convention.

MORE HELPFUL HINTS

- **HOTEL** – The selection of the host hotel is the one element, which can make or break a convention or reunion. Room rates are negotiable so work hard to get the best rate possible. Lower room rates will attract more attendees. The majority of hotel chains will give you a complimentary room for every 50 rooms sold. The complimentary room ratio is negotiable. Our goal is to get at least a complimentary room for every 40 rooms sold. These rooms can be used for the National Officers or as an incentive to your working committee members.
 - If an event is not on the main floor of the hotel, is there enough elevator banks or escalators to handle the flow of people?
 - Is the hotel American Disabilities Act compliant? Does it have enough handicapped equipped rooms to meet your needs?
 - Are there enough rest rooms to handle the amount of people at the event? They do get crowded after the business meeting during events (don't forget the ladies).
 - Ensure there is enough signage in host hotel to direct attendees to all catered events, hospitality, meeting, and vendor rooms.

- **MEETING ROOMS** – All meeting rooms must have an American Flag in the space and have ice water service available. Fifteen pens and tablets are required in the rooms assigned for the Pre-ABM and the Post-ABM for the BOD members.

- **MEETINGS** – The following meetings are mandatory.
 - KapSS 4 KidSS – 100 attendees
 - Base Commander's Training Meeting – 50 attendees
 - District & Base Commander's Seminar – 70 attendees
 - Base Commander's Group – 50 attendees
 - ISA – 50 attendees
 - RV'ERS – 50 attendees
 - Board of Directors (x2) - 40 Pre & Post BOD
 - USSVCF (x2) - 40 Pre & Post BOD
 - Base Meetings (one meeting that includes all of the groups below)

Base Treasurers	20
Base Chaplains	20
Nat/Base Membership Admin	20
Base Storekeepers	20
Base Secretaries	20

- **CATERED EVENTS** – The Catered events are Holland Club Breakfast, Ladies' & Men's Luncheon, and Awards Banquet. Be certain that the banquet site selected can accommodate the anticipated number of attendees and the hotel has the appropriate audio/visual equipment for the event.
 - No matter if you have a sit-down breakfast, lunch or dinner or a buffet breakfast or lunch, make sure that there is enough wait-staff on hand. There should be enough wait-staff to run drinks for the guests and make sure that there is plenty of coffee available. The staff/guest ratio should be at least:
 - Plated Breakfast – 1/25, Buffet Breakfast – 1/30, Plated Lunch – 1/25,

Buffet Lunch – 1/30, Plated Dinner – 1/20

- **RV DRIVERS** – Don't forget that many members drive their RV's to conventions, so publicize the local RV Parks. Include phone numbers and distance from host hotel. Investigate possibility of providing shuttle service to and from RV parks to Host Hotel(s).
- **REGISTRATION** – Most people will register after January of the year of the convention. Some hotels will not take reservations more than one year in advance of a scheduled activity. Usually, about 50% of the attendees will register more than one month before the convention, so this means that the other 50% will register in the last month and your registration committee will be VERY busy!
 - Check with your local Visitors Bureau to see if they will furnish professional help to assist your registration committee.
 - Establish a "Troubleshooter Desk" near the registration area to handle any registration problems. This will allow the registration line to move more smoothly and help eliminate long lines.
- **TRANSPORTATION** - People moving is a large factor in terms of cost and planning. If a local tour is of short duration, try to use school buses, as they are less expensive to contract. The larger air-conditioned buses should be used for any long trips planned. A transportation coordinator should be assigned early, and all trips planned and priced out. Try to cost per seat, based on a bus two thirds full, this way, if it not filled, it is paid for, and no one is disappointed. The profit will be in filling the last one third. To keep cost per seat down, a two thirds full plan may be used, or a professional tour operator may be utilized. Consider handicapped attendees where transportation is concerned.
 - If you want to take coolers of refreshments on the buses, be sure to get permission from the contractor.
- **HOSPITALITY ROOM** – If the host Base is working the hospitality room, arrange for a large quantity of ice to be made available from the hotel. This can and should be arranged when you contract for the hospitality room. Be aware of local liquor laws.. Have coffee available for attendees and ensure inebriated people don't drive (liability here). **Be especially aware of local liability laws.**
- **TRAVEL** – Travel arrangements can be made with a local travel agent. The agency should have a toll-free number and should update you if fare wars happen. Ensure this arrangement is part of any contract you sign with the agency.
- **PUBLICITY** – There is no charge for advertising a National Convention in the American Submariner Magazine. Ensure you have all details identified for inclusion in your advertisement.
Take advantage of local print, radio, and television media to promote our National Convention and solicit local sponsors for the Convention Book.
- **RECRUITING** – Be sure to have a USSVI National Office Recruiting Table/Booth set up and get people within your district to assist the National Office Manager recruit as directed.
- **LADIES** – Don't forget to have something for the ladies. Fashion show, cosmetics demonstration, or Outlet Mall shopping trip, whatever you think they would enjoy.

- **CRITIQUE** – The National Convention Committee will have an assessment/evaluation form in the registration package. The input from the attendees will aid future convention hosts in identifying and correction problems or shortcomings.
- **MISCELLANEOUS** - Hosting a convention is a lot of work, but it is rewarding. Your imagination and ambition are the only limiting factors, but remember, it is not necessary to plan for every minute. Some attendees appreciate a minute to catch their breath and have a beverage. Have brochures available for local tour information for individual side trips. Make use of the latest registration form as a sample if you have trouble putting one together. Make sure each cost item has a line to be added toward the total cost.
- **INFORMATION** – Have today’s current POD information listed on an easel or Hotel Information Board at the entrance to the Hospitality Room or Vendors Room
- **BOAT REUNIONS** – Encourage Boat Reunions to join our National Conventions. The benefits to the boat reunions are prices negotiated for a much larger group such as the contracted room rate & catered menus prices. Also, the Boat Reunions receive all of the concessions contracted for the National Convention. The USSVI benefits because all guestrooms and catered functions booked at the Host Hotel from the Boat Reunions will be applied to the USSVI’s guestroom pick-up and Food and Beverage guarantee.

COMMITTEE RECOMMENDATIONS

- **REGISTRATION** – Recommend a minimum of two people.
 - Develop a registration form. Use previous convention registration form as a guide. Form outline designed to show all elective activities, when scheduled and the cost of each. Ensure address for returning the registration form is listed.
 - Recommend non-refundable registration fee. Costs of events are not refundable after the cutoff dates contracted for each event unless there is a walk-in replacement.
 - Send confirmation to attendee as registration is received. Use postcard or e-mail and inform them of any closed events.
 - Prepare convention packages to contain means of ID for attendees to paid events/activities. Include copy of registration form. Keep original at troubleshooting desk to resolve problems.
 - Develop check-in system. Need at least two people (preferably more) at check-in table at all times when registration is open.
 - Be sure to get the boat sign-in books from the previous convention chairman; make new sign-in sheets for your convention and mail sign-in sheets to National Archives after convention is completed.
 - Registration chairman will receive all registration forms and money; verify that forms and money are correct. If a discrepancy exists, he will contact the individual for resolution. Transfer all money to Treasurer.
- **REFRESHMENTS** – Recommend a minimum of two people.
 - You may wish to consider having snacks in the hospitality room, depending upon the cost. You may also wish to consider making arrangements with the host hotel for an optional continental breakfast for the convention days in the hospitality room. This event is pay as you go by attendees (not free) unless the host base can afford to make it free.

- Establish who will serve the non-alcoholic beverages and the cost. Snack cost should be included into the registration fee.
- TRAVEL/TRANSPORTATION – Recommend one person.
 - Arrange through a travel agency for a host airline that will give reasonable rates.
 - Arrange for ground transportation for any tours scheduled. Typically, seat price is based on 67% capacity of the vehicle..
 - Determine cut-off dates for each tour registration.
- PROGRAM – Recommended one person.
 - Responsible for coordinating all individual programs scheduled.
 - Obtaining speaker(s).
 - Raffles, etc.
 - Gifts for speaker(s).
- BANQUET – Recommend one person (works very closely with PROGRAM Chair).
 - Arranges for Welcome Aboard Party (if there is one), Banquet (including head table, general seating, ceremonies, and awards. Speaker is responsibility of Program Chair)
- ADVERTISING – Recommend one person.
 - Aside from the obvious ads in American Submariner, it is recommended that you advertise in: Naval Affairs, Polaris, Naval Institute Proceedings, Navy times, Navy Submarine League, Navy League, American Legion, VFW, AMVETS, DAV, TROA, TREA AND NERA.
- CONVENTION BOOK – Recommend one person
 - Solicit WELCOME ABOARD MESSAGE from the USSVI National Commander.
- BOAT REUNION COORDINATOR – Recommend one person.
 - The boat reunion planners should work with the Host Hotel catering staff for all of their catering needs. The planners are encouraged to use the same menus for the National Convention to receive the contracted catering costs.
 - The boat reunion planner is responsible for providing the Host Hotel catering staff the headcount for all of their catered events by the date requested. Also, the planner signs all appropriate BEO's. The Boat Reunions are responsible for the cost of their catered events..
 - Ensure that reunion planners provide information to the Boat Reunion Coordinator on date, time, and location of their boat reunion so it can be posted on bulletin board.
- NATIONAL CONVENTION TREASURER – Please see the National Convention Treasurer Document in the Convention Manual for the National Convention Treasurer's duties, financial control, accounting procedures and reporting responsibilities etc. (**NOTE: National Convention Treasurer must be approved by the USSVI Board of Directors and work closely with the USSVI National Treasurer**)

- The Convention Coordinator is responsible for purchasing a Liability Insurance Policy for the USSVI National Convention that meets the Host Hotel's Contract Terms. Typically, the policy is for \$1,000,000.00 & costs about \$300.00 – \$400.00. The cost of this insurance policy is billed to the convention. An internet search for liability insurance will provide several sources for the policy.
- CONTRACTS – USSVI National Convention Chairman works closely with the Reunion Chairman to determine the convention criteria and negotiate the contract with the host hotel. The USSVI Constitution and By Laws state that the USSVI National Convention Chairman is the only USSVI member who is authorized to negotiate and approve National Convention Contracts and amend existing National Contracts. The current USSVI National Convention Chairman is Richard M. Osentoski. Here is his contact info:

Richard M. Osentoski
3701 Brookshire
Trenton, MI 48183
734-671-3439
ussronquil@yahoo.com

Richard M. Osentoski
National Convention Chairman



UNITED STATES SUBMARINE VETERANS INC

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 Silverdale WA 98383-3870
 360-337-2978
office@ussvi.org

REQUEST FOR PROPOSAL

The United States Submarine Veterans Inc. (USSVI) is requesting a Request For Proposal (RFP) for our National Convention for the year _____. Please respond within ten working days. Our National Conventions are six days in duration (Monday – Saturday) and can be held during the August 15th thru October 20th period. USSVI will work with your hotel to fill your low volume periods to obtain your lowest prices for our National Convention. Please submit your RFP with the dates that you can provide your lowest prices for six consecutive room nights as well as food & beverages prices. The quoted group room rate will apply plus or minus three days to our National Convention based on availability of Run of the House (ROH) rooms. The hotel will not limit the number of ROH rooms available for this plus or minus three-day period and these room nights will be counted towards the USSVI total room nights used for our National Convention. Below is USSVI projected room night by day for our National Convention.

	Pre Day 3	Pre Day 2	Pre Day 1	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Post Day 1	Post Day 2	Post Day 3
Run of House	5	5	10	100	125	160	200	200	175	10	5	5

The RFP will contain a Review Clause that allows USSVI to adjust the contracted room night block plus or minus 5% on or before 180 days prior to initial Convention dates, plus or minus 5% on or before 90 days prior to initial Convention dates and plus or minus 5% on or before 30 days prior to initial Convention dates.

The RFP quoted room rate includes all applicable charges. All state, local and any miscellaneous taxes or charges are clearly identified. No automatic or mandatory charges for tips, gratuities or other service charges for employees or hotel services apply, unless otherwise expressly stated in the quoted room rate and/or quoted food and beverage services.

All early departure or cancelation fees will be waived if due to guest and/or family medical conditions.

The RFP will contain the following relocation clause:

If any guest room reservation cannot be accommodated by Hotel, Hotel will provide: (1) accommodations at a comparable hotel reasonably nearby at no charge for each night until the guest is returned back to the Hotel; (2) one complimentary round trip ground transportation between Hotel and the alternate hotel for each day the guest is displaced; (3) one 5 minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail; (4) an offer to relocate the displaced guest back to the first available guest room; (5) upgraded accommodations at Hotel upon return (if available) and a welcome expression from the General Manager; and (6) credit to Room Block for any nights that guests are displaced.

The Hotel will provide the following concessions:

COMPLIMENTARIES & CONCESSIONS

- HOTEL will provide one complimentary room night for every forty (40) room nights occupied to be taken from total rooms utilized on a cumulative basis including rooms for plus or minus three days.
- Hotel will provide all meeting and function room space complimentary. This includes an American Flag and a water station in each meeting room, two podiums (one podium for the Awards Banquet and one podium for the General Session - ABM) and maximum of five (5) microphones.
- USSVI Officers are permitted to use their personal laptop computers for presentations during scheduled meetings in all meeting and/or function rooms.
- Hotel will provide complimentary Hospitality Room with cash bar for the six days of the convention.
- Ten (10) Run of House rooms at reduced rate from Group Rate for staff members (rate to be negotiated.)
- Complimentary high speed internet access and local phone calls from each quest room and USSVI National Convention needs (registration table, charitable foundation eats.).
- One (1) complimentary Diplomat Suite or equivalent starting one day before & ending one day after the convention.
- One (1) complimentary Loft Suite or equivalent to be used as fund raiser by Host Base.
- One (1) complimentary Loft Suite or equivalent for the USSVI National Convention Chairmen starting one day before & ending one day after the convention.
- Six (6) upgrades to Loft Suites or equivalent at group rate for USSVI National Officers starting one before and ending one day after the convention.
- Seven (7) welcome amenities
- Two (2) hour beer, wine & cheese reception – Welcome Aboard Party
- Hotel will provide USSVI National Convention attendees discounts on all food & beverages purchased at Hotel Restaurants during our convention (discount amount will be negotiated).
- Hotel will provide a place for a Submarine Float to be placed outside the hotel.

Our National Conventions typically have three catered events, Holland Club Breakfast, Ladies' & Men's Luncheon, and the Awards Banquet. Based on previous National Conventions, hotel income for food will range from an all-inclusive cost of \$35,000.00 to \$50,000.00 and income for beverages will range from \$10,000.00 to \$15,000.00 per convention. The Hotel will work with USSVI to keep our food and beverage costs within our budget. Below are the food and beverage costs contracted for our 2021 USSVI National Convention in Orlando, FL.

- Hospitality Suite & Awards Banquet– All Cash Bar drinks will be discounted by \$.50 per drink. Sample pricing based on 2017 terms not to exceed by 5% increase in 2021.
Call Brands \$5.50 per drink
Draft Beer 8oz. \$2.50 per drink
House Wine \$5.50 per drink
- Catering prices are as follows including tax and service charge (all inclusive):
Holland Club Breakfast \$28.00
Men’s and Ladies Luncheon \$33.00
Award Banquet \$58.00

The RFP will contain a Review Clause that allows USSVI to adjust the contracted Food & Beverage costs 10% on or before 30 days prior to initial Convention dates.

Our National Convention meeting and function room space required is **typically** based on the following Meeting Room Requirement List and the schedule for these meetings are determined by the Plan of the Week (POW). The Hotel will work with the USSVI Host Base to **refine** the location and schedule of these meeting and events.

MEETING ROOM REQUIREMENTS

General Session (ABM)	300
Kaps(SS)4Kids(SS)	100
Base Commander’s Training	50
Base Commander’s Group	50
ISA	50
RV’ers	50
Board of Directors (x2)	40 Pre & Post BOD
USSVCF	40 Pre & Post BOD
District & Base Commanders Seminar	70
Base Meetings (one meeting that includes all groups below)	
Base Treasurers	20
Base Chaplains	20
Natl/Base Membership Admin	20
Base Storekeepers	20
Base Secretaries	20

BANQUET REQUIREMENTS

Plan on approximately 75% of those registered to attend (typically 250-500 persons). If space is available, set for round tables with seating for eight people. The host base should track the count of meals served for future convention planning.

BOAT REUNIONS

Boat Reunions are events by the Crews of individual Submarines independent of the USSVI National Convention. USSVI is promoting the idea that the Boat Reunions hold their reunions during the convention (including the three (3) day pre or post time). All the room nights used by the Boat Reunions will be applied to the USSVI room block.

The USSVI National Convention Chairmen will work with the Boat Reunion Coordinators & the Host Hotel to use the Host Hotel as the location of their reunion. Typically, the Boat Reunions will require a Hospitality Room and will hold one or more catered events. The Boat Reunions usually are two (2) to four (4) day events.

A Letter of Intent and/or a BEO will be required for all Boat Reunions that have catered events during their reunion. The Boat Reunions will be responsible for payment of all Food & Beverage Services provided. The costs of all Boat Reunion catered events will be applied to USSVI's Food and Beverage guarantee.

Key items for Boat Reunion Catered Events include, but are not limited to the following:

- A deposit is typically required for catered events.
- Boat Reunion Coordinators must provide headcount numbers as scheduled by the Host Hotel.
- Catered Events - All food and beverage events must be catered through the Host Hotel.

All USSVI contracted room rates, concessions, food & beverage costs & contract terms & conditions will apply to all Boat Reunions.

Convention Schedule (Typical POW)

Sunday,

1600 – 2200	Hospitality Room Open
1200 – 1800	Vendor Room Set-Up
1200 – 1800	Registration Desk Open

Monday,

0800 – 1700	Registration Desk Open
0900 – 2100	Hospitality Room Open
0900 – 1700	Vendor Room Open

Tuesday,

0800 – 1700	Registration Desk Open
0800 – 1600	Kennedy Space Center
0900 – 2100	Hospitality Room Open
0900 – 1700	Vendor Room Open

1900 – 2100 Welcome Aboard Party

Wednesday,

0700 – 0900 Holland Club Breakfast

0800 – 1700 Registration Desk Open

0900 – 2100 Hospitality Room Open

0900 – 1700 Vendor Room Open

0900 – 1700 Victory Casino Cruise

0900 – 1200 USSVI Annual Pre-Board of Directors and Charitable Foundation Meeting 1300 -
1400 Charitable Foundation Presentation

1300 – 1430 ISA/USA Meeting

1500 – 1700 Base Officers Meeting

(Base Officers Meeting includes secretaries, treasurers, chaplains, storekeepers)

Thursday,

0800 – 1700 Registration Desk Open

0900 – 2100 Hospitality Room Open

0900 – 1700 Vendor Room Open

1200 – 1400 Men's Luncheon

1200 – 1400 Women's Luncheon

1500 – 1700 Memorial Service – Tolling of the Boats

1800 – 2300 Universal Studios City Walk

Friday,

0800 – 1700 Registration Desk Open

0800 – 1400 Trip to Wild Florida

0900 – 2100 Hospitality Room Open

0900 – 1700 Vendor Room Open

0900 – 1000 Ham Operator's Meeting

1000 - 1200 District & Base Commander's Meeting

1300 – 1500 Kaps 4 Kids Meeting

1500 – 1700 Museums and Memorials Meeting

1500 – 1700 R.V.er's Meeting

Saturday,

0800 – 1700 Registration Desk Open

0900 – 1400 Vendor Room Open

0900 – 1200 USSVI Annual Business Meeting

0900 – 1530 Hospitality Room Open

0900 – 1500 Registration Desk Open

1400 – 1530	USSVI Post Board of Director's and Charitable Foundation Meeting
1730 – 1830	Social Hour/Cash Bar
1830 – 2300	Annual Awards Banquet

The RFP will contain the following Change in Management/Ownership Clause:

The HOTEL shall promptly notify GROUP if there is a change to the Management Company or ownership, which operates HOTEL prior to the convention, and GROUP shall have the right to terminate this Contract without liability upon written notice to the HOTEL.

The RFP Cancellation Clause will hold USSVI or the Hotel (either party) liable for the same payments due the other party if USSVI or the Hotel cancels the contract.

The RFP will include the standard Force Majeure and Indemnification and Hold Harmless Clauses.

Due to the nature of holding a veteran's event, attendance is difficult to project; therefore, USSVI favors contracts with a room drop clause instead of an attrition clause contract. If there is an attrition clause in the contract, total room nights will be used to calculate any attrition penalty.

The Hotel will certify that the Hotel is Americans with Disabilities Act (ADA) compliant.

The USSVI Constitution and By Laws state that the USSVI National Convention Chairman is the only USSVI member who is authorized to negotiate and approve National Convention Contracts and amend existing National Convention Contracts. The current USSVI National Convention Chairman is Richard M. Osentoski. Here is his contact info:

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ussronquil@yahoo.com

Richard M. Osentoski
USSVI National Convention Chairman

NATIONAL CONVENTION TREASURER

Commencing with the 2016 USSVI National Convention the following procedures are in effect:

The Host Base(s) will nominate a National Convention Treasurer to the National Senior vice Commander prior to the start of any fund-raising activities but not later than one year prior to their National Convention. The nominee should possess good computer skills including sending/receiving emails with attachments. He/she should equally be proficient in either Intuit accounting programs, QuickBooks or Quicken.

The National Board of Directors will review the nominee's qualifications to ensure that he/she has the requisite computer and bookkeeping skills needed in order to confirm the appointment to be made by the National Senior Vice Commander.

Upon approval by the National Board of Directors, the National Convention Treasurer reports to the National Treasurer who will provide guidance and establish accounting procedures which are to be observed.

A bank account for the specific purpose to receive, disperse and account for all monies relating to USSVI National Conventions has been established at Bank of America. A one-time advance of \$3,000 to cover initial expenses and make any disbursements needed by the Convention Committee; and approved by the National Senior vice Commander to secure the contracts, make deposits and etc. will be made by the National Treasurer. (CM-BC-01)

All subsequent funds raised for the convention will be deposited in this account by the National Convention Treasurer. All expenses will be disbursed from this account by the National Convention Treasurer and approved by the National Senior vice Commander. The Host Base(s) will hold no funds or disburse any payments related to the National Convention.

The National Convention Treasurer will receive and account for all funds received in either a QuickBooks or Quicken accounting software program. In addition, each receipt will be recorded in a two-copy receipt book that is available in any office supply store. The top copy will be detached from the receipt book and attached to the incoming payment document such as member's registration form.

The National Convention Treasurer will receive all bills/invoices/expenses connected with the National Convention and forward by an email attachment requests for payment authorization using National Convention Account (NCA) Form No.

1. After receiving payment authorization, a copy of that authorization will be attached to the corresponding invoice for audit purposes. After receiving payment authorization, the National Convention Treasurer will issue payment direct to the vendor.

When preparing bank deposits, the National Convention Treasurer will record on the reverse side of the deposit slip the receipt number(s) from the receipt book and a copy of such record will be retained so as to establish an auditable deposit paper trail of incoming monies.

In the interest of expediting those situations where immediate payment may be required, the National Convention Chairman or the National Convention Treasurer may solicit a verbal approval by phone call from the National Senior Vice Commander, provided that the written approval form be forwarded as soon as possible after the fact so that written authorization can be documented for audit/accounting purposes.

The National Convention Treasurer will provide a written accounting report to the National Treasurer on a weekly basis by email using NCA Form No. 2. The report will cover all receipts and disbursements for prior week which runs from Sunday through Saturday. The National Treasurer will maintain an independent bank account record in QuickBooks and for inclusion in the NT's monthly report. In addition, the National Treasurer will reconcile using month end bank statements. Any issues will be brought to the National Convention Treasurer for resolution.

All disbursements will be made by numbered check and signed by the National Convention Treasurer. Petty cash accounts are prohibited. Under no circumstance will cash payments be made to anyone for any reason. This is necessary to generate and maintain an auditable paper trail on all convention receipts and expenses.

The intent of the National Leadership is to allow the National Convention Treasurer to operate freely and confidentially without undue micro-management by anyone. Base leadership will not attempt to unduly influence or pressure the National Convention Treasurer to act one way or the other.

If any questions should arise the National Convention Treasurer will contact the National Senior vice Commander for resolution or resolutions of problems, who, in his role as Chairman of the Ways and Means Committee and under his responsibility for the National Conventions will make the decision.

In regard to invoices generated by the host base(s), only the Base Storekeeper is permitted to submit invoices for merchandise and memorabilia. These invoices will be at cost plus freight without profit mark-up. A statement attesting to this effect shall accompany each invoice. Invoices for other reasons may also be submitted by the host base(s) and subject approval by the National Senior vice Commander.

No goods, services and offers for discounts are permitted unless approved by the National Convention Chairman. Then such goods, services and discounts will be made available to the general membership. Specifically, no base or member will engage in activities that offer base members an unfair advantage over general membership regardless of the reason.

Members who wish to pay by credit card may do so if a workable means exist and the member is willing to absorb a \$3.00 per transaction fee to cover the associated credit card transaction charges.

Shortly after the National Convention is closed for business, the National Convention Treasurer and the National Treasurer will meet and review all receipts and expenses. A statement from the Host Hotel will be obtained that testifies that all invoices have been paid and no valid claims for monies or damages exist against USSVI.

Upon completion of this meeting, the National Treasurer relieves the National Convention Treasurer of all duties and responsibilities; and takes possession of all National Convention records including the Bank of America check book. After being relieved, the former National Convention Treasurer will communicate this fact to the National Senior vice Commander either verbally or by email.

Not later than sixty days after close of convention, The National Treasurer will conduct a full review of all transactions and transfer \$2,000 from the existing National Convention bank account to recoup the one-time cash advance. A Profit and Loss Statement will be generated and posted on the E-Board BBS under National Affairs. The report will be made available to all members of the Board of Directors, the Host Base (s) Commander (s), the National Convention Chairman, and the National Convention Treasurer. General membership is free to review the E-Board BBS report.

The distribution of National Convention profits is reserved as a function of the National Treasurer. No profits are distributed until all bills are paid. Upon approval

by the National Board of Directors, the National Treasurer will distribute the host base portion of the convention profits as follows:

Disbursement of profits to one host is:

National Convention account bank balance (after one-time recoupment of \$2000 cash advance) x .9 (90%)

The remainder 10% belongs to USSVI and will be retained by the National Treasurer and disbursed as directed by the National Senior vice Commander or the National Board of Directors.

Example: Account balance if \$20,000. Then \$20,000 is multiplied by .9 (90%) which equals \$18,000. This is the amount that the host base would be provided by check from the National Treasurer.

Disbursement of profits to two host bases:

Procedures shown above for one host base should be followed except the multiplier will be .45 (45%) so as to provide an equal distribution of profits to each host base. In the event equal distribution is not to be the case, then the Regional Director will determine the appropriate split based on service hours provided.

After profits have been distributed, the year convention records are closed; then the bank account is re-tooled for the next convention and a one-time advance of \$2,000 is again funded.

However, in cases where profits cannot be distributed due to ongoing audits/investigations, the National Treasurer will transfer those monies into the National Treasurer account for retention until profit distribution approval has been received. The bank account will be released for re-use at the next upcoming convention.

The National Convention accounting records are subject to audit; and will be audited by the appointed audit committee at the same time other accounting records are audited at the mid-term National Board meeting.

Either the National Commander or the National Senior vice Commander at his/her discretion may call for a National Convention audit and/or initiate a formal Board of Inquiry at any time.

Paul Hiser
National Treasurer



2016 Convention Treasurer
Payment Authorization Request

To: NSVC

The below listed invoices have been received and request for approval to pay is hereby submitted:

1. Vendor Name: _____

Invoice Date: _____ Invoice No. _____ Amount \$ _____

Explanation of Payment

2. Vendor Name: _____

Invoice Date: _____ Invoice No. _____ Amount \$ _____

Explanation of Payment

3. Vendor Name: _____

Invoice Date: _____ Invoice No. _____ Amount \$ _____

Explanation of Payment

Attach NSVC approval to this request and retain for audit purposes

Paul Hiser
National Treasurer

2016 Convention Treasurer
WEEKLY DEPOSITS

Prepared by: _____

Week Ending Sunday: _____

To: National Treasurer

Revenues – Cash/Check

Registration \$ _____

Sports Event \$ _____

Golf Outing \$ _____

Tours \$ _____

Holland Club Breakfast \$ _____

Men’s Luncheon \$ _____

Women’s Luncheon \$ _____

Film Festival \$ _____

Awards Banquet Dinner \$ _____

Welcome Aboard Party, Fleet Night \$ _____

Raffle \$ _____

Sub - Total Deposit – Cash/Check \$ _____

Interbank Transfer Received CT Acct from NO/NT/Inv (Circle) \$ _____

Total Deposit to CT Acct: \$ _____

NCA Form No. 2

2016 Convention Treasurer
WEEKLY EXPENSES

Prepared by: -----

Week Ending Friday: _____

To: National Treasurer

Expenses:

Check No. _____ To: _____ \$ _____

For: _____

Check No. _____ To: _____ \$ _____

For: _____

Check No. _____ To: _____ \$ _____

For: _____

Check No. _____ To: _____ \$ _____

For: _____

Check No. _____ To: _____ \$ _____

For: _____

Check No. _____ To: _____ \$ _____

For: _____

Interbank Transfer From CT Acct to NO/NT/Inv (circle) \$ _____

Total Expenses \$ _____

Details for split expenses are shown on page & included above totals

NCA Form No. 2

2016 Convention Treasurer
WEEKLY EXPENSES
SPENT

The checks shown below are also listed on page 1 - the expenses are shown below.

Check No. _____ To: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

Check No. _____ To: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

Comments:

Paul Hiser
National Treasurer



HOTEL SITE VISIT FORM

Date: _____

Hotel: _____ Date Built/Remodeled: _____

Address: _____

City, State, Zip _____

Phone: _____ Fax: _____

Sales Office Contact: _____

XX

Describe front doors and accessibility from outside: _____

Describe registration desk including number of terminals _____

Will all terminals be manned on peak days? YES NO

TRANSPORTATION

Distance from airport: _____

Shuttle service to and from airport? YES NO

(Rates): _____

Taxi fare to and from airport (approximate): _____

PUBLIC TRANSPORTATION

Does public transportation service hotel: YES NO

If yes (what is the cost): _____

PARKING FACILITIES

Valet (rates, in and out privilege?): _____

Self-parking (rates, in and out privilege?): _____ -

Of elevators from parking garage to hotel? _____

Accommodate high top vans? YES NO

Proximity of RV park: _____

ELEVATORS

Number of banks: _____

Number of elevators per bank: _____

Wheelchair capacity of elevator: _____

Elevators service sleeping rooms and meeting rooms: YES or NO

Height of elevator control panels: GOOD FAIR POOR (circle one)

Does staff have separate elevators: YES or NO

STANDARD SLEEPING ROOMS

Total number of sleeping rooms: _____ King: _____ Queen _____ Double/Double: _____

Television remote: YES NO

Amenities: Coffee Pot YES NO

Hair Dryer YES NO

Iron & ironing board YES NO

Comments on
bedrooms: _____

—

ACCESSIBLE (ADA) SLEEPING ROOMS

Total number of accessible sleeping rooms: _____ King: _____ Queen _____ Dbl/Dbl: _____

Total number of rooms with roll in shower: _____

Tub grab bars: YES NO

Location of grab bars: FRONT BACK (circle one)

Amenities: Coffee Pot YES NO

Hair Dryer YES NO

Iron & ironing board YES NO

Telephones (number and location): _____

Comments on ADA bedrooms: _____

SUITES

Total number of suites: _____

Total number of FULLY accessible (ADA) suites: _____

Total number of PARTIALLY accessible (ADA) suites: _____

DURABLE MEDICAL EQUIPMENT (i.e., hand held showers, shower benches, wheel chairs
please list any equipment the hotel has and the amount):

MEETING ROOMS (please furnish floor plans and capacities for ALL meeting space):

Are all meeting rooms wheelchair accessible: YES NO

Distance from elevators to meeting rooms: _____

Ramp for stage: YES (include measurements) NO

PUBLIC RESTROOMS

Number of stalls: Men _____ Women _____

Number of wheelchair accessible stalls: Men _____ Women _____

RESTAURANTS (list names, types, hours of operation, seating capacity and price ranges):

Do any restaurants have seating on raised areas: YES NO

Room service hours: _____ (please submit menu)

HEALTH CLUB/POOL (list hours of operation, equipment, types of pools):

SECURITY DEPT

Size of staff: _____

Availability late at night: _____

Are they "emergency trained": YES NO

CURRENT CORPORATE RACK RATE FOR SLEEPING ROOMS (as of site visit date):

Single: \$ _____ Double: \$ _____

One bedroom suite: \$ _____ Two-bedroom suite: \$ _____

ADDITIONAL COMMENTS:

Richard M. Osentoski
National Convention Chairmain



USSVI NATIONAL CONVENTION ASSESSMENT/EVALUATION QUESTIONNAIRE

Your comments regarding this convention can help us better address your concerns. Please turn in to host base after the convention.

1. Your status at this convention? (Circle all that apply)

National Officer	Regional Officer	District Officer
Nat'l Committee Chair	Nat'l Committee Member	Base Officer
USSVI Base Member	Non Subvet Guest	SVWWII Reg Member

2. Was this your first National Convention?

Yes No

3. Number of USSVI National Conventions you have attended: _____

4. Events you would like to see continued: (circle choices)

Memorial Service	Tours	Hospitality Room
Banquet	Vendor Room	Beer Bust

5. Events you would like to have added.

6. Did you attend the annual Business Meeting? Yes No

7. Did your base help offset your expenses? Yes No

8. Does room cost make a difference in your attending? Yes No

9. What class hotel would you rather see the convention in?

(Please circle one)

Luxury deluxe

Moderate tourist

10. Does the convention city determine your attendance? Yes No

11. Were your accommodations satisfactory? Yes No

12. Were host base members helpful and courteous? Yes No

13. Was this National Convention beneficial to you? Yes No

14. Please rate this National Convention. (5 being highest) 1 2 3 4 5

15. How would you rate the food (quality/price) 1 2 3 4 5

Additional Comments:

PLEASE RETURN TO USSVI CONVENTION DESK

Richard M. Osentoski
National Convention Chairman

