

## NATIONAL LADIES AUXILIARY OF THE SONS OF THE AMERICAN REVOLUTION

---

### GUIDELINES for the HOSPITALITY ROOM

At each Congress, a room at the hotel is assigned for use by the National Ladies Auxiliary of the Sons of the American Revolution (NLASAR). This is a planning guide for the Host Society and information for new attendees about the Hospitality Room.

The Hospitality Room is utilized in the following ways:

- as a gathering place for the women, furnished with comfortable seating areas where the ladies can gather to socialize, work on jigsaw puzzles, enjoy refreshments, etc., but the men are welcome to stop in too.
- to display items donated for the Opportunity Drawing and the Silent Auction (fundraisers for the NLASAR) and provide the opportunity to sell tickets

The Hospitality Room is typically staffed by **women of the Host Society**. If the State in which the Congress is held does not have a State Ladies Auxiliary or does not have enough women who would be willing (or attending the Congress) to keep the Hospitality Room sufficiently staffed, members of the NLASAR are always available to help out. If there are women from the District in which the Congress is held would be willing, volunteers are always welcome!

Prior to Congress, the Host Society's Congress Chairman will have Volunteer Signup Sheets available online so Auxiliary members attending Congress from across the country can sign up before the start of Congress. The sign-up sheets include the hospitality room time slots, etc. It should be done well in advance (several months to a year) before Congress

One person should be assigned the duties of **"Room Coordinator."** That person would schedule volunteers and be the primary interface with the hotel staff. Two volunteers must be on duty at all times when the room is open.

The Hospitality Room will be closed during the NLASAR general membership meeting, the Ladies Luncheon, the banquets, and any other Congress event that the majority of attendees participate in (e.g., Memorial Service and luncheons for awards or presentations). The Host Society will decide if the Hospitality Room will be open during tours based on available staffing and the number of people registered for the tours. Hospitality room hours will be posted at the door and in the welcome materials. The room must have a lock and be locked when not staffed.

Refreshments may be available in the room – such as coffee and tea in the morning, iced tea, and lemonade in the afternoon. There may be snacks available if the hotel allows outside food or if the hotel provided food is not cost-prohibitive. **The cost of these refreshments is borne by the Host Society.**

1. The Contract with the hotel specifies what can be brought in (wrapped snacks, whole fresh fruit, etc.) If none are allowed, everything **MUST** be purchased from the hotel.

That is done after the site visit and when National approves the hotel of choice, and at the time the contract is signed.

2. The **National Congress Chair allocates \$1500** for the Ladies Hospitality Room. Any expenditure above that is the responsibility of the Host Society. One person is designated to be the person in charge, and they will have the key to access the hospitality room during Congress. The only other person who has a key is the National Congress Planning Chair. **The only person who can authorize additional food or beverages for the room above that which is contracted before Congress is the National Chair.** If more is needed then he is contacted to arrange it. If someone else does the ordering that person is liable for the costs for that item(s).

The Second Vice President of the NLSAR is in charge of all fundraising. She coordinates the arrival and display of donated items in the Hospitality Suite and organizes a group of women to assist her with selling tickets. Ticket sales for the Opportunity Drawing and Silent Auction bids close approximately 30 minutes after the ladies return from the First Lady's Luncheon.

The proceeds from the fundraising are retained by NLSAR. The money raised allows the NLSAR to donate to the National Society of the Sons of the American Revolution (NSSAR) for their many programs and for the Library and Museum building funds. To date, as a result of the NLSAR fundraising efforts and the generosity of all who donate items, more than \$130,000 has been donated to NSSAR. NLSAR also uses some of the proceeds to pay for speakers at the NLSAR business meeting which is convened at each Congress.

IF the Host Society decides to raffle off their own item during Congress or Leadership, or over multiple meetings, for example a state basket or special item, like a colonial outfit, it **MUST** be kept separate from National and labeled as the "STATE" raffle item.

### **What Type of Items to Donate**

Everything should be in "New" or "Almost New" condition. These should be items you received as a gift but never used or you purchased to donate to the Ladies Auxiliary, The "paper bag" auction items should be valued at around \$10.

Scarves	Knick-knacks	Toys
Candles	Small vases	Handmade Items
Packaged note cards	Teacups, etc.	Seasonal Items
Costume jewelry	Wallets	Historical Items
Historical Books	Pocketbooks	

The Host Society should have two (2) notebooks in the Hospitality Room listing restaurants in the area; one in alphabetical order by distance, and one with types of food. A condensed version of this list should be placed into the registration packets.

We hope this helps you plan your attendance at Congress.