



Be our guest! Be our guest! Put our manners to the test!

I will have a Protocol Paragraph in each issue of the Cyber Sunflower. Please take a moment to read them. It will include timely tips and helpful hints. Thank you for all you do for KSDAR. We are all volunteers. Together there is nothing we can't do!

Dear Chapter Regents,

Our Kansas State Regent will be your honored guest upon invitation. I know you will extend every courtesy and give her the Kansas Welcome she so richly deserves. Please remember that the State Regent is the highest ranking officer in the state of Kansas. She is a member of the National Board of Management.

In Kansas it is a generally accepted practice for the State Regent to visit every chapter. To facilitate this honor. Each chapter regent must do some advance planning.

- First, the chapter regent must extend a formal, written invitation.
- It is a courtesy (and much appreciated) for the Chapters in each of the four districts to attempt to have a joint meeting for this official visit since Kansas has a very large geographical area consisting of 62 chapters.
- District Directors should begin planning for a joint chapter official visit as soon as possible. Try to enlist as many of your district chapters as possible for this event.

Chapter visit protocol:

- The State Regent is the highest ranking officer in the state unless the President General is present.
- The State Regent should **always** be introduced first. Please check the State Regent's calendar to make sure she is available.
- Always ask the state protocol chair to provide you with a copy of the State Regent's bio prior to the official visit!
- The chapter regent will read the official bio and introduce the State Regent.
- Always stand when the State Regent is introduced!
- The State Regent IS THE PROGRAM! **NEVER** engage a speaker when the State Regent is visiting your chapter. She is the speaker!
- Always be prepared to present the State Regent with a generous check for her project during her official visit. You can and should plan ahead for this. Make the State Regent's project donation a "line item" in your annual budget. Kansas will always have a State Regent and the State Regent will always have a project for our support. Show appreciation! Be supportive! Be prepared!
- Checks should be made payable to the KSDAR State Treasurer with a notation: "State Regent's Project"

District Visit Protocol:

- The District Director should coordinate a time and place appropriate for the number of chapters expected to attend. Try to be as inclusive as possible. Be sure to check the State Regent's calendar to make sure she is available.
- Once the time and place has been established. The District Director should send a formal invitation to the State Regent. Please include a list of the Chapters participating.
- The District Director should ask the State Protocol Chair for the official bio prior to the event.
- The District Director should read the bio and introduce the State Regent.
- Always stand when the State Regent is introduced.
- Remember! The State Regent is the program. She is excited to share information about her state project and her vision for Kansas with the Kansas Chapters.
- The District Director should allow time for each Chapter attending to present a check for the State Regent's project. Allow time for a quick photo and make sure you have someone to take the photo of the presentation.

*. The State Regent may have a full time job/career and family obligations. It is critical that you check the State Regent's calendar before extending your formal, written invitation. If possible, include an agenda for the meeting she will be attending. Always schedule the State Regent's program immediately following the ritual. Be courteous and pay attention to the time! The State Regent may have a three hour drive each way to attend this event.

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