

71st Hawai'i FCE Convention



Registration Packet
www.hawaiifce.org

October 18-20, 2019
Hilo Hawaiian Hotel

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& Deadlines

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For more Information and questions contact:

Carolyn Sewake
808-895-8840
casewake@gmail.com

CONVENTION INFORMATION

Convention Registration Due Dates:

Registration Deadline - postmarked by September 1, 2019
Cancellation Deadline - postmarked by September 15, 2019
Late Registration - postmarked after September 1, 2019

General & Special Needs Inquiries: Carolyn Sewake, 808-895-8840 or casewake@gmail.com

Mini Bazaar: \$10.00 and 20% donation of your proceeds to State FCE.

Transportation: The Hilo Hawaiian Hotel does not offer free Airport Shuttle. Contact Carolyn Sewake with flight information if transportation is needed.

Registration Form:

Register each individual separately (one per form)

Make check payable to Hilo FCE.

Send registration to:

2019 HAFCE Convention – Registration
c/o Rose Vierra
PO Box 4203
Hilo, HI 96720

Special Members Only Package: Please make selection of tour with additional cost as applicable.

Guests/Non-FCE Members: Guests are welcome to participate in all activities except meetings on October 18th. Select meals and tours under A la Carte items.

First Timers Breakfast: Indicate on the registration form if this is the first Hawai'i FCE Convention you are attending as an FCE member.

Past Presidents Breakfast: Hawai'i FCE State Past Presidents are encouraged to attend the breakfast. Indicate on the registration form if you are attending.

Fun Night: Fun Ice Breakers/Mixers and Celebration of members 80 years and older.

Educational Workshops: Hearth Fire Series by Education Chairs.

Omiyage: Information will be sent under separate cover.

Picture Taking: A photographer will take pictures.

Resolutions: If your Council would like to submit any Resolution at the Annual Business Meeting, please prepare in writing a completed document for circulation by July 31, 2019. The Resolution Committee will distribute a copy to each council and appropriate Executive Committee member for review two (2) months prior to the annual business meeting.

Please send your resolution(s) to: Jacqueline Maly
44-025 Kaimalu Place
Kaneohe, HI 96744

On-Site Registration Hours: Friday, October 18, 2019, Noon – 4 pm
Saturday, October 19, 2019, 8 am – 10 am

Registration Table: Register and pick up your packet. Bring your favorite FCE Convention bag from the past or any bag. Let's continue being environmentally friendly by recycling.

Drop off Table: Located adjacent to Registration Table. Turn in your Quality Gifts & ticket stubs, Memorial pictures, Past President's Trimble gifts & tickets, and Denise's Quilt Trimble ticket stubs. Do not leave them at the Registration table.

Tentative Schedule

Friday, October 18, 2019

Time	Activity
11:30 am – 1 pm	State Executive Officers Meeting (President, VP, Secretary, Treasurer, Parliamentarian, Past President)
Noon – 4 pm	Registration Table: Pick up packet. Bring your favorite FCE Convention bag from the past – or any bag!
	Drop off Table: Quality Gifts & Tickets, Past President's Trimble gifts & Tickets, Denise's Trimble Quilt tickets and Memorial Pictures.
2 pm – 4 pm	Free time. Join the "Make and Take" session for craft ideas to share with your Council/Club.
1:30 pm – 3 pm	Program Planning Meeting: Council Presidents, Council Vice Presidents, Education Chairs (Board welcomed)
3:15 pm – 5 pm	Board Meeting: Executive Officers, Education Chairs, Standing & Special Committee Chairs, Council Presidents
5:30 pm – 6 pm	Processional Line up
6 pm – 9 pm	Opening Session - Dinner & Awards & Keynote Speakers (Aloha Spirit & Vaping Epidemic) <i>Evaluation Form. Distribute forms and collect them upon leaving dinner.</i>

Saturday, October 19, 2019

Time	Activity
7:30 am – 8:45 am	Breakfast on your own ----- First Timers and Past Presidents will have a breakfast meeting in the lounge
8 am – 10 am	Registration
8:30 – Lobby 9 am – 11 am 11:30 – return	Optional Activities: 1. Shopping Tour: Big Island Candies and KTA Superstore for an array of omiyage and yummy lunch choices. 2. Sight Seeing Tour: Guided bus tour of downtown Hilo by Leilehua Yuen. Author, artist, and educator, Leilehua Yuen has been dedicated to the study and perpetuation of Hawaiian culture since childhood 3. Free Time
11 am – Noon	Lunch on your own & Mini-Bazaar Set-up
Noon– 1 pm	Mini Bazaar
1 pm – 2:30 pm	Parliamentary Procedure – 30 minutes Report writing workshop – 30 minutes Sharing time to talk story about your council activities – 30 minutes Free Time: Walking on your own

71st HAFCE Convention
 October 18 – 20, 2019 ♦ Hilo Hawaiian Hotel

Saturday, October 19, 2019

Time	Activity
3 pm – 5 pm	Business Meeting: State Exec. Officers, Education Chairs, Standing & Special Committee Chairs, Council Presidents, Council Vice Presidents, Convention Delegates, Convention Attendees
5:30 pm	Picture Taking Groups: 1. All convention attendees 2. Council 3. Club
6 pm – 9 pm	Installation Dinner - Kelvin Sewake, Installing Officer Celebration of members 80 years and older Fun Night <i>Evaluation Form. Distribute forms and collect them upon leaving dinner.</i>

Sunday, October 20, 2019 – Hotel check out time is 12:00 Noon

Time	Activity
6:45 am – 7:00 am	Memorial Service set up – consider hotel check out
7:00 am – 8:00 am	Fellowship Breakfast
8:15 am – 9:00 am	Memorial Service
9:15 am – 11:00 am	Educational Workshops by Education Chairs – 5 sessions <i>Evaluation Form. Distribute forms and collect them upon leaving workshop.</i>
11:00 am–11:30 am	Evaluation of convention – everyone
11:30 am–12:00 pm	Check out of hotel
11:30 am–12:30 pm	Lunch on own Transportation to the Airport – Meet in the Lobby

Have a safe trip home!

Post-Convention Meetings

Time	Activity
12:00 pm–1:00 pm	Executive Officers Meeting

CONVENTION REGISTRATION FORM

FCE Member Name or FCE Guest (one per form) _____
 Address _____ City _____ Zip _____
 Phone _____ Email _____
 Council _____ Club _____

Emergency Contact:

Name _____ Number _____

- Check all that apply: Member Delegate Guest 80-years old or older
 Hawai'i FCE State Past President First Timer at Convention
 Board of Directors member (State Executive Officer, Education Chair, Standing Committee Chair, National FCE Board Member, Council President)

Registration – Postmarked deadline by 9/1/19 (You will be notified by email when registration received.)

A. Check Yes or No for each of the following	Yes	No
I am registered at the Hilo Hawaiian Hotel. If "No", see surcharge below.		
This is my first HAFCE Convention and I will attend Saturday's First Timer's Breakfast		
I am a State Past President and will be attending Breakfast meeting		
I am requesting special meal/specify food allergy:		
I will participate in the Mini Bazaar (Complete form on page 9)		

B. Members Only Package		Amount
Special Members only Package:		
Includes Registration Fee, Friday's Awards Dinner, Saturday Dinner, Educational Workshops, and Sunday Fellowship Breakfast. Tours are NOT included.	\$160.00	\$160.00
Saturday's Historical/Cultural Tour #1 of Hilo. 9-11 am. Bento lunch is included. Limited to first 25 registered.	15.00	
Saturday's Shopping Tour #2 includes KTA Stores and Big Island Candy. 9-11 am. Purchase your lunch from vendors inside or outside of KTA. Limited to first 25 registered.	5.00	
Late Registration fee: Received after 9/1/19	20.00	
Surcharge if not staying at hotel. Waived if staying one night at hotel	25.00	
Total of Section B		\$

C. A la Carte Items for guests or members (NOT selecting the Special Members Only Package)		Amount
Friday's Awards Dinner	\$65.00	
Saturday's Installation Dinner	65.00	
Sunday's Fellowship Breakfast	35.00	
Saturday's Historical/Cultural Tour of Hilo (9 – 11 am) Limited to first 25 registered. Bento lunch included.	30.00	
Saturday's Shopping Tour (9 – 11 am) Limited to first 25 registered – lunch on your own.	10.00	
Educational Workshops	5.00	
Total of Section C		\$

Make check payable to Hilo FCE.

Send registration to:

**2019 HAFCE Convention – Registration
 c/o Rose Vierra
 PO Box 4203
 Hilo, HI 96720**

CONVENTION PROGRAM AD SALE

Support your State Convention by purchasing an ad in the 2019 Hawai'i FCE Convention Program Booklet!

- ♦ *Announce your latest club or council achievement!* ♦
- ♦ *Celebrate your outstanding members!* ♦
- ♦ *Advertise your business!* ♦
- ♦ *Celebrate your members 80 years and older!* ♦
- ♦ *Welcome First Timers to convention!* ♦

<p><u>Ad Sizes</u> (Place a check next to desired ad size)</p> <p><input type="checkbox"/> Business Card \$25 (3.5" x 2")</p> <p><input type="checkbox"/> 1/2 Page \$50 (3.5" x 4.5")</p> <p><input type="checkbox"/> Full Page \$75 (8" x 4.5")</p> <p><input type="checkbox"/> Full Page–Cover* \$100</p> <p> *(Inside or outside back cover; inside front cover)</p>

<p><u>Ad Specifications:</u></p> <ul style="list-style-type: none">- Please submit by September 1, 2019- All ads are in Black and White- Ads must be camera-ready- For questions contact Carolyn Sewake Phone: (808) 895-8840 Email: casewake@gmail.com
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****Please PRINT in CAPS****

Contact Name _____ Company _____

Mailing Address _____

Phone _____ Fax _____ Email _____

Payment:

Total \$ _____

Form of Payment: Check: Money Order

Make check payable to Hilo FCE.

Send the completed form, payment, and ad to:

2019 HAFCE Convention – Booklet Ad
c/o Rose Vierra
P.O. Box 4203
Hilo, HI 96720

This contract acknowledges that an ad was placed in 2019 HAFCE Convention Booklet for the above checked size and price.

(For HAFCE use only)

Received by _____ Submitted by _____

THIS IS YOUR RECEIPT

Donation to 2019 HAFCE Convention - Advertising

Total Paid \$ _____ Form of Payment: Check Money Order

MEMORIAL SERVICE

Sunday, October 20, 2019

Using the form below, please submit the name(s) of your FCE members, who have passed away since the 2018 Hawai'i FCE Convention, whom you wish to remember at this service.

Please send this form to:

2019 HAFCE Convention - Memorial Service
c/o Carolyn Sewake
P.O. Box 4203
Hilo, HI 96720

Deadline: September 1, 2019

Please bring a 5" x 7" or 8" x 10" framed (free standing) photo of the deceased member(s) and bring to the Drop off Table (adjacent to Registration Table) on Friday, October 18, 2019.

Please direct questions to Carolyn Sewake at casewake@gmail.com or (808) 895-8840

MEMORIAL SERVICE FORM

Please submit one form per person

****Please PRINT in CAPS****

Name of Deceased Member _____

Years in FCE _____ Club _____ Council _____

Past member

Please provide a representative who will be prepared to say a few words about the deceased member (approximately 2-3 minutes). State the offices held (Club, Council, State, National) and other pertinent information.

Name of Representative _____

Phone _____ Email _____

MINI BAZAAR

Date: Saturday, October 19, 2019
Set-up Time: 11:00 am
Sale Time: 12:00 – 1:00 pm
Donation: \$10.00 per table
(20% donation of proceeds to HAFCE)
Deadline to Reserve: September 1, 2019
Place: Foyer

For more Information or questions contact:

Carolyn Sewake
(808) 895-8840
casewake@gmail.com

MINI BAZAAR REGISTRATION FORM

****Please PRINT in CAPS****

Name of Participant, Club or Council _____

Contact person _____ Council _____

Phone _____ Email _____

Number of tables ____ x \$10.00 = \$ _____

Description of item(s) to be sold: _____

Please indicate on your Registration Form that you will be participating in the Mini-Bazaar.

Make check payable to Hilo FCE.

Send completed form and payment to:

2019 HAFCE Convention – Mini Bazaar
c/o Rose Vierra
P.O. Box 4203
Hilo, HI 96720

(For Convention Committee use only)

Name on Check _____ Amount _____

Date Check Received _____

CANCELLATION FORM

Request for REFUNDS must be submitted using this form properly signed. The request must be postmarked by September 15, 2019. There will be absolutely no REFUNDS after September 15, 2019.

You are responsible for cancelling your hotel reservations directly with the Hilo Hawaiian Hotel.

A refund check will be made payable to the individual named on this form after the closing date of the Convention.

**** PLEASE PRINT **** Complete one form per individual

Name: _____

Address _____ City _____ Zip _____

Phone _____ Email _____

List what is being cancelled	Amount/Cost
Total Amount of Cancellation	\$

Signature of person cancelling _____ Date _____

Mail to:

2019 HAFCE Convention- Cancellation
c/o Rose Vierra
P.O. Box 4203
Hilo, HI 96720

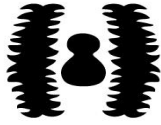
(For Convention Committee use only)

Treasurer's signature _____

Convention Chair's signature _____

Comments _____

Date form received _____ Date Paid _____ Check number _____



71 Banyan Drive
 Hilo, HI 96720
 808-935-9361/808-961-9642
 www.castleresorts.com

HILO HAWAIIAN
 HOTEL

Advance Reservations Form

Client/Organization _____
HAFCE
 Hawaii Assoc For Family & Community Education

Time Frame _____
 Checkin Date: Fri 10/18/2019
 Checkout Date: Sun 10/20/2019
 Release Date: Wed 09/18/2019
 Group Code: H19144

*STANDARD GARDEN VIEW ROOM: \$134.00 PLUS TAX, PER NIGHT
 (\$134.00 ROOM + \$19.69 TAXES = \$153.69 PER NIGHT)*

*DELUXE OCEAN VIEW ROOM: \$155.00 PLUS TAX, PER NIGHT
 (\$155.00 ROOM + \$22.77 TAXES = \$177.77 PER NIGHT)*

TAXES SUBJECT TO CHANGE

ROOM COMMITMENTS

TERMS AND CONDITIONS

H19144

Guest Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Arrival date: _____ Time: _____ Departure date: _____

Please indicate number of people in room: _____

STANDARD GARDEN VIEW: _____ Bedding: 1 King or 2 Doubles
 Maximum persons: 4 with existing bedding

DELUXE OCEAN VIEW: _____ Bedding: 1 King or 2 Queens
 Maximum persons: 4 with existing bedding

- *Rates are net, non-commissionable.
- *Cancellation Policy: 4 days cancel notice is required for a refund.
- *Roll away: Please add \$30.00 plus tax, per day. Roll-away(s) needed: _____

*All rates subject to Hawaii State GE and Transient taxes. Taxes subject to change without notice.
 2019 Hawaii State GE Tax 4.4386%, Hawaii State TAT 10.25% (Total: 14.689%)

*Resort Fee: WAIVED.

To confirm your reservation, please enclose a 1 nights' deposit. If you wish to confirm with your credit card, a 1 nights' deposit of room and tax will be charged upon confirmation. Please fax to (808) 969 -6472 OR Email to hres@castleresorts.com.

Type of credit card: _____ Number: _____

Full name on credit card: _____ Exp. Date: _____

Signature on credit card: _____

**Request for rooms must be received by the release date noted above or be subject to rate and space availability.