



**3rd Squadron 4th Cavalry Chapter
25th Infantry Division Association**
Mackenzie's Raiders



3-4 CAV REUNION STANDARD OPERATING PROCEDURE (SOP)
(Revised 6/11/18)

PURPOSE: This SOP is intended to provide general guidance for the planning, location, and format for the biennial reunion. It is not intended that each item covered be followed to the letter. Each reunion is unique and may have special circumstances to be considered.

RESPONSIBILITIES:

- a. The President shall appoint a reunion committee not to exceed three members. The committee will conduct site selection and overall reunion planning.
- b. The committee shall make recommendations to the President on the reunion site and hotel at least eighteen months prior to the reunion date, normally mid-late September is the best time..
- c. The committee shall contact the city (s) CVB and provide them with an Request For Proposal (RFP) Appendix 1.
- d. The committee will consider the 5As for site selection, i.e., Affordability: room and meal costs, state recognizes 501 (c) 19 for tax purposes. NOTE: those states only recognizing 501 (c) 3 are the last to be considered, Accessibility: nearby airport (s), highways, Availability: rooms, banquet space, meeting rooms on/off season date flexibility, Atmosphere: veteran friendly, competent staff, Activity: tours.
- e. The committee shall receive all proposals from individuals and organizations wishing to host a reunion NLT the 1st of January following the last reunion.
- f. The committee shall analyze all proposals to determine the desirability of the location, capability of the hotel, and capacity of the proposed individual or organization, if any, to host the reunion and give their recommendation to the President.
- g. The committee shall conduct site visits, or designate a member to do so in their stead, to inspect all properties considered to verify their suitability.
- h. The committee will establish a special bank account in the name of the 3-4 CAV Association Reunion.
- i. At least 2 committee members will have signature authority of the bank account.
- j. All funds received for the reunion will be deposited into the reunion bank account.
- k. All expenses incurred with respect to the reunion will be paid from the reunion bank account.
- l. The committee will arrange for all tours.
- m. The committee will select all necessary meeting spaces. Other individuals or organizations needing such space must coordinate with the committee NLT 18 months prior to the reunion.
- n. The committee will arrange for all events, e.g., Memorial Service, Business Meeting, Banquet, and any additional meal functions.
- o. The committee will operate the Registration Desk.
- p. The Quarter Master (QM) will operate the QM Store and fix the hours of operation.



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- q. The committee will ask for volunteers to assist at the Registration Desk, sell Raffle Tickets and for any other activity needing help.
- r. The committee will receive fees for all paid events, e.g., meals and tours.
- s. The committee will receive input from the officers for preparation of the Business Meeting Agenda, Reunion Advertisement for the Newsletter, the Reunion Agenda.
- t. The committee will locate a Banquet Speaker, obtain Letters of Welcome from appropriate local government officials
- u. The committee will prepare Registration Packets and Name Tags for all attendees.
- v. The committee will arrange for a Banquet Color Guard.
- w. The committee will arrange for a Photographer.
- x. The committee will arrange for entertainment as appropriate.
- y. The committee will obtain appropriate Insurance as needed.
- z. The committee will conduct other activities as directed by the President.