**IMPORTANT INFORMATION FOR 2024**

Regarding Raffle Tickets:

1. We are required to record all tickets sent out to the Granges, and the person receiving them**. As** **the Secretary, you are responsible for the tickets**. Not all Granges have an FA Chairperson, therefore the FA packet is sent to the Secretary, making you the responsible party. You can choose to hand over the sales and tracking to your FA Chairperson, but ultimately you are responsible for your Grange’s tickets.
2. **We are asking that all Granges sell their tickets**, or at least try to sell them. Once you have sold the tickets, please send ONE check along with the ticket stubs to me, Evelyn Cottrell. I will record the tickets sold and any money collected**. Checks are to made payable to: PA. State Grange FA Dept. and send to Family Activities State Director.**
3. **Unsold Tickets Please Return.** Please include a note with your Grange name and contact person**. DO NOT mail them to the state office!! Please mail unsold tickets to:**

Evelyn Cottrell

750 Cottrell Rd.

Thompson, PA 18465

Also include in this packet:

\*A picture of the 2024 quilt, use it to help sell tickets.

\* Family Activities Subordinate and Pomona Reports and Contest Labels.

\* Contest flier detailing the 2024 FA Contests

\* New Quilt Pattern and Picture of the Colors.

\* Pomona Judging results sheet, PLEASE send with reports by SEPT 15th.

If you have a Family Activities chairperson, please pass this packet on to them for review and action.

Remember, YOU are responsible for the raffle tickets, you may distribute them to members to sell, or to your FA chairperson, but you are the person responsible for them.

If you have questions, please call or email me. Thanks for your continued support of the FA Department.

Thank You,

Cindy Schlegel & Evelyn Cottrell

Family Activities Co-Directors

**OUR GOAL:** Our goals are to encourage the talents and interests of our own members while creating interests and enthusiasm for the work we do. Each community needs are unique. While promoting our grange family values, we can bring them educational and social awareness of their needs, social health, and safety concerns. By cooperation among our departments, we will strengthen our own leadership abilities. The program of the Family Activities Department is designed to offer something for everyone of all ages – women, men, youth, and children. The contests and projects at all levels provide an opportunity for people to be creative and original and offer a chance to serve our community.

**DUTIES OF THE POMONA CHAIRMAN:** Pomona FA Chairmen are the liaison between the Subordinate Chairman and the State Director. They are charged with the responsibility of guiding the Granges within their jurisdiction on the best possible course. General duties are as follows:

* Hold district or regional meetings in conjunction with the State Director or a member of the state committee.
* Plan activities for the year and keep the Subordinate Granges informed of the work of the department.
* Give a short report at regular Pomona meetings.
* Promote all contests and projects of the State Grange.
* Visit Granges in your jurisdiction as often as time and distance will allow.
* Take advantage of any opportunity to promote the program by way of presentations, displays, exhibits and personal contact.
* Arrange for judging of each contest (as determined by the State Director).
* Secure good and knowledgeable judges, complete all paperwork pertaining to each contest and send it to State Director (as instructed) ON TIME.
* Be responsible for getting winning entries to the state judging and completing a Judging Results form and mail with Annual Report.
* Complete an Annual Report and submit it to the State Director in the manner requested by the State Director, and ON TIME.

**DUTIES OF SUBORDINATE CHAIRMAN:** Subordinate Chairmen have the responsibility of promoting our work at the very foundation of the Grange. The contests, projects and activities of the department must be studied in order to help people understand the rules, regulations and details of each one. Members of the Subordinate committees should be given specific assignments which will involve them in the work. The general duties are as follows:

* Cooperate with the State Director and Pomona chairman.
* Attend any State, Regional or Pomona planning meeting.
* Organize the work and explain it to members and friends. Stress the importance of involving the community in the work being done.
* Promote all programs, contests, and projects of the State Granges.
* Cooperate with officers, committees, members, and friends.
* Present a program (or part of a program) for the Lecturer.
* Help to maintain the Grange Hall or meeting place.
* Help to make new members and visitors feel at home.
* Complete contest paperwork ON TIME and send to the next level of judging along with the winning entries.
* Submit an Annual Report according to the rules of your state as listed in supplied material. Submit report ON TIME…. with as much information as possible…even if all work of the department was not completed.