

Policy and Procedures

Presented by



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Finance Committee

Mission Statement

The Finance Committee shall be responsible for developing and reviewing fiscal procedures, investment opportunities and suggestions, and the overall budget for The Beekeepers of Indiana with input from Committee Chairmen.

Committee Chairperson

TBoI Treasurer

Committee Members

Appointed by Finance Chairperson. The committee will have at least three members.

Meeting Frequency

As requested by the Finance Chairperson, Board or committee members.

Recording Secretary

Appointed by the Finance Chairperson. Copies of the minutes of each Finance Committee meeting will be sent to TBoI Secretary.

Functions

- ✚ Develop and review fiscal policy and procedures.
- ✚ Work with other committees to help develop their budgets.
- ✚ Present all budgets and amendments to budgets to the Board for approval.
- ✚ Present investment proposals to TBoI.

Financial Audits

Mission Statement

The Financial Audit Committee reviews the bank statements, checkbooks, and journal entries of TBoI Inc. After the audit, the committee will prepare a written statement to TBoI Board.

Committee Chairperson

Appointed by the Finance Chairperson.

Committee Members

Appointed by the Finance and Audit Committee Chairs.

Meeting Frequency

As requested by the Audit Chairperson. May be done via phone with follow-up via email.

Member Privacy

The Beekeepers of Indiana respecting the privacy and security of the membership's personal information is important to us. **TBoI does not sell or share any information about our membership to anyone.** The following paragraphs outline how the association accomplishes that task.

Collection of Information

The association collects personal information from the membership via the following sources:

How Information May be Collected

- ✚ The internet when registering for events.
- ✚ The mail-in event registration forms.
- ✚ Through internet membership application/renewals.
- ✚ Through mail-in membership application/renewals.

What Information May be Collected

Personal information, such as:

- ✚ Name
- ✚ Address
- ✚ Telephone numbers for home/mobile
- ✚ email addresses
- ✚ Family member names

Uses of Information

The individual member's personal information is used for the following purposes:

- ✚ Preparation of address labels for mailing copies of TBoI Newsletter.
- ✚ Preparation of address labels for mailing dues renewal notices.
- ✚ Preparation of annual rosters.
- ✚ Beekeeping and Industry notifications

Disposition of Personal Information

Information will not be shared, sold or distributed for purposed other than stated above.

Treasurer Procedures

Overview

- a. Immediately after elections
 - 1) Buzz Brochure
 - a) Update board of directors
 - b) Send pdf file to printer
 - c) Order new brochures
 - d) Send 20 brochures to each board member
 - e) Send brochures to each local club leader as requested
 - 2) Bulk Mailing Permit
 - a) Ghost Number is 88799
 - b) Contact mailing company with change of name and contact information

2. Tax Requirements

- a. Annual Tax Returns
 - 1) Federal
 - a) Submit 990 EZ each year.
 - b) If the sum of gross income and contributions exceed \$15k, complete Schedule G
 - c) Complete Schedule O where needed.
 - d) File Form 990-EZ by the 15th day of the 5th month after the organization's accounting period ends. Our accounting period ends on December 31 so our due date is May 15th.
 - 2) State
 - a) Submit NP-20 for Non-Profit organizations
 - b) Due on the 15th day of the 5th month following the end of the tax year. Our tax year ends on December 31 so our due date is May 15th.
- b. Form 1099-MISC, Miscellaneous Income
 - 1) We are required to file this form for each person to whom we have paid at least \$600 in:
 - a) rents;
 - b) services performed by someone who is not your employee;
 - c) prizes and awards;
 - d) other income payments;
 - e) payments to an attorney; or
 - 2) Collect W-9 from any person being paid more than \$600 as per stated by the IRS requirements.
 - 3) Submit 1099-Misc by January 31st
 - 4) Submit 1096 along with copies of the 1099-MISC's by February 28th

3. Business Entity Report

- a. Due during the anniversary month of the organization's formation. TBoI is due by December 31st.
- b. File online at (<https://inbiz.in.gov/BOS/Home/Index>).
 - 1) Update with any new officers and board members.

4. **Accounting Records** -All monies coming in and all monies being paid out will go through the Treasurer as stated in the by-laws. Three tools are used to validate the accounts and balance the books; a check register, an accounting spreadsheet and the monthly bank statement.
 - a. A check register
 - 1) A check register is used to record debit and credit transactions. It will have a running total of the cash on hand.
 - 2) The check register will include:
 - a) The check number if a debit
 - b) The date of the transaction
 - c) A brief description
 - d) The amount of the transaction
 - e) The ending balance after the transaction
 - b. An accounting spreadsheet
 - 1) An accounting spreadsheet is used to record debit and credit transactions as well as which account they are attached to. This is used for the creation of financial reports as well as budget updates. The balance is update by a function of the spreadsheet and will be used to validate the balance in the check register.
 - 2) The accounting spreadsheet will include:
 - a) The check number if a debit
 - b) The date of the transaction
 - c) A brief description
 - d) The amount of the transaction
 - e) The ending balance after the transaction
 - f) The debit or credit to the account it belongs to
 - c. The Bank Statement Reconciliation
 - 1) The Bank statement will be used to reconcile the books with the monthly statement.
 - 2) Print a copy of the bank statement each month.
 - 3) Note outstanding checks as well as any deposits not listed.
 - 4) Balance and check against the check register and the accounting spreadsheet
 - 5) Any discrepancy should be corrected immediately

5. Memberships

- a. Write down in the annual membership notebook, each new membership or renewal that is paid. The notebook should state:
 - 1) The date payment was received
 - 2) The members new expiration date
 - 3) How much they paid
 - 4) How they paid i.e. cash/check or PayPal
 - 5) Entry should note if any donation was made.
- b. Make note of all donations for TBoI sponsored programs in the 'Other' file.
- c. Update Roster with current member's information for expiration date.
- d. Add new members to Roster.
- e. Send new members a 'Welcome Packet' that includes:
 - 1) Welcome Letter
 - 2) Latest Newsletter

- 3) Latest printed copy of the TBoI Roster
- 4) Copy of Honey Queen recipes
- 5) Other Timely information; i.e. HAS, ABF conference
- f. Electronic copy of the Roster is to be shared with **NO ONE**, so back it up on a flash drive monthly.
- g. We create and print a roster each year that includes information about our members. This roster is sorted by county and is distributed to members of TBoI for their private use and it not to be used for commercial purposes. It is not an option to be excluded from the roster.
- h. Family membership is defined as two adults and their children living in the same household. When a person leaves the household, the membership may move with a member but the remaining members of the household will need to obtain additional membership. Or the member leaving the household may obtain the new membership.

6. Newsletter

- a. After cutoff for articles, but before final is done, send the newsletter editor the list of all New Members and new Life Members for that quarter.
- b. Our newsletters are created a quarterly basis. Deadlines are listed on our website at: <https://www.indianabeekeepers.com/meetingscalander>
- c. Our quarterly newsletter is mailed through USPS via bulk mail. We are not responsible for late or miss directed newsletters.
- d. The newsletter is NOT an advertising device!
- e. Mailing Company
 - 1) Send email to mailing company for all current members with: name, addresses and expiration date when the newsletter is sent to them.
 - 2) After receiving a bill for postage via email, take check to mailing company and pick up extras.
 - 3) After receiving a bill for labeling and handling, send them a check.
- f. Add information to the newsletter spreadsheet to keep track of cost

7. Board Meetings

- a. Take 10 copies of latest event financial report.
- b. Take 10 copies of current budget report.
- c. For final meeting of each year, bring the annual budget for approval.

8. Bee School

- a. Call the hotel where the keynote/guest speakers are staying and use the TBoI debit card to reserve the rooms.
- b. Document each person that registers for the Bee School.
- c. Deposit and post payments as needed.
- d. Document and add to the Roster all members that registered at the Bee School.
- e. Take a printed copy of the latest Roster to the Bee School.
- f. Get \$800 in cash (tens, fives, ones, quarters) and put in four different money bags:
 - 1) membership change,
 - 2) raffle change,
 - 3) products
 - 4) Auction change (put in \$5 in quarters).
- g. Take the receipt book for those that need a receipt.

- h. When taking dues money, instruct everyone helping you to make sure each application is marked with:
 - 1) Individual vs Family
 - 2) How many years
 - 3) Did they get a 'Welcome Packet' or do you need to mail them one?
- i. Bring or send the beginning inventory product sheet for the Product Coordinator.
- j. After the Bee School,
 - 1) Collect the money bags
 - 2) Count and confirm accounts are correct
 - 3) Deposit all moneys.
 - 4) Post to Account Journal
- k. Create detailed financial report and distribute to Officers and Board.

9. Purdue Field Day and Fall Conference

- a. Call the hotel where the keynote/guest speakers are staying and use TBoI debit card to reserve the rooms.
- b. Fall Conference only: Work with the YBA Coordinator to receive the number and names of finalists and use TBoI debit card to reserve rooms for them.
- c. Fall Conference only: Work with the Hoosier Honey's to receive the number and names of finalists and use TBoI debit card to reserve rooms for them.
- d. Pre-Registered attendees
 - 1) Document each person that pre-registers. Each person on a separate line.
 - 2) Create envelope for each family
 - 1. Create name badges for each person
 - 2. Insert paid receipt
 - 3. Insert numbered name badges
- e. Non pre-registered attendees
 - 1) Have a numbered check in sheet for those that don't pre-register.
 - 2) Have people sign one name to a line
 - 3) Write each name on a name badge and the corresponding number.
 - 4) Collect conference attendance amount.
 - 5) Give them a receipt if needed or requested
- f. Pay speaker fees with checks. If over \$600, get a signed W-4 prior to payment.
- g. Get \$800 in cash (tens, fives, ones, quarters) and put in five different money bags:
 - 1) Registration change
 - 2) Membership change
 - 3) Raffle change
 - 4) Products change
 - 5) Auction change (put in \$5 in quarters)
- h. After conference,
 - 1) Collect the money bags
 - 2) Count and confirm accounts are correct
 - 3) Deposit all moneys.
 - 4) Post to Account Journal
- i. Create detailed financials report and distribute to Officers and Board of Directors.

Directors Responsibilities

Directors elected regionally -

1. Attend and participate in all board of directors' meetings.
2. Accept and perform special duties and tasks as assigned by the board.
3. Provide support for ongoing initiatives of the board, which may include but not limited to:
 - a) Serving on special projects to support membership.
 - b) Providing on-site support for state events.
4. Perform other duties based on the board needs and the director's abilities and interests.
5. Represent the members in your region best interests.
6. Communicate with the clubs in your region.
7. Attend at least one meeting per club in your region

Directors elected at-large –

1. Attend and participate in all board of directors' meetings.
2. Accept and perform special duties and tasks as assigned by the board.
3. Provide support for ongoing initiatives of the board, which may include but not limited to:
 - a) Serving on special projects to support membership.
 - b) Providing on-site support for state events.
4. Perform other duties based on the board needs and the director's abilities and interests.
5. Attend at least 4 different local club meetings as a representative of TBoI

Communications Committee

Mission Statement TBD

Committee Members

The club secretary is the chairperson for this committee and adds members as necessary to fulfill the needs of the club.

Meeting Frequency

Functions

Advertising:

*This committee is responsible for making sure all Club Events are advertised in publications such as Bee Culture Magazine, American Bee Journal and any other publications deemed appropriate.

Newsletter:

The newsletter is published quarterly to be received by the membership prior to Club events.

1. The newsletter usually contains the following:

- a) President's Article
- b) Vice-President's Article
- c) Legislative Update
- d) Calendar of Events
- e) Information concerning the next Club event
- f) Local Club News (local clubs provide this information)
- g) National news concerning Honeybees
- h) Indiana Apiary Report
- i) Quarterly Financials
- j) Secretarial Report

- 2) It is the policy of TBoI that the newsletter is a quarterly publication for the benefit of our members paid for by our members and we do not sell advertising to be included in the publication.
- 3) It is the policy of TBoI that our newsletter is a printed newsletter to allow for full distribution to our members. A large portion of our members do not have access to electronic communications.
- 4) It is the policy of TBoI that our newsletter does not include any political agenda and it used solely to share information about honey bees, beekeeping and the events affecting our industry.

2. Social Media

- a) TBoI participates in the following social media:

- b) Facebook
- c) Twitter
- d) The Beekeepers of Indiana also has a website: www.indianabeekeeper.com

Website

Our website had five areas to promote our members.

1. Swarms: We have a list of members who would like to be contacted to collect swarms in their area. If you'd like to be added to this list, send an email with the Subject "Swarm List" to beekeepers.indiana@yahoo.com We list the county, the name, the members city and the members telephone number.
2. Cut outs: If you do cut outs, we also have a "Cut Out" list, just send an email with the Subject "Cut Out List" to beekeepers.indiana@yahoo.com We list the county, the name, the members city and the members telephone number.
3. Services page will list members who sell Nucs, Packages or Queens. Members may be listed in more than one category. We list their name, city and telephone number.
4. Local Honey: For members who sell honey and honey products. Honey products are items made with something from the hive: i.e. honey, beeswax, propolis. It is by County and City, including the telephone number, name and email. If we are sent the products, we'll create a page linked to the name that lists the members name, address, products and contact email. All the information will be what is listed for the membership in the roster.
5. Bee Links: We use this page to list organizations (local, regional and national), universities and companies that sell beekeeping equipment. i.e. wooden ware, smokers, hive tools, feeders, protective clothing. If you only sell honey or bees, you'll be listed in the appropriate area and must be a member.

Secretary Procedures

Board Meetings:

- a) Secretary is the liaison with the representative of the location of the meetings. At the direction of the Executive Board, the secretary schedules the meeting location.
- b) The Secretary asks the Executive Board for input for agenda items 2 weeks prior to the meeting and emails a final agenda to board members with a meeting reminder 1 week prior to the meeting date.
- c) The Secretary records the minutes of the board meeting and emails a copy of the minutes approximately 1 week after the meeting and asks for any corrections. One week before the next board meeting, the secretary emails the corrected minutes to the board with a reminder of the date of the meeting. The Secretary keeps the records of board meeting minutes. Flash drive and paper records are acceptable.

Education Committee

Mission Statement

Educate the people of Indiana about the honey bee, local honey, and the beekeeper. We will also provide resources for those interested in becoming beekeepers.

Committee Members

Appointed by Committee Chairman (How does the chairman get appointed?)

Meeting Frequency

To be determined by the committee

Functions

- a) Providing presentations and links for resources on TBoI website
- b) Providing resources by providing hand out materials, as they are identified
- c) Determining what educational needs people in local clubs need in order to provide public education.
- d) Identifying people in local clubs who can meet educational requests that are received on TBoI website that are in their club's region.
- e) Once an education request is received on TBoI website we will call a person identified within that region to meet the request.
- f) Each member of the committee has been assigned local clubs in their respective areas to visit, and explain what the Education Committee is, what people need to provide educational services, and to begin go obtain a listing of people who agree to do some level of education to meet the requests obtained from TBoI website.

An example process would be: 1. Notification is provided to the committee chairperson there has been an education request submitted on TBoI website. 2. The committee chairperson will determine the location of the request, and call the nearest person from the list of possible presenters to ask if that person can meet the request. 2b. if the first person called can't meet the request, then the next nearest person will be called with the request. 3. Once a person has agreed to meet the request the contact information of the requestor will be provided. 4. The requestor will be contacted by the committee chairperson to notify them who will be coming to meet their request, and their contact information.

Young Beekeeper Award

Overview

The Young Beekeeper Award (YBA) is an ongoing program of The Beekeepers of Indiana (TBoI). Its purpose is to encourage and reward good beekeeping practices among our younger members. We believe that this a good way to ensure that good beekeeping survives in the future. The program is administered by the **Coordinator** of the YBA. It includes six awards:

Senior Division (Ages 17-22)

1st Place Winner: \$1,000.00

2nd Place Winner: \$500.00

3rd Place Winner: \$300.00

Junior Division (Ages 12-16)

1st Place Winner: \$250.00 + \$300 in beekeeping supplies

2nd Place Winner: \$100.00 + \$300 in beekeeping supplies

3rd Place Winner: \$50.00 + \$300 in beekeeping supplies

The awards are given once a year at the Fall Meeting of TBoI to members of our organization.

The following is an outline of the procedures involved in advertising the program, selecting the winners, and awarding the prizes.

Coordinator

The Coordinator is the individual who has the responsibility for coordinating all of the activities associated with the YBA. These activities are listed below. He/She does not judge any of the applications, and is to remain completely neutral in the administration of the awards. Every effort is made to keep the applicants anonymous until the final oral interview that takes place at the Fall Meeting. The Coordinator should make every effort to select judges for both the written and oral segments who are not acquainted with the applicants they will judge.

Application Form

At the beginning of the year, a copy of the YBA Application Form is prepared. It can be a revised copy of the previous form (see attached copy of Application). This form will be made available to members of TBoI and distributed at our annual Bee School in February. It will also be sent electronically to each local club with encouragement that local members print out and distribute the Application Form to younger members of their clubs. The Coordinator also makes every effort to publicize the YBA to appropriate youth groups (such as 4-H Clubs and the Future Farmers of America) with the intention of interesting young people (and their parents) in beekeeping and in joining TBoI to learn and practice good beekeeping activities. Beekeeping is both a hobby and a segment of agriculture, and the YBA and TBoI are involved in promoting beekeeping at all levels.

Judging Procedures

Beginning with the Summer Meeting at Purdue University, the Coordinator will start recruiting judges for the YBA. Two levels of judging, with two groups of six judges (three judges for each Division) are required for the program. The Secretary of TBoI is extremely helpful in providing email addresses for prospective judges.

Judging the written applications

The normal deadline for submission of written applications is September 1st. Once all applications have been received, and a master list of the applicants has been created; the applicants' names and other items that would identify the applicants are removed from (blacked out of) the applications. Each applicant is assigned an alphabetical or numerical label. At least three judges are needed for each Division (Senior and Junior) of applicants. Copies of all of the written applications in a specific Division are mailed to each judge in that Division along with a copy of the Evaluation Form (see attached Evaluation Form) for each application. Judges will evaluate each application and record the points they allow for each criterion.

The written Letter of Recommendation submitted for each applicant will be sent with the written applications to the judges.

Judges will receive a pre-addressed, stamped envelope for them to return all of the Evaluation Forms to the Coordinator. Judges are then to shred or otherwise destroy the applications and letters that were sent to them.

Upon receipt of the judges' evaluations, the Coordinator will then tabulate the points awarded by the judges, and identify the three individuals in each Division with the highest totals as Finalists. In case of a tie, four Finalists will be identified.

All of the applicants will be notified of the identities of the Finalists in both Senior and Junior Divisions.

Oral Interviews of the Finalists:

Several preparations should be made for the oral interviews of the finalists at the Fall Meeting of TBoI. First, the identity of each finalist is given to the Secretary of TBoI so that room reservations will be made in their names at the venue where the Fall Meeting is being held. Second, the Finalists are provided with written instructions about the specific time and location at the hotel (or other establishment) where the oral interviews will be held. Finalists must be present for the interview or be disqualified.

The night prior to the Conference, the judges are given a folder containing a copy of the written application of each finalist they will interview, along with another written application evaluation form. In addition, the judges will receive a set of instructions (see attached Instructions for Judges) for preparing their evaluations and conducting the oral interviews. Each judge will perform an evaluation of the written applications as part of their full evaluation of the finalists.

The oral interviews are held early on the morning of the Fall Conference. The oral interviews consist of three judges in each Division asking questions covering various topics involving bees and beekeeping with each applicant (see attached Interview Questions). Each interview lasts 15-20 minutes. At the end of the interviews, each judge tabulates the scores accumulated, and turns the entire folder of materials (written applications and interview evaluations) to the Coordinator.

The Coordinator then totals the points earned by each applicant and determines the 1st, 2nd, and 3rd place winners in each Division. The winners are announced and the award plaques presented in front of the full audience later that day.

The Awards

Early in the year, the Coordinator should order the engraved plaques for the awards. At the present time, we have been using, further known as "the company":

Engraving and Stamp Center, Inc

Bloomington, IN 47404

stamps@engravingandstampcenter.com

The Coordinator should let the company know what is needed and when it is needed. Plaques should be sent to the Coordinator. Plaques are awarded to winners at the Fall Conference. The blank plaques for first place in each Division should be returned to the company so that they can engrave the names of the first place winners on them. The company will send the engraved plaques directly to the first place winners. The company will send an invoice for the cost of the plaques, engravings, and shipping to TBoI Treasurer for payment.

\$300 in bee supplies will consist of wooden ware, smoker, gloves or other supplies may be donated by a company. The bee supplies cannot include a certificate as this would be the same as cash. If the bee supplies are not donated, a bid must be opened to Bee Supplier Dealers.

Forms

The Beekeepers of Indiana

2017 YOUNG BEEKEEPER OF THE YEAR AWARD

Senior Division (Ages 17-22)

1st Place Winner: \$1,000.00

2nd Place Winner: \$500.00

3rd Place Winner: \$300.00

Junior Division (Ages 12-16)

1st Place Winner: \$250.00 + \$300 in bee supplies

2nd Place Winner: \$100.00 + \$300 in bee supplies

3rd Place Winner: \$50.00 + \$300 in bee supplies

Applicants must meet the following requirements:

- 1. Must be a resident of Indiana and currently involved with beekeeping**
- 2. Either the applicant, or a parent, must be a member of The Beekeepers of Indiana**
- 3. Must be recommended by one of the following: any BOI member, a 4-H leader, Boy/Girl Scout leader, FFA sponsor, teacher or college professor in an agriculturally related field**
- 4. Finalists must be able to attend the Fall Conference (room provided by TBoI) for an oral interview**

Application Procedure:

On a separate sheet of paper:

- 1. List your name, address, phone number, email address, and date of birth.**
- 2. How many hives do you currently have, and how long have you been a beekeeper?**
- 3. To which local beekeeping club do you belong?**
- 4. List any statewide or national conferences you have attended.**
- 5. List any educational presentation you have given (if any), including date, topic, and organization.**
- 6. Answer the following questions with at least a minimum of a paragraph each:**
 - What is your favorite beekeeping-related activity?**
 - What positive values have you gained from beekeeping?**
 - What is the best way to promote the importance of honey bees to the general public?**

- Some beekeepers use chemicals to control pests (such as mites) in their hives. What are the advantages and disadvantages to using chemicals in your hives?
- Tell us about a funny incident that has happened to you during your beekeeping activities.
- What are your future plans as a beekeeper?

All responses should be typewritten, double-spaced with a 12 point font and 1” margin. The Young Beekeeper should take all the space he or she needs to answer the questions completely.

For the recommending sponsor: (May be sent with the Young Beekeeper’s application, or separately.)
Why is this Young Beekeeper deserving of this award?

Submissions may be sent via email to jettinindy@sbcglobal.net or regular mail to: Jeanette Wiles, Young Beekeeper Award Coordinator, 16015 Union Chapel Rd., Noblesville, IN 46060

DEADLINE: September 1, 2021

YOUNG BEEKEEPER WRITTEN APPLICATION EVALUATION

Applicant Name: _____

Judge's Initials: _____

Criteria Judged	Points Allowed	Points Awarded
Short Biography	5	
Demonstrates Continued Learning by Participating in Conferences & Clubs	10	
Promotes Beekeeping through Public Involvement Example: Gives Talks & Demonstrations (give dates & audience)	10	
Favorite Beekeeping Activity	5	
Positive Values from Beekeeping	10	
Best Way to Promote Beekeeping	10	
Chemical versus Chemical-Free Beekeeping	10	
Funny Story	5	
Future Plans as an Indiana Beekeeper	10	
Beekeeping information Factual and Written in in Interesting Manner	10	
Demonstrates an Organized Thought Process Example: Easy to Read	10	
Reference	5	
TOTAL	100	

Instructions for Judges – Oral Interviews

Hello Judges and Thank You for your help with the Young Beekeeper Award program!!

In this folder, you will find:

1. Written applications of the three Finalists who you will be judging. Please review the applications this evening.
2. The form used to evaluate the written application. Please fill out an evaluation form for each of the three written applications.
3. The questions to be asked of the applicants during the oral interview session as well as an evaluation form for those questions.

Please meet me at the Registration Booth at 7:00 am Saturday morning. I apologize for the early hour, but we want to have the interviews complete so that you and the finalists will be able to attend all of the conference activities.

Please make the interviews as relaxed as possible. Each judge will interview each of the three finalists in that age division for 15-20 minutes in a rotating manner. Please fill out your interview evaluation sheet after each interview. Be sure each worksheet has the finalist's name and your initials.

The questions deal with the technical aspects of beekeeping. We want to know what these finalists know about bees and beekeeping. Questions were received from past judges and taken from the book: **“What Do You Know”** by Clarence Collison. The questions vary in knowledge depth; this will hopefully demonstrate levels of knowledge possessed by our finalists.

Please provide any feedback that you might have to help make this process easier for a judge in the future. There is a space on the evaluation form for your suggestions.

Please return your folder with your completed written evaluation sheet and your interview sheet to me at the end of your interview sessions. I will total the points awarded and determine the rank of the applicants. The results will be announced as indicated on the Schedule of Activities for the conference.

I cannot thank you enough for donating your time to The Beekeepers of Indiana - Young Beekeeper Award program!! You will enjoy your time with these outstanding young people. We are so lucky as a club to have such informed and enthusiastic young members.

If you have questions this evening, please contact me at:

Coordinator's cell phone number: ____ - ____ - ____

Calendar of Coordinator Activities

Calendar of Coordinator Activities for Young Beekeeper Award

- January**
- Prepare revisions to Application form
 - Provide Newsletter and web page with electronic copies of revised Application form
 - Invite past winners to appear at Bee School with award plaque
- February**
- Bee School: talk about YBA and introduce last year's winners
 - Contact Joe Burns about plaques
- June**
- Advertise YBA at Purdue Field Day meeting
- August**
- Contact TBoI members to volunteer as judges
- September**
- Collect completed applications and letters of recommendation
 - Notify applicants that applications have been received
 - Mail applications to judges with instructions for evaluation and return
 - Identify finalists and notify them of obligation to attend Fall Conference
 - Inform all applicants of identities of finalists
 - Make sure you have award plaques in hand
 - Notify Treasurer of identities of finalists for hotel reservations
- October**
- Put judges folders together
 - Put finalists folders together
 - Secure quiet rooms at Fall Conference for oral interviews
 - Determine 1st, 2nd, and 3rd place winners; announce and award plaques
 - Notify Newsletter Editor of identity of winners
 - Have winners fill out releases for use of their pictures in the Newsletter
 - Have 1st place winners fill out W-4 forms for IRS

Sponsored Events

Mission Statement

1. Provide ongoing opportunities for educational benefits to our membership.
2. Promote beekeeping in Indiana.
3. Provide ongoing educational opportunities for the general public.
4. Fund raising for the support of The Beekeepers of Indiana programs.

Committee Members

Each event shall have a committee chairperson. That chairperson shall appoint members to the committee as necessary.

Meeting Frequency

Determined by each committee.

Functions

1. Bee School
2. Purdue field day
3. State Fair
4. Fall Conference
5. Others as determined by the board.

Overview All Events

- a. Advertising/Marketing
 - 1) Work with Secretary to place ads:
 - a) American Bee Journal
 - b) Bee Culture
 - c) Facebook Page
 - d) Local Newspapers
 - e) Online bulletins
 - f) Twitter
 - 2) Work with webmaster and newsletter editor
 - a) Confirm registration page from treasurer
 - b) Guest speaker
 - a. Bio

b. Picture

b. Agenda

- 1) Create agenda with times
- 2) Send draft agenda to newsletter editor and webmaster in quarter prior to event
- 3) Send final agenda to newsletter editor and webmaster in quarter of event

c. Create budget to present to the board at Fall Conference.

- 1) Get previous year actuals from treasurer
- 2) Include estimated expenses
- 3) Include estimated income
- 4) Include estimated Profit/Loss

d. Merchandise Coordinator

- 1) Facilitate procuring additional merchandise as needed for each event
- 2) Obtain inventory from previous event from treasurer
- 3) Based on event, order additional inventory as needed
 - a) Embroidery merchandise
 - b) Screen print merchandise
- 4) Line up volunteers to man the merchandise table
- 5) Return ending inventory to treasurer
- 6) Turn all money into the treasurer

e. Logo' d Merchandise

- 1) Arrange for sales of logo' d merchandise
- 2) Coordinate with merchandise chairman to order more if necessary
- 3) Receive current inventory of product from treasurer

f. Select a venue if needed. See below for specific events.

g. Speakers

- 1) Contact and get commitment from Break Out Speakers
- 2) Contact and get commitment from Guest Speaker

h. Volunteers

- 1) Procure enough volunteers to assist at event.

- a) Auctioneer, if needed
 - b) Donations: Check in donations and divide between raffle and auction
 - c) Sell raffle tickets
 - d) Setup
 - e) Tear-down
 - f) Treasurer will be responsible for on-site registration and payments.
- 2) Specific events may need additional volunteers listed under that event.

Indiana Bee School

a. Hotel Accommodations

- 1) Contract should not bind us to payment.
- 2) Rooms should allow for two days before and two days after event.
- 3) Send information to newsletter editor and webmaster.
- 4) Work with at least two local hotels to block rooms for event.

b. Venue

- 1) Bee School is held at Decatur Central High School
- 2) If new Venue is selected Venue will need to accommodate a minimum of 1,200 attendees
- 3) Site visit for new location should include event chairman and a board member.

c. Volunteers

- 1) Setup is on Friday
- 2) Check-in
- 3) Introducing Speakers
- 4) Membership/Information
- 5) Merchandise Table
- 6) Silent Auction setup

Indiana State Fair

- a. Booths will be at the Ag-Hort Building and the Pioneer Village
- b. Education:

- 1) Line up beekeeping movies for DVD
 - 2) Line up presenters
 - 3) Receive dates/times from State Fair on stage presentations
- d. Health Meeting
- e. Marketing, collect the following:
- 1) American Bee Journal
 - 2) Bee Culture
 - 3) Large Beekeeping Supplier Magazines
 - 4) Local Indiana bee supplies rack card
 - 5) Order brochures from National Honey Board
 - 6) The Beekeepers of Indiana Buzz Brochure
- f. Prices
- 1) Finalize Prices
 - 2) Share with newsletter editor and treasurer
- g. Select committee members for the following:
- 1) Education
 - 2) Ice-cream
 - 3) State Products
 - a) Order from vendors
 - a. Honey
 - b. Honey Candy
 - c. Honey Comb
 - d. Honey Sticks
 - e. Pollen
 - f. Spun Honey
 - b) Create labels
 - 4) Tickets
 - 5) Volunteers
- h. Supplies

- 1) Bags, plastic and paper
- 2) Lemonade cups and ingredients
- 3) Paper towels, cleaning supplies
- 4) Tasting spoons, both ice-cream and honey

Purdue Field Day

a. Food/Other

- 1) Arrange coffee, juice, donuts/danish for breakfast
- 2) Arrange food for lunch
- 3) Arrange for extra paper towels and toilet paper
- 4) Arrange plenty of water on hand

b. Hotel Accommodations

- 1) Contract should not bind us to payment.
- 2) Rooms should allow for at least two days before and two days after event.
- 3) Send information to newsletter editor and webmaster.
- 4) Work with at least two local hotels to block rooms for event.

a. Venue

- 1) If new venue is selected, it will need to accommodate a minimum of 300 attendees
- 2) Purdue Field day is held at Purdue Apiary

b. Work with Purdue Bee Lab on date.

c. Work with Purdue Bee Lab on tent, chair, Porta Potty and table rentals. Reserve at least three extra tables for registration tables.

Fall Conference

a. Venue

- 1) Each year the fall conference will rotate between north, south and central of Indiana. Thus giving members from each area the opportunity to attend with less travel.
- 2) Hotel Rooms on site
 - c) Accommodate Thursday, Friday and Saturday nights.
 - d) Discounted group rate

- 3) Requirements
 - a) Access to two break out rooms for 50 attendees.
 - b) Accommodate a minimum of 300 attendees.
 - c) Area for registration and membership.
 - d) Area for merchandise
 - e) Area for vendors, 5 -7 max.
 - f) Area for Honey Show
 - g) Have a large room for the Fall Bee School for 75 attendees.
 - h) Have a small room for Hoosier Honey for 10 attendees.
- b. Elections
 - 1) Coordinate space for elections
 - 2) Ensure tables and area are secure

Eligibility for Election

1. The eligibility of people to run is based on 4 things.
 - a. Must be a member for at least a year day of the election. This information will be provided by the Treasurer.
 - b. Has attended at least 2 board meetings within the previous year. This information will be provided by the Secretary.
 - c. Have not exceeded Tern Limits as defined in the by-laws **ARTICLE VII, Section 7, C**
 - d. If running for an office, have served on the board for at least one year.
 - e. If running for an office, meet the requirements for the office as defined in the by-laws **ARTICLE VII, Section 2, B**
 - f. The nominating committee will obtain and keep this information.

Indiana Honey Queen Program

Mission Statement

No Information provided for this committee as of this date

Committee Members

Meeting Frequency

Functions

Legislative Governance Committee

Mission Statement

No Information provided for this committee as of this date

Committee Members

Meeting Frequency

Functions

Beekeepers Memorial Fund

Mission Statement

Functions

Notes

Committee Budgets

All committee budgets requests must be submitted to the board before the October board meeting for consideration for the following year's budget.

Family Membership Event Definition

Reimbursement Policy

- a. Presenters do not pay to attend event.
- b. \$50.00 will be paid for each session. Presenters sharing a session will split the \$50.00
- c. Event Chairman does not pay to attend the event.

Jump Starter Program

Rules □

- The deadline for submitting an application is **December 31, 2018**.
- Eligible applicants are new beekeepers that are members of TBoI.
- The applications will come from the local club only.
- The local club can submit one application per year.
- Individuals are not allowed to submit an application.
- A mentor will be provided by the local club for the new beekeeper. The mentor must be a member of TBoI with at least 3 years experience.
- If the new beekeeper becomes disinterested, then the local club will be responsible for finding another new beekeeper to use the equipment.
- The local club will need to submit the name of the new beekeeper to the Jump Starter Committee.
- Regional Director will submit the reports to the board of directors before each board meeting.
- Jump Starter Committee will review applications and Chairman will notify local club on application approval.
- Jump Starter Committee will have final say on application approval.
- The board of directors is required to vote on the continuation and funding of this program at the third quarter board of directors meeting each year.
- **Mentor and new beekeeper will be required to provide a written report and pictures to their Regional Director. Failure to comply will forfeit next years eligibility.**

Provided by The Beekeepers of Indiana

Hive Bodies - unassembled
Frames and foundation (plastic or wax), unassembled
100 Support Pins with plastic foundation
1 Screen bottom board
1 Entrance reducer
1 Inner cover
1 Wood & Metal Telescoping Cover
1 Quad Top Feeder
1 Smoker
1 Bee Brush
1 J-hook hive tool

Provided by the Local Club

1 Package of Bees
1 Protective Clothing
Mentor

**Jump Starter Program
Application**

Beekeeper Information

Name _____
 Street address _____
 City _____ State ____ Zip code _____
 E-mail _____
 Phone number _____
 Age _____ Local Club _____
 Beekeeping experience _____

Equipment Type: Choose One of the Following

<p>Option A - Deep Wax 18A - 2 Deep hive bodies 9-N - 20 Deep N frames 120NHA - 20 Deep foundation 79 - 100 Support Pins 57A - 1 Screen bottom board 15A - 1 Inner cover 49-MA – 1 Wood & Metal Telescoping Cover 172-4A - 1 Quad Top Feeder 146-W - 1 Smoker 322A - 1 Bee Brush 163 - 1 J-hook hive tool</p>	<p>Option B - Medium Wax 38A – 3 Medium hive bodies 17-N - 30 Medium N frames 624-A - 30 Medium foundation 79 - 100 Support Pins 57A - 1 Screen bottom board 15A - 1 Inner cover 49-MA – 1 Wood & Metal Telescoping Cover 172-4A - 1 Quad Top Feeder 146-W - 1 Smoker 322A - 1 Bee Brush 163 - 1 J-hook hive tool</p>
<p>Option C – Deep Plastic 18A - 2 Deep hive bodies 9-SGX - 20 Deep SGX frames 122-PX - 20 Deep foundation 57A - 1 Screen bottom board 15A - 1 Inner cover 49-MA – 1 Wood & Metal Telescoping Cover 172-4A - 1 Quad Top Feeder 146-W - 1 Smoker 322A - 1 Bee Brush 163 - 1 J-hook hive tool</p>	<p>Option D – Medium Plastic 38A – 3 Medium hive bodies 17-SGX - 30 Medium SGX frames 134-PX - 30 Medium foundation 57A - 1 Screen bottom board 15A - 1 Inner cover 49-MA – 1 Wood & Metal Telescoping Cover 172-4A - 1 Quad Top Feeder 146-W - 1 Smoker 322A - 1 Bee Brush 163 - 1 J-hook hive tool</p>

Parent name (If under 18) _____
 Street address _____
 City _____ State ____ Zip code _____
 E-mail _____
 Phone number _____

Mentor Information

Years of Beekeeping experience _____
Name _____
Street address _____
City _____ State ____ Zip code _____
E-mail _____
Phone number _____

Comments:

Send to: Jump Starter Program
7784 N. Sanctuary Lane
Mooreville, IN 46158 – 6082
Attn: Debbie Seib

For questions email Chairman – Debbie Seib at beekeepers.indiana@yahoo.com