Agenda

• **Responsibilities of Sentinel per the ICF By-laws**
  • Function as the greeter at all meetings
  • See that members are properly admitted when the meeting is in session
  • Notify the President of any guests
  • May be assigned the tasks of keeping the record of the members in attendance

• **Additional points**

*Let’s step through each….***
The Sentinel
Functions as the Greeter
at all Meetings
The Sentinel Checks-In Members and Guests

- The Sentinel is the first person to welcome the monthly meeting attendees
- It is important that the Sentinel greet each person with a smile and friendly welcome
- The Sentinel acquires a **Membership List** from the Financial Secretary and becomes familiar with current members (see sample)

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>Address, City, State, Zip</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferrari, Cynthia</td>
<td>123 Street, Halo, CA 77777</td>
<td>999-222-3001</td>
<td><a href="mailto:cferrari@email.net">cferrari@email.net</a></td>
</tr>
<tr>
<td>Ferrari, Tony</td>
<td>123 Street, Halo, CA 77777</td>
<td>999-222-3001</td>
<td><a href="mailto:tferrari@email.net">tferrari@email.net</a></td>
</tr>
<tr>
<td>Italia, Lucia</td>
<td>456 B Avenue, Halo, CA 77777</td>
<td>999-222-3344</td>
<td><a href="mailto:luciaitalia@email.net">luciaitalia@email.net</a></td>
</tr>
<tr>
<td>Smith, Antonio</td>
<td>789 D Circle, Halo, CA 77777</td>
<td>999-222-1234</td>
<td><a href="mailto:asmith4@email.net">asmith4@email.net</a></td>
</tr>
<tr>
<td>Zamboni, Rita</td>
<td>954 G Lane, Halo, CA 77777</td>
<td>999-222-9555</td>
<td><a href="mailto:zambri@email.net">zambri@email.net</a></td>
</tr>
</tbody>
</table>
The Sentinel will See that Members are Properly Admitted When the Meeting is in Session
The Sentinel Checks-In Members and Guests

• Members and Guests can be checked-in on a **General Meeting Attendance and Payment Roster** (see sample)
  • A Branch can create their own attendance roster or use the sample template
  • It is important to communicate with Financial Secretary to keep list up to date for monthly meetings
• If a meal is included in the meeting, the Sentinel will need to charge each attendee accordingly
• If a member from a visiting Branch or a Central Council Member is in attendance, they will also receive the member rate.
• If your Branch Mentor is in attendance, it is a common practice that he/she receives a complimentary meal.
• Guests will receive a **Visitor Packet**: Guest Sign-In Form, ICF Brochure, Branch Calendar, and ICF Member Application (see samples)
• Find the **General Meeting Attendance and Payment Roster** at [www.icf.org](http://www.icf.org) in Branch Templates area and the **Visitor Packet** at [http://www.icf.org/visitor/VisitorPacket_Description.pdf](http://www.icf.org/visitor/VisitorPacket_Description.pdf)
The Sentinel Checks-in Members and Guests on a Monthly General Meeting Attendance and Payment Roster

<table>
<thead>
<tr>
<th>MEMBER NAME</th>
<th>Number Attending</th>
<th>Amt Paid</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldanini, Franco</td>
<td>1</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Carnuccio, Helen and Gino*</td>
<td>2</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Garsani, Elisa and Domenico^</td>
<td>2 Adults, 2 Kids</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GUEST NAME</th>
<th>Number Attending</th>
<th>Amt Paid</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mancuso, John</td>
<td>1</td>
<td>$12.00</td>
<td>Baldanini Guest</td>
</tr>
</tbody>
</table>
Guest Sign-In

Welcome, and thank you for attending our meeting! We’re glad you came and we would like to learn a little more about you:

Name: ____________________________
Phone: ____________________________
Address: ____________________________
Email: ____________________________

How did you find out about us? ____________________________
Share one thing about yourself: ____________________________

Guest of Which ICF Member? ____________________________
ICF Brochure

Visitor Packet

ICF

Italian Catholic Federation

Est. 1924
San Francisco, CA

“I came to light a fire.”

The Italian Catholic Federation (ICF) is a non-profit, fraternal organization for Catholics of all cultures.

Founded in 1924, the federation’s mission is to uphold and develop the religious spirit among its members and to spread that spirit throughout the community. As Christians, we continue the tradition of love, hospitality and works of charity as signs of Christ’s peace among us.

Members of the ICF enjoy the fellowship of other Catholics and their families. By praying and playing together, we enrich ourselves and strengthen our spiritual lives while sharing our blessings with one another.

www.icf.org Email: info@icf.org

We Support:
• Our Parishes
• Seminarian studies
• RCLA programs
• Religious education

We Value:
• Family togetherness
• All generations
• Memories
• Traditions

We Encourage:
• Working together to assist charities and communities
• Building friendships

We Savor:
• Feasts and tastings
• Picnics
• Food demonstrations
• Recipe exchanges

We Enjoy:
• Trips and outings
• Annual conventions
• Rosario, Pederia & Golf
• Youth activities

Arizona • California • Illinois • Nevada

Add Contact Name, Phone, Email of Branch Financial Secretary
## ICF Branch Calendar

### Meeting & Special Event Dates
Italian Catholic Federation, Branch No.
January – July 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>5</td>
<td>Tuesday General Meeting: Celebrate the New Year</td>
</tr>
<tr>
<td>February</td>
<td>xx</td>
<td>Day Officer Installation</td>
</tr>
<tr>
<td>February</td>
<td>xx</td>
<td>Day General Meeting: Theme</td>
</tr>
<tr>
<td>March</td>
<td>xx</td>
<td>Day General Meeting: Theme</td>
</tr>
<tr>
<td>April</td>
<td>xx</td>
<td>Day General Meeting: Theme</td>
</tr>
<tr>
<td>May</td>
<td>xx</td>
<td>Day General Meeting: Theme</td>
</tr>
<tr>
<td>June</td>
<td>xx</td>
<td>Day General Meeting: Theme</td>
</tr>
<tr>
<td>June</td>
<td>xx</td>
<td>Day Special Event: Bocce and Picnic</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td>No General Meeting – Summer Break!</td>
</tr>
</tbody>
</table>

- All General Meetings take place at St. Name Parish Hall, 1234 Church Way, City
- Dinner R.S.V.P. is needed for adults and children prior to meeting by calling Phone Number or Email Address

Visit our Web site at [www.icf.org](http://www.icf.org) for additional information about the ICF organization.
The Sentinel
Notifies the President of any Guests
The Sentinel Keeps Track of Guests

- The Sentinel will collect the completed Guest Sign-In Forms and inform the President of the guests.
- The President or Sentinel can introduce the guests.
- Guests can share a little about themselves after they are introduced.
- The Sentinel can contact the Guest post-meeting to thank them for coming and invite them back.

Hello
My name is...
The Sentinel
May be Assigned the
Tasks of Keeping the
Record of the Members
in Attendance
The Sentinel Keeps Records of their Monthly General Meeting Attendance and Payment Roster

- The Sentinel will keep a copy of their monthly roster in a binder
- The roster is a good reference for the Branch Officers to review how well the meetings have been attended over the course of the year
- The roster can be used by the Branch Officers to follow-up with members who have missed a few meetings
Additional Points
Sentinel Supplies for Monthly General Meetings

- Cash box needed for food payment
- A start-up fund of $50 - $100

- Double sided tickets for Drawing
  - Sold for $1 each or 6 for $5

- Name Badges for members/guests
- Members return them after meeting

- Guests receive a Visitor Packet
- Sign-In Form is filled out and returned
Optional Ideas for General Meeting Drawings

*Mystery Prize Drawing*
- 4-5 Members bring new random prizes sealed in paper grocery bag (prize amount decided by Branch)
- Winners take bags and fill with new prize for following meeting

*Members Donate Homemade Items*
- Baked goods, jam, flowers, stationary, homegrown vegetables, special crafts
- Members can volunteer to take turns bringing items

*Member Attendance Drawing*
- Place names of each paid member in a basket (standard monthly prize amount decided by branch)
- If name chosen is a member present, the prize is won, if not, prize amount added to next meeting until won, then start again
Be Organized

Keep Sentinel supplies in a box, arrive early to prepare Check-In table, get help to sell drawing tickets, give money collected to Treasurer.

Friendly Greeting

Cash Box

Drawing Tickets

Visitor Packets

Name Badges
More Information…

Bollettino

- Newspaper published 11x / yr
- Information on ICF areas of interest and reports from branches throughout the U.S.

Web Site

- www.icf.org
- Details about the organization and up-to-date information
- Officers’ Portal

National Office

- 8393 Capwell Drive #110
  Oakland, CA 94621
  1-888-ICF-1924