

# ITALIAN CATHOLIC FEDERATION

*Promoting Faith, Family and Heritage Since 1924*



**Sentinel Training**

# 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)



### Church Name • City • State

Name (Last, First)	Address, City, State, Zip	Phone	E-Mail
Ferrari, Cynthia	123 Street, Halo, CA 77777	999-222-3001	<a href="mailto:cferrari@email.net">cferrari@email.net</a>
Ferrari, Tony	123 Street, Halo, CA 77777	999-222-3001	<a href="mailto:tferrari@email.net">tferrari@email.net</a>
Italia, Lucia	456 B Avenue, Halo, CA 77777	999-222-3344	<a href="mailto:luciaitalia@email.net">luciaitalia@email.net</a>
Smith, Antonio	789 D Circle, Halo, CA 77777	999-222-1234	<a href="mailto:asmith4@email.net">asmith4@email.net</a>
Zamboni, Rita	954 G Lane, Halo, CA 77777	999-222-9555	<a href="mailto:zambr@email.net">zambr@email.net</a>

***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

**ICF Branch ###**

**General Meeting Attendance and Payment Roster**

**Meeting Date: Month Day, Year**

**Cost Adult Member: \$      Adult Guest: \$      Children Under 12: \$**

\* New Members in 2017

^ Family Membership

MEMBER NAME	Number Attending	Amt Paid	Notes
Baldanini, Franco	1	\$10.00	
Carnuccio, Helen and Gino*	2	\$20.00	
Garsani, Elisa and Domenico^	2 Adults, 2 Kids	\$30.00	
GUEST NAME	Number Attending	Amt Paid	Notes
Mancuso, John	1	\$12.00	Baldanini Guest

# Visitor Packet



## Guest Sign-In

### Guest Sign-In Form

**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?** \_\_\_\_\_




# Visitor Packet

## ICF Brochure

Add Contact Name, Phone, Email  
of Branch Financial Secretary

# 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](mailto:info@icf.org)**

ICF Office: (888) ICF-1924 p • (510) 633-9758 f  
8393 Capwell Drive • Suite 110 • Oakland, CA 94621

Local Contact:

## Italian Catholic Federation

**Faith**



**We Support:**

- Our Parishes
- Seminarian studies
- RCIA programs
- Religious education

**We Value:**

- Family togetherness
- All generations
- Memories
- Traditions

**Family**



**Fellowship**



**We Encourage:**

- Working together to assist charities and communities
- Building friendships

**We Savor:**

- Feasts and tastings
- Picnics
- Food demonstrations
- Recipe exchanges

**Food**



**Fun**



**We Enjoy:**

- Trips and outings
- Annual convention
- Bocce, Pedro & Golf
- Youth activities

Arizona • California • Illinois • Nevada

# Visitor Packet



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

### ICF Branch Calendar

January 5	Tuesday	General Meeting: Celebrate the New Year
February xx	Day	Officer Installation
February xx	Day	General Meeting: Theme
March xx	Day	General Meeting: Theme
April xx	Day	General Meeting: Theme
May xx	Day	General Meeting: Theme
June xx	Day	General Meeting: Theme
June xx	Day	Special Event: Bocce and Picnic
July	No General Meeting – Summer Break!	

- 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.

# Visitor Packet

ITALIAN CATHOLIC FEDERATION  
8393 Capwell Drive, Suite 110  
Oakland, CA 94621

## MEMBERSHIP APPLICATION AND DATA FORM



Branch No.   City:

Family Name:

Leave Blank For New Members

No.	First Name	Int.	Birthdate Mo. Da. Yr.	Age	Member No.	Dues Paid	Date Paid	To	No. Of Mo.
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$			
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$			

Children: Under the age of 18 or 18-23 if full time student

3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Family Rate
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

No.  Street

Address:

City  ST  Zip Code

E-mail Address:

Area Code  Number

Telephone:   -

Application Sponsor Name

Are you a baptized Roman Catholic? ☐ YES ☐ NO

What parish do you belong to?

Name of Church

If not Catholic, is your spouse a baptized Roman Catholic and a member the I.C.F.? ☐ YES ☐ NO

### Action Requested

- ☐ Individual Membership
- ☐ Family Membership
- ☐ Change Address/Name/Ph.
- ☐ Cancellation Hospital Plan
- ☐ Transfer To Br.#
- ☐ Transfer From Br.#
- ☐ Cancellation of Membership
- ☐ Applies to Hospital Plan:
- Date:  /  /
- No:  Age:
- ☐ Deceased
- Died on:  /  /
- Date:  /  /

Signature of Applicant/Member

Signature of Spouse

Secretary

Member  
Application  
Form

***The Sentinel  
Notifies the President  
of any Guests***

## The Sentinel Keeps Track of Guests

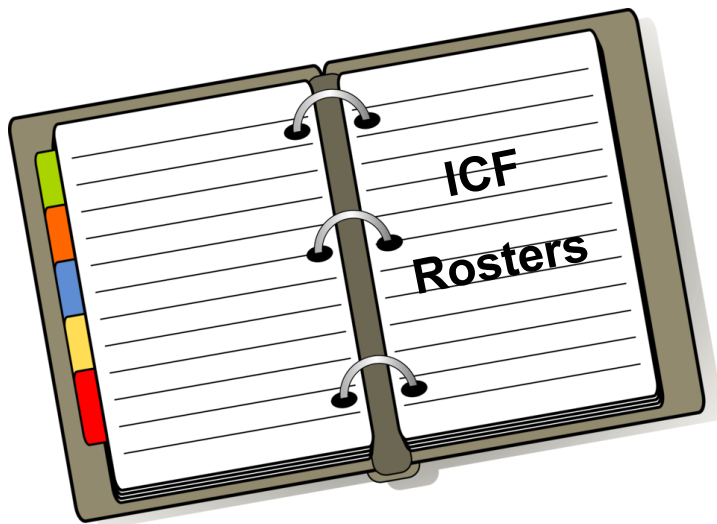
- The Sentinel will collect the completed Guest Sign-In Forms and inform the President of the guests
- The President or Sentinel can introduce the guests
- Guests can share a little about themselves after they are introduced
- The Sentinel can contact the Guest post-meeting to thank them for coming and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



***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



We keep  
in touch

# ***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



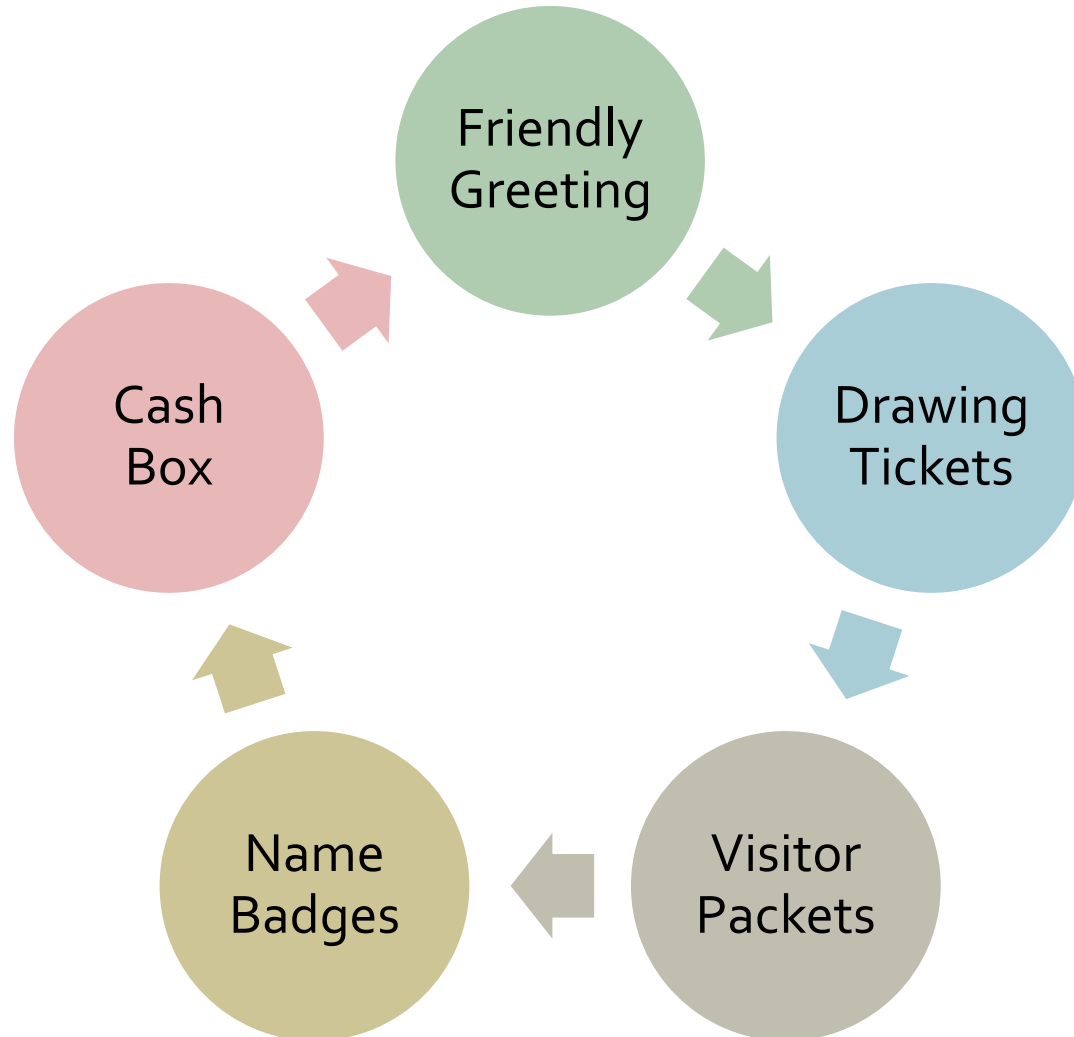
## Member Attendance Drawing

- 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.



# 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](http://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**

February 2016 Italian Catholic Federation Anno 92 No. 02

# BOLLETTINO

**Congratulations to Branch 198 Celebrating its 50th Anniversary**



Branch 198 Charter Members celebrating 50 years are Mary Desautel, Rose Anderson, and Kathy and Robert Acquaspace.

Ninety people attended the 50th Anniversary dinner for St. Eugene's Branch 198 in Santa Rosa on January 9, 2016. In attendance were Grand President Leonard Zasoski, Jr., Grand 2nd Vice President Vince Piro, Grand Secretary Lauren Kilcullen, Grand Treasurer Anne Interante, Past Grand President Carmen Kilcullen, Past Grand President and President of Branch 198 Robert Acquaspace, Central Council Parliamentarian and Past Grand President David Dotto served as the Master of Ceremonies.

**Grand President's Monthly Message**  
by Leonard Zasoski, Jr.  
*It is traditional to run the Grand President's Installation speech in the February issue of the Bollettino. Enjoy!*

Dear ICF Members,  
I would like to thank the newly elected officers from throughout the Federation. Your commitment to be leaders in your branches and districts is greatly appreciated.

Over the past several years the Central Council has seen a need to strengthen and rejuvenate the Federation. The process for doing this has come about through our Strategic Plan. We are currently entering the 2nd year of a 5-year plan. The first year and the first quarter of this year have been about working with the districts and branches in achieving our core strategies that came about through the Strategic Plan. Each of those core strategies Membership Growth & Retention, Leadership, Finance, Community Connections (Establishing connections with our Parish and Community) is vital to the well-being of all branches.

Membership growth and retention will be a major focus throughout the Federation during 2016, for bringing in new members and retaining our existing members. Our goal with the Strategic Plan this year is to have each branch conduct a membership drive. The Membership and Task Force Committees, headed by Nina Malone and Vince Piro, are there to help, if needed, with your membership drive, please contact them for assistance. The leaders within your branch must play a proactive role in this endeavor, and as was

**Make Your Reservations for "Late Night Catechism"**

Attention Class: The ICF Central Council proudly presents "Late Night Catechism," a raucous, reflecting international hit comedy coming to Holy Names University Regent's Theatre in Oakland, California. "Late Night Catechism" will be presented at Holy Names University Regent's Theatre, 3500 Mountain Blvd., Oakland, California. Performance date is Saturday, April 16 at 7pm. Wine and cheese reception will begin at 5:30pm. Tickets are \$40.00 for the mezzanine and \$30.00 for the orchestra and box seats. Discounts are available for groups of 10 or more. Tickets are available at [www.hnuc.edu](http://www.hnuc.edu).

Tickets at 1-800-438-3006 ext. 1, or ordering online at <http://ICF.LINC.brownpaperickets.com>. Catechism classes are never as much fun - or as hilarious - as when they are led by Sister in the hit comedy "Late Night Catechism," by Vicky Quade and Marquet Donovan.

"Late Night Catechism" is an uproarious piece of theater that takes audience members back - sometimes nostalgically, sometimes fearfully - to the children they once were. The irrepressible Sister teaches an adult catechism class in a roomful of "students" (the "students" for correct answers with glowing-in-the-dark rosaries and laminated saint cards, to authoritative drill sergeant. These abrupt mood swings are bound to strike a resonant chord with everyone who survived the ups and

**Late Night Catechism**

**Italian Catholic Federation**

HOME ABOUT ICF MEMBERSHIP SCHOLARSHIPS CHARITY AWARDS CONTACT US

### About ICF

The Italian Catholic Federation (ICF) is a non-profit fraternal organization for practicing 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, strengthen our family and spiritual lives, and share our blessings with one another.

We are proud of our assistance to parishes, pastors and local communities. We often help local pastors with various parish projects and fundraisers. Our members are often active in parish councils, finance committees, and other Catholic organizations. The ICF is an example of the laity's participation in the apostolic mission of the Catholic Church.

Our Heritage Program informs and enlightens each new generation about the many contributions Italian Catholic men and women have made to our society. At local branch meetings and at our local convention, you can learn about our rich Italian American heritage as well as other heritages that make up this great nation of immigrants.

Our national publication, *The Bollettino*, is filled with local and national ICF news and offers the reader traditional recipes, book reviews and historical and religious articles.

To support the clergy, the ICF offers prayers and monetary donations for the continuation of vocations and contributes to the education of young men training for the priesthood.

We award scholarships to Catholic elementary and high school students and grants to assist the developmentally disabled. Our Mario Cugia Scholarship promotes Italian studies.

We are a major supporter of the Cooley's Anemia research and treatment program at Oakland Children's Hospital, and we sponsor an Orphan

### QUICK LINKS

- Members' Portal
- Children's Area
- Donate (pdf)
- Special Events
- Merchandise
- Find a Branch
- Membership Application (pdf)
- Mother Cabrini Shrine
- Site Map
- Contact Us