

CONVENTION GUIDELINES revised May 7, 2026

(PRESENTED TO HOST COMPANY BY ASSOCIATION SECRETARY UPON CONVENTION APPROVAL)

1. Shall be held the week after Labor Day, Tuesday through Saturday
 - Tuesday – Auxiliary meeting, 8:00 pm
 - Wednesday Auxiliary Dinner and Entertainment
 - Thursday-Association Dinner and Meeting (meeting starts at 8 PM)
 - Friday-Mardi Gras (optional) and Association Entertainment
 - Saturday-Dress Parade, line-up 1:00 pm, step-off 2:00 pm (If time needs to be changed, requests should be made in writing and brought before the Association by the 2nd quarterly meeting in February).

2. The Association will advance money (amount determined by Association members each year) toward expenses associated with the following (this amount may not cover the total cost of these items; however, these items are required by the County):
 - Full page ad and all convention information
 - Ad book page of committees
 - Ad book pages of past and present officers
 - Ad book page of Annual Convention program
 - Memorial page - it is the responsibility of the host company to obtain names of the deceased members from Association companies and departments and auxiliaries (deceased not have to be a member of G.C. Association to be included on list)
 - Dinners for up to 10 invited guests of the President
 - Dinners for 8 invited guests of the Association (This should be determined by the President)
 - Required County Association trophies for Dress parade
 - Quarterly Attendance trophies
 - If any funds remain after above expenses, money should be used toward refreshments and/or Judges meeting
 - The Auxiliary will advance money (amount determined by members of Auxiliary each year) toward expenses associated with the following (this amount may not cover the total cost of these items; however these items are required by the Auxiliary.):
 - Flowers for Auxiliary Officers and guests (number needed and list provided by Auxiliary President)
 - Required Auxiliary trophies for Dress parade
 - Dinners for 10 invited guests of the President
 - Off-set cost of dinners for Auxiliary members who have met required minimum meeting attendance (Suggest dinner committee work with Auxiliary financial secretary)
 - Ad book page of committees
 - Ad book pages of past and present officers
 - Ad book page of Annual Convention program

****The Auxiliary takes a Full-Page Ad separate from this Donation****- as determined by Auxiliary membership

3. **ADVERTISED** convention fundraising should not take place until the end of the previous convention as a courtesy

4. A representative is requested to attend regular meetings with the joint executive board and at

quarterly Association and Auxiliary meetings with a progress report

5. Publicity is the responsibility of the hosting company
6. An initial mailing regarding the Convention should be done at least six months prior to the Convention (County Assoc. & Auxiliary Financial Secretaries should provide address lists upon request by host company)
7. An American Flag is required for all meetings. A PA system (obtainable thru County Assoc.-see attached guidelines), officer's tables, and a podium are the responsibility of the Host Company
8. Permits, traffic control, first aid, sanitation, and clean up are the responsibility of the Host Company.
9. The County Association will pay a contracted company (thru the Association) to install and remove Over the Road banners (Note: a NYSDOT permit MUST be obtained by host company).
10. Over the road banners, maltese cross, and parade banner belonging to Assoc. should be passed on to the new 1st Vice President of the Assoc. and the Auxiliary Parade should be passed on to the current Auxiliary President. All items can be stored at the Greene County Emergency Operations and Training Center (EOC)
11. At the Judges Tabulations/Trophy determination meeting which follows the parade, attendees should ONLY include the judges, parade rules chair and co-chair of both associations, counters, host committee parade representative(s), and President of the Association and Auxiliary.
12. A final detailed report for filing **IS REQUIRED** at the **NEXT** Association and Auxiliary meetings in November. The detailed report will be stored on a portable drive. The portable drive will be the responsibility of the Convention Committee. It is suggested to also make a copy for the next host company. Additional funds which may be available toward expenses (decided yearly by Association) will only be given **AFTER** final report is received.

CONVENTION WEEK:

Tuesday - Auxiliary Meeting - 8pm

Followed by light refreshments

(Note: The Memorial service for the Auxiliary is held at their May meeting)

Wednesday - Auxiliary dinner and entertainment

(The Auxiliary President is allowed to invite 10 guests to the dinner. If more than 10 are invited, it is the responsibility of the Auxiliary President to pay the difference)

Followed by light refreshments

NOTE: It is customary for the host company to invite the GCVFA Auxiliary President as a guest to the Association dinner and the GCVFA President as a guest at the Auxiliary dinner. (Dinner cost is the responsibility of host company)

Thursday - Association dinner (approx. starting time 5:30pm)

(The Assoc. President is allowed to invite 10 guests to the dinner. If more than 10 are invited, it is the responsibility of the Assoc. President to pay difference)

Association suggested guest list:

1. Greene County Fire Chiefs President

2. Greene County Fire Police President
3. Auxiliary of the Greene County Firemen's Association President
4. Greene County Fire Coordinator
5. Greene County Administrator
6. Hudson Valley Volunteer Firefighters Association President
7. FASNY President
8. Albany County Volunteer Firemen's Association
9. State Fire Administrator to the Association

Memorial service at 7:30 PM and is the responsibility of the host company.

The host company also provides the color guard. The Association has Maltese cross (usually in the possession of the current President) in which remembrance flowers are placed - one for each deceased member. Host Company will provide flowers.

The Association also has a couple of members who are Pastors/Ministers that may be contacted for the Memorial Service and Benediction, or host company may provide their own. It is suggested to be mindful in the service and prayers of other religions which members and guests may be and to keep it generic or just have a moment of silence.

Association Meeting, 8pm

Followed by light refreshments

Friday - Mardi Gras Parade (optional)

Rules and awards are left up to the Host Company.

Association requests water

If Mardi Gras is held, light refreshments are recommended after parade.

Association Entertainment at the discretion of the Host Company. (usually starts at 9pm) (optional)

Followed by light refreshments.

Saturday - AM: Judges Meeting - refreshments are up to the host company

Should include the judges, the host company parade committee representative(s) and chairperson(s), the Parade Rules & Regulation Committee members of the Association and Auxiliary, and **only** the Presidents (incl. 1st. and 2nd V.P.) of the Association and the Auxiliary Anyone else is up to the Host Company. (In the past, spouses of those invited have been included as a courtesy)

Parade line-up, 1pm

The rules state Fire Companies and Auxiliaries only. If possible, line-up in reverse order. County Officers march first. Music to lead the parade might be considered. It is suggested, as an honor, that the next hosting company lead the First Division.

Parade step-off, 2pm (sharp)

Judges will be selected by the Host Company and approved by the Officers of the Association and Auxiliary. The judges will be dispersed throughout the parade route. The Host Company, at its expense, may elect to provide dinner for the judges following the awarding of the trophies.

Trophies, awarded by 6:30 See parade rules for required trophies. Any others are at the discretion of the host company.

AS THESE ARE ONLY GUIDELINES, IF THE HOST COMPANY WISHES TO DEVIATE FROM THEM, THEY SHOULD COME BEFORE THE ASSOCIATION.

(Attached to these guidelines should be a Procedure for requesting PA system and a Helpful Suggestions sheet.)

HELPFUL SUGGESTIONS LIST

- You can start advertised fund-raising efforts in September following the Convention that precedes the one you're hosting. You can start collecting your ad book at that time also, however most hosts start in January.
- An initial mailing to the departments and auxiliaries should go out about 6 months prior to the Convention. It is usually the letter requesting support for the ad book but could also consist of some information (dates, times, etc.) about the upcoming Convention in September. Material is mailed separately to the departments and auxiliaries. The President of the Association and the President of the Association Auxiliary should get their own packet. The Auxiliary also request a packet be sent to their secretary. Make sure you also send all information to whoever is doing the Booster line.
- Lists for mailings can be received from the Financial Secretaries of each.
- Association and Auxiliary request that Host Dept., (if possible), provide banner carriers. If you cannot provide them, make sure Presidents are advised so that they can make arrangements.
- At Convention meetings of Association and Auxiliary, provide water and glasses at officer's table.
- A table is needed at Auxiliary meeting and dinner for sign-in and selling of 50/50 tickets. A table is needed at Association dinner/meeting for sign-in.
- The Auxiliary displays their parade banner and Auxiliary Welcome bunting at meeting and dinner. Association displays their parade banner and Firemen's Welcome bunting at meeting/dinner (Presidents will get to Host committee).
- An American Flag and stand are needed for the meetings. Host Company provides the color guard for the Assoc. meeting and may be requested to provide the color guard for the Auxiliary meeting and/or dinner.
- Podium and microphone are needed for meetings and dinners. You can borrow the PA system from the Association (see attached sheet on procedure for borrowing).
- Auxiliary members who attend two (2) or more meetings get a reduced price on their dinner. The discount is currently \$5.00. (This difference in money is covered by the donation you receive from the Auxiliary) You should receive (or make sure you request) a list from the Financial Secretary of the Auxiliary as to the members who are entitled to the reduced price.
- As it is almost essential to start collecting funds toward the Convention you host several years in advance, remember that you cannot ADVERTISE fundraisers for your Convention until the Convention that precedes yours is over. However, you can have as many fundraisers as you want - it's up to you (your Dept.) where you put the money.

- At the judge's tabulations/trophy determination meeting that follows the parade, light refreshments (sandwiches, crackers, cheese, etc.) and beverages (water, soda, etc.) should be provided. Host may also have to provide calculators for judges for tallying (check with judges).
- Check with President of Assoc. & Auxiliary to see if head table is needed for dinners.
- Information for pages of convention booklet pertaining to the Association and Auxiliary should be obtained from the President of each.
- Having occurred in the past, there may be a tie for a 1st, 2nd, or 3rd place trophy. Host company should discuss beforehand with their committee what procedure they want to take (getting a second trophy for the category or otherwise). See parade rules.
- Need to get flowers for the Memorial Maltese Cross; one for each deceased member for the year.
- If truck trophies are given and judging of trucks is done prior to beginning of parade, a separate truck judging sheet should be done as it will save time with tallying results at the end (verify this with Judges selected).
- Judges for the Mardi Gras are up to the host company. They do not have to be from a judging association.
- Host company must get a reviewing stand and have a PA system for announcing parade(s) and provide chairs on reviewing stand for those who remain during parade (approx. 10 chairs). If possible, provide a small cooler with non-alcoholic refreshments for those on reviewing stand.
- Should provide shuttle buses for dress parade participants. Three buses usually are enough. Depending on parking/route of Mardi Gras, if held, may want to provide for this too.
- The members of the Firefighter's Home should be invited to the Association Dinner on Thursday the host company usually pays for their dinners and they should also be invited to view the Mardi Gras and Dress parade.
- The Host Company can receive funds from Greene County Tourism. (see the convention committee on how to receive the funds)