

**U.S. JCI SENATE
2026 – 2027**



PRESIDENT'S VISITATION INFORMATION

State Presidents and National Vice Presidents:

If your state or region wishes National President Gary #48384 to attend your event, the attached form must be submitted to the Chief of Staff. The calendar will fill quickly, so submit your request as early as possible.

- You will be notified that the form has been received. This notification **is not** an acknowledgment that the President has agreed to attend the event.
- At a later date you will be notified if the President is able to attend or will need to decline the invitation.

Complete the "President Visitation Form" in its entirety.

The more information you are able to provide, the easier it may be to fit the visit into President Gary's travel schedule.

- Specify your expectations for the visit (speak at the business meeting, banquet, or other venue, interact with the Jaycees, etc.).
- Provide as much information about the event schedule as possible (i.e., schedule for Friday night, Saturday morning, afternoon, evening).
- Attire for the various events throughout the visit.
- Include the name, cell phone number, and email address of the person who will be the contact person for President Gary's visit.
- If the First Lady is not available, is another Senator invited to attend with President Gary?
- If hotel accommodations are included, please reserve a double-double room. If this cannot be reserved, please let me know as soon as possible.
- Submit the completed form to Chief of Staff, Nancy Salopek.

Please include any additional information about the invitation/event that is relevant.

In the Senate Spirit,

Nancy Salopek #47610

Chief of Staff

chiefofstaff@usjcisenate.org

412-860-9795

**U.S. JCI SENATE
2026 – 2027
PRESIDENT VISITATION FORM**



The _____ JCI Senate invites you to attend:

Event _____

Date(s) _____ Location _____

Address of event _____

Contact person for the state or region _____

Cell number _____ Email _____

President Gary will be interacting with the Jaycees: YES _____ NO _____

If yes, Jaycee President's name: _____ Cell # _____

President Gary will be speaking at a Senate meeting or banquet: YES _____ NO _____

Dress is: Casual _____ Senate shirts _____ Business attire _____ Formal _____

President's registration will be included: YES _____ NO _____

First Lady is invited: YES _____ NO _____ Her registration will be included: YES _____ NO _____

Additional companions are invited: YES _____ NO _____ (Typically pay their own registration)

President's room will be included (double-double room requested): YES _____ NO _____

President Gary's Preferences:

Drinks: bottled water, local craft beers, local bourbons

Snacks: local snacks, mixed nuts, trail mix, peanut M&M's

Gift ideas (optional): Donation to the U.S. JCI Senate Foundation or Wheelchairs 4 Kids,

Local products that represent the town, region or state. Shirt size: XL

First Lady Diane's Preferences:

Drinks: bottled water

Snacks: blueberries, local chocolates (plain milk or dark with additions—no coconut), peanut M&M's

Gift ideas (optional): Donations to Wheelchairs 4 Kids or U.S. JCI Senate Foundation,

small items featuring butterflies. Shirt size: Men's Medium

Closest/best airport for the event: _____ Distance to event: _____

Transportation from the airport will be provided by: _____

Contact cell number: _____ Contact email: _____

Return this completed form to: Nancy Salopek #47610, Chief of Staff

chiefofstaff@usjcisenate.org or nmsalo@yahoo.com

412-860-9795

46 Longvue Circle, Ambridge, PA 15003



U.S. JCI SENATE 2026 – 2027 GENERAL PROTOCOL FOR ALL NATIONAL OFFICERS

- Designate someone to meet the visiting guest at the airport or other point of arrival.
- Stay with the guest throughout the visit (unless they ask for free time).
- Remember to introduce any partners.
- Proper order of introductions:
 - Visiting NVP
 - Your NVP
 - Secretary
 - Treasurer
 - Administrative Vice President
 - U.S. JCI Senate National President
- If a member of JCI USA, the President or their representative, will speak at your event, they should speak immediately preceding the U.S. JCI Senate President.
- Refrain from actively selling raffle/sweepstakes tickets or other fundraisers to national officers. They will participate if they choose to do so.
- Allow guests time to rest or freshen up before any meeting or social function.
- Ensure water and some requested snacks are available in the sleeping room.
- Remember, your guest needs to have time arranged for meals.
- If there is a Mentors sign-in sheet, please record your national guest and waive their fee.
- AVP, Treasurer, Secretary, COB, and NVP's have limited funds available in their budget for travel. If your organization can, please consider covering some of their expenses when possible (i.e., registration, lodging, meals, etc.).
- Do not allow the national officers to be pressured into eating, drinking, or participating in any activity not befitting their office.
- Do not allow national officers to get into a situation where it would be uncomfortable or not dignified for their office.
- The national officers may be traveling with limited clothing options. Do not surprise them with activities that may soil their clothing.
- Be mindful of people taking photos with national officers, they should all be appropriate.
- When taking photos with national officers, please have someone (besides the photographer) ensure clothing is presentable. Caps/hats are raised so eyes can be seen. Those seated have their legs closed or crossed. If officers are holding an alcoholic drink, ask if they want it in the photo. After the photo is taken, ensure officers are looking at the camera, check for other dress and grooming issues.
- If a large gift presentation is made to a national officer, it is appropriate to arrange for shipping at your expense.
- If the national officer will swear in new Senators or board officers, print out the proper oath, it is on the website. Do not have them read it from a cell phone.