



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.