



Veerashaiva Samaja of North America

VSNA
ANNUAL CONVENTION MANUAL
(HAND BOOK)

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1. What is the VSNA Annual Convention?

It is a 'festival' organized by like-minded people practicing the preaching of the Veerashaiva (Lingayat) way of life, philosophy and religion. It is a festival designed to create appreciation and awareness of cultural, religious- and social values and the heritage and legacy we have been blessed to inherit from our ancestors. It is a festival that exposes our youth to the noble preaching and principles as explained by the Lingayat Sharanas of the 12th Century.

2. What are the Convention Objectives?*

- A. To bring together folks who practice similar way of life and religious ideology and philosophy.
- B. To prevent the Veerashaiva families from being absorbed and assimilated by the melting pot of diverse cultures and religious ideologies prevalent in our adopted land.
- C. To rekindle, rejuvenate and inculcate our cherished religious and philosophical values in our off-springs and ourselves.
- D. To foster and build amiable and amicable bonds and bridges among the fellow Veerashaivas living in the sub-continent of North America.
- E. To facilitate the dissemination of information and knowledge of our esteemed religion via discourses by well-read and respected guests.
- F. To conduct meetings of VSNA officers to rethink, reassess and redirect the organization.

*For additional information on this score, please see the latest VSNA Publication: Whither Goes the VSNA (History of the VSNA) (1007).

3. Convention Planning

The following guidelines are meant to facilitate the hosting of the VSNA Annual Conventions. Given below is a stepwise description of the things to be done by the host-chapter.

- 1. The first step thus involves getting the approval of the BOD. To do this, the prospective host chapter should submit a written request to the VSNA for permission to organize the annual convention in consultation with the VSNA President.
- 2. The prospective host chapter should elect a Convention Chairperson and a Co-Chairperson after having received the approval of the VSNA's BOD.

3. Hence there is no need to re-invent the wheel and waste precious effort and time in scratching the heads to come up with detailed plans and programs. Over the course of some 30 years, plenty of experience and information has been accumulated and available on how to go about hosting a successful convention. After completing Steps 1 and 2, the newly designated Convention Chairperson and a Co- Chairperson should immediately get in touch with the immediate past Convention Chairman and solicit her/his help. This simple step will put experience at the finger-tips of the host chapter.
4. After this preliminary work, call the General Body meeting of your Chapter to ascertain the interest of the members about manning the various committees. Prior to this, the designated Convention Chairperson and Co- Chairperson should in consultation with their Chapter president should prepare a listing of the members, their talents and skills. This would be of help in assigning the chairmanship of the various committees. In assigning the chairmanship, attention should be paid to the fact that the person so nominated can work together with other members cooperatively and willingly.
5. Although there is no hard and fast rule as to the number of committees to be formed to successfully conduct an annual convention, based on our pervious experience the creation of the following committees is suggested. If need be, establish sub-committees to facilitate the smooth functioning.

- | | |
|--------------------------------|---------------------------------|
| 1. Fund Raising | 10. Entertainment |
| 2. Finance (Accounting) | 11. Decorations |
| 3. Registration | 12. Workshops |
| 4. Food | 13. Youth Competitions |
| 5. Reception | 14. Programs Coordinator |
| 6. Facility | 15. Public Relations |
| 7. Souvenir | 16. Singles Registration |
| 8. Youth Activities | 17. Audio/Video/Photo |
| 9. Business Seminar | 18. Anubhava Gosti |

Note: A word about naming the Fund Raising Committee. Needless to say that this is a very important committee. Proper care and caution should be exercised in selecting members and chair for this committee, for the success of a convention, unfortunately for us, depends on the ability to raise money to meet the convention costs.

Convention Theme

Careful consideration should be given to choosing the theme of your convention. The topic you select should be meaningful and relevant to the Veerashaiva way of life. The title should be eye-catching, motivating and inspiring enough to mobilize the energy and spirit of the general membership.

Convention Venue

1. The selection of the convention hall is of great importance not only to the organizers but also to the attendees and the participants. In this process, the host chapter should keep in mind: **Convenience** and **Cost**.
 - (a) The site should be convenient to out of town and out of state folks who would be attending the convention.
 - (b) The hall should be big enough to accommodate maximum number of persons estimated.
 - (c) The facility should be located in a desirable and decent locality with all the facilities to meet the needs of the participants.
2. Hotel Selection

Be “choosy” in selecting the hotel to house the participants during the convention. The hotel should be situated in a good locality to afford protection to the participants and their children, who come with all their glittering ornaments. It should be conveniently situated to enable the participants to go to the convention hall. If it is not located in the hotel itself, obtain a signed contract. Please see that you get discounted rates for the participants. If you guarantee a number of rooms, you would get a discount and also free rooms to hold the VSNA meetings. Sometimes, the hotel ownership gives free rooms, which you can use to house convention guest(s).

Guest Selection

Often times this turns out to be a more conventional and head-ache job, which involves personal choices. Consideration should be given to selecting and honoring an individual who is well-versed and grounded in the Veerashaiva philosophy, way of life and literature. Since your first choice may fizzle out, it is advisable to have a contingency prioritized list of at least three guests. In preparing this list, the host chapter should consult the VSNA President. The invitation will be extended both in the names of the Convention Chair and the VSNA President.

Convention Budget

Preparing the convention budget by making allocations to various activities related to the annual convention requires the desire to stretch the dollar bill to go farther; of course without tearing it off. The budget committee should first go through the list of activities and prioritize them in sequence of their importance and then make an educated guess as to how much money is required to support a particular activity. Here again, we do not have to reinvent the wheel. The budget committee should collect the budgets of the past three annual conventions and take careful look. There are a couple of ways in which this information can be used to develop a convention budget. One way would be take the highest number and incorporate it into the budget. This would produce a high-end but impractical budget. The convention budget developed should take into account the expected income and resources. For this purpose take the average of the past three convention budgets and add 5 % to take care of the contingencies and inflation. Above all, estimate the available resources: incomes and expenditure based on the expected number of registrants and the income thus generated. Include also the subsidy from the convention trust fund and donations from the members. The budget development committee is well advised to consult the Finance/Fund Raising Committee, for the two activities go hand -in-hand. Once the budget had been finally developed, it should be gotten approved by the general body of the host-chapter.

How to Solicit Financial Help

There several avenues available to the host-chapters to raise funds to support the annual convention. The following is not the complete compendium, it is just a suggestion.

- Ascertain from the Central VSNA the approximate amount of support they can expect from the Convention trust Fund.
- Secondly, get your own members and others to sponsor activities and events included in your programs and tell them that their support and sponsorship would be duly appreciated and acknowledged.
- Thirdly, explore whether some of your members may like to take care of the hotel expenses of the convention guest.
- Fourthly, check with your members whether they would like to take care of the expenses related to the packages given to the convention registrants. Tell them that a note would be inserted in the package saying so and so supported this activity.
- Fifthly, see whether some of the members would like to host the breakfast for the attendees. Again, tell the prospective member that their support would be both announced in the meeting and that a write-up would be posted in a visible place to this effect.

Convention Insurance

During a public activity like the annual convention lasting 1 and ½ days, some times accidents may happen and the organizers are liable to face legal action. To help protect the host-chapter, the Central VSNA has blanket accident insurance policy. Please get hold of this vital information from the VSNA Secretary.

Emergency Medical Assistance

The organizers are well advised to take precautions against accidental injuries and medical assistance needs of the participants. If some of your friends are medical practitioners, please enlist their help to act as convention medicos. Do not fail announce this from the convention platform for the benefit of the participants.

Convention Souvenir Committee

It is a customary practice for the convention-hosts to produce the souvenir of the annual convention as permanent record of the convention. The souvenir goes to all the members listed in the VSNA membership directory. In naming the committee, the host-chapter should pay careful attention, for what you produce remains for a long time as record of your performance. Choose a person who is good in writing articles and editing.

Pictorial Convention Recording

The host-chapter should have on hand a good photographer to take pictures of events and activities for publication in the souvenir. Since a picture is worth a thousand words, careful attention must be paid in selecting pictures for inclusion in the souvenir.

Legal Contracts

Make certain that for such activities as renting the Convention Hall, reserving room in the hotel, catering agreements, etc. you should have duly signed contracts. Before signing on the dotted line of the contracts, please read the fine prints. If you are in doubt, please consult a paralegal.

Convention Evaluation

It is a good practice to know how well we done after we have done a job. There are many reasons for this. First and foremost is that we are accountable to our membership and sponsors. We would like to tell them that we have dispensed our responsibility to the best of our ability. The one way to demonstrate this is through performance evaluation. Since the participants are the ones who are going to evaluate the performance, it is like coming straight from the horse's mouth. A good deal of credibility would be attached to the opinion of the participants. So the organizers should either use an Evaluation Form that has been used in the past or develop their own form. Please distribute this form at the end of the convention. Ask the attendees to place the completed form in box kept at the registration table. Collect the completed forms and

perform the standard evaluation and publish the results in the convention souvenir for the benefit of the members.

VSNA Bylaws on Convention

VSNA Bylaws: Article X VSNA Annual Convention

Section 1: Host chapter shall send two names for the convention chair and co-chair to the BOD for its approval.

Section 2: Failure to comply with the convention stipulations shall result in disciplinary action by the BOD.

Section 3: The convention chair or co-chair shall report BOD **on a monthly basis until three months preceding the convention date** and there after on a weekly basis about the progress of the convention preparation.

Section 4: Convention invitations to the guests shall be signed by the VSNA president and the convention chair.

Section 5: Any unauthorized use of VSNA stationery (example-Letter Head) shall be prohibited.

Section 6: The host chapter shall use its own stationery with BOD approval.

Section 7: All funds raised and collected in support of the convention shall be deposited in a separate VSNA Bank account under the name “Annual VSNA Convention Account”. And all disbursements from this account shall carry the joint signatures of the president or treasurer and the person designated by the host chapter.

Section 8: All surplus funds from the proceedings of the annual convention shall be divided into three equal parts and shall be distributed among (1) the host chapter (2) Veerashaiva International Resource Center (VIRC) and (3) Convention Trust Fund Account.

CONVENTION GENERAL GUIDELINES

1. The convention chair shall act as liaison between chapter and the VSNA governing body (BOD) with respect to all the activities of the convention.
2. The convention registration fee shall be determined by the host chapter with approval of the VSNA Board of Directors.
3. There shall be no more than two principle speakers at any convention. And the guest speakers must be distinguished scholars in Veerashaiva religion and philosophy.
4. Guest speakers shall be reimbursed for their actual expenses within North America.
5. Explain clearly the financial obligations of VSNA for all the foreign guests in writing before they attend the convention.
6. The convention souvenir shall be published within 90 days after the convention otherwise VSNA will not authorize the publication.
7. All original receipts for the expenses incurred shall be submitted along with the financial statement of the account within six months of the termination of the conference to the VSNA treasurer.
8. The sale of any material during the convention shall have the prior approval of the VSNA Board of Directors.
9. A statement of accounts of the annual convention shall be published in the convention souvenir including donor names.
10. The VSNA central office shall not be responsible for any deficit incurred by the host chapter in connection with the Annual Convention.

CONVENTION TRUST FUND GUIDELINES

1. **The principle of the Convention Trust Fund shall NOT be accessed at any time.**
2. **The capital gain and dividend earned on the Convention Trust Fund in a calendar year (January to December) shall be dispersed for the following year convention.**
3. **Provide up to 90% of the income earned by the Convention Trust Fund in the previous year towards up to 75% of the convention cost starting from 1997 year earnings. The rest of the earnings are reinvested as principle of the Convention Trust Fund.**
4. **The Board of Directors has to approve each year the amount of funds to be released for the convention.**
5. **The earned income shall be released only to the Convention Chairman or to the account established for the convention.**

Annual Convention Format

Reference is made here to the structured program format which had been developed to assist the host-chapter. Each of the items included in the program has been briefly described. Host-chapters are advised to scrupulously follow the suggested format to avoid unnecessary last minute head-aches. Some flexibility has been built into the suggested program to take care of last minute additions and/ or drop outs. If you drop out(s), then you have to stretch some of the activities to the extent possible so that you can proceed without disrupting the planned activities.

This format will help to reduce the cost of the convention and also provide enough time to cover all the necessary events in two days. The youth camp or sightseeing tour for a group of people may be arranged before the convention. The next two pages will indicate the time slots for each event for both days of the convention. This is the standard format.

STRUCTURED PROGRAM FORMAT

DAY 1

Morning

TIME	EVENT	VENUE
07:00 am – 08:00 am	Yoga / Meditation	
08:00 am – 09:00 am	Ling Pooja	
08:00 am – 04:00 pm	Sightseeing/ Youth Activities	
08:30 am – 04:00 pm	Convention Registration Booth	
08:30 am – 10:00 am	Board of Directors Meeting	
09:00 am – 10:00 am	Board of Regents Meeting	
10:00 am – 11:00 am	BOD & BOR Meeting	
11:00 am – 12:00 pm	COP / Boot Camp Meeting	

Afternoon

TIME	EVENT	VENUE
12:00 pm – 01:00pm	Boxed Lunch & soft drink	
1:00 pm – 04:00 pm	Competitions for all youth activities	
01:00 pm – 02:00 pm	Orientation Course-Chapter Officers/ VSNA Officers-elect	
01:00 pm – 02:00 pm	Singles Registration	
02:00 pm – 05:00 pm	Religion Course etc.	
06:00 pm – 11:00 pm	Baby sitting services	
06:00 pm – 07:00 pm	Social hour with snacks & pop	
07:00 pm – 08:30 pm	Reception Dinner	
08:30 pm – 10:00 pm	Entertainment/Cultural	

Day 2

Morning

TIME	EVENT	VENUE
06:00 am – 06:45 am	Yoga / Meditation	
06:45 am – 07:30 am	Linga Pooja	
07:15 am – 08:45 am	Convention Registration	
07:15 am – 08:45 am	Breakfast	
09:00 am – 12:00 Noon	Baby sitting services	
09:00 am – 09:30 am	Invocation/Prayer/Pooja	
09:30 am – 09:35 am	Welcome - Chapter President	
09:35 am – 09:40 am	Welcome – Convention Chair	
09:40 am – 09:50 am	Report of Youth Leadership	
09:50 am – 10:05 am	VSNA President's Report	
10:05 am – 10:15 am	VSNA BOR Chairman Report	
10:15 am – 12:15 Noon**	Guest speakers, Swamijis, Vote of Thanks etc.	

** No guest to speak for more than 25~ 30 minutes.

Afternoon

TIME	EVENT	VENUE
12:15 pm – 01:30 pm	Lunch	
01:30 pm – 02:45 pm	Anubhava Ghosti	
02:45 pm – 03:45 pm	Workshop - Health	
03:15 pm – 04:30 pm	Workshop – Business	
03:45 pm – 05:00 pm	Workshop – Youth	
04:30 pm – 04:45 pm	Coffee / Tea and Snacks	
04:45 pm – 06:00 pm	General body meeting	
05:00 pm – 09:00 pm	Baby sitting services	
06:00 pm – 07:30 pm	Dinner	
07:30 pm – 10:00 pm	Cultural Programs	

Although most of the items described in the Structured Program Format are self-explanatory and we have been seeing them for the past decades during the VSNA Annual Conventions, with a view to maintain overall uniformity in organizing and conducting various events a brief descriptions of the items is given below.

Day 1 - Morning Activities

Yoga and Meditation

This activity is designed to introduce the beginners to the techniques and practice and benefits of practicing yoga and meditation.

Linga Pooja

Worship of the isthalinga, provides an opportunity to those who do not want to miss their daily worship of the isthalinga. And a good opportunity for the youths to learn and practice Linga pooja.

Sightseeing

Since the conventions are usually organized in large cities with interesting things to see around the city and most of the participants usually do not know the city well enough to do on their own, the host-chapter usually arranges the conducted tour for the benefit of the attendees. This event usually provides a good occasion to the Veerashaiva youths to fellowship and permits them to make new friends.

Day 1 - Afternoon Activities

Competitions

To encourage our children and youth, the VSNA organizes various competitions such as the Vachana Recital, the Essay Writing Competition, Dance Competition, etc. Details regarding this activity are usually provided well in advance in detail in the convention brochure.

Orientation Course for: The chapters' officers /Central VSNA officer-elect. To be successful, an organization must be run efficiently and effectively. To accomplish this goal the VSNA has developed a training program for the benefit of the officers. This activity provides information about the organization, its By-laws and how to administer the VSNA and its Chapters.

Religious Course

Since we do not have the mathas in our adopted country to help us with the learning of our religion and scripture, we try to minimize this problem through self-help. We ask our experienced members to help us by conducting religious classes for the benefit of our children (under 12 years).

Social Activities

Since our number in our adopted land is small, and the country is too large, we do not get opportunities to meet and make new friends, the VSNA provides many occasions such as the Annual Convention. During this event, members introduce themselves to others and get to know each others.

Convention Reception Dinner

This is another example of Social Activity. The VSNA provides educational, religious cultural opportunities to its members during the conventions. The primary purpose of this Central VSNA sponsored event is fellowship and bonding with like minded folks.

Entertainment/Cultural

The families of the host chapter usually arrange this event to showcase their talents to their out of town/ state friends, who have gathered to celebrate the VSNA convention. This provides a relief from the day's activities and puts the participants in a proper frame of mind for the coming day.

Day 2 - Morning Activities

Yoga and Meditation

Linga Pooja

Breakfast (7.15 a.m. to 08. 45 a.m.)

Invocation/Prayer Pooja (9.00 a.m. to 09. 30 a.m.)

Welcome by Host-Chapter's president (5 minutes)

The President of the host chapter welcomes the participants and the guests in the name of all the members of her/his chapter and asks them to have a wonderful time.

Welcome by Convention Chairperson (5 minutes)

The Convention Chair in turn welcomes the guests, the VSNA Officers and the members at large on behalf of the chapter's members and thanks all the local members for their support in the preparation of the convention.

State of the Samaja Message by VSNA President (20 minutes)

The VSNA By-laws stipulate that the president present an annual progress report on the health of the organization by describing what was planned for the year under review and what are accomplished since the last convention. This reflects the fact that the office-holders accountable to the members-at-large of the organization.

Report by the Chairman of the Board of Reagents (10 minutes)

The VSNA Board of Reagents is the think-tank of the organization. The Chairman's presentation narrates the nature and extent of the planning activity and its success in bringing to fruition its plans.

Report by the VSNA Youth Board (10 minutes)

The youth board president narrates the results of the activities aimed to attract and motivate the veerashaiva youth.

Guest Speaker(s) (maximum of 50 minutes). If there is only one guest speaker, then he is given 40 minutes' time. If there are two guest speakers, then each guest is given 25 minutes.

Lunch (12.00 Noon to 1.30 p. m.)

DAY 2 – Afternoon Activities**Anubhava Ghosti (60 ~ 75 minutes)**

This is an open forum discussion of religious topics of general interest to laymen. Usually one or two coordinators are asked to conduct this discussion. The idea behind this group discussion is to provide the participants an avenue to engage in an exchange of information on religious matters. Living in an alien land has certain disadvantages. One of them is the lack of experts to provide us with religious advice, counsel and nourishment. We try to make this deficiency through this self-help program, at least once a year.

Health Workshop (About an hour) (Concurrent session)

Since the participants include expert health professionals, the VSNA arranges to provide a chance to the members to obtain helpful medical information on general topics. Usually a group of panel members expound and explain a particular disease and participate in the question and answer session.

Business Workshop (About an hour) (Concurrent session)

With a view to encourage our budding aspirants, the VSNA invites our members, who have been success as entrepreneurs, to participate in a panel discussion. The best way to learn how to run a business is right from the horses' mouth, meaning from those who gained the firsthand knowledge through the rigorous and risks of running business endeavors. Thus the experienced folks lead the beginners by telling them how to avoid the pitfalls and headaches.

Youth Session (About an hour) (Concurrent session)

The VSNA considers its youth to be its leaders in waiting. To make certain the youth are ready when the opportunity knocks on their door, has created a VSNA Youth Board. The youths meet under the leadership of its president and discuss things upper most in their mind and vent them to their elders.

Coffee-tea break (15 – 20 minutes)

General Body Meeting (One Hour)

This occasion permits the Presidents of the VSNA Chapters to show case the activities of their respective chapters. The chapter-president presents a report of the activities of her/his chapter. The VSNA Officers also answer questions about the VSNA to the general members provided such a notice has been given to them three months before the convention.

Dinner

The Host Chapter arranges a dinner and a social event in honor of the participants.

Cultural Program

Post-Convention Activities

The responsibility of the convention-hosts won't end with the end of the convention. At least two activities, in addition to paying off the convention bills, require their immediate attention. These activities are: (1) Convention Statement of Accounts and (2) Producing the Convention Souvenir. The following write-up is designed to assist the host chapter to successfully complete this aspect...

Convention Statement of Accounts

The host-chapter, rather the convention chairperson, should prepare statement of account reflecting the money received and the money spent on hosting the convention. To facilitate this, all receipts should be preserved for the inspection of the accountant, for this statement requires the signature of the duly qualified professional accountant. This has to be a professional job, for our accounts are subject to auditing by the U.S. Internal Revenue Service.

Convention Souvenir

The Convention Souvenir is a written record of the success of the convention. Since it reflects on the host-chapter, it should be prepared with due care and caution. Every effort should be expended and no stones should be left unturned to make this endeavor a truly outstanding undertaking. To accomplish objective, the souvenir committee should go the souvenirs of the previous conventions and should try to improve upon. Instead of waiting for the end of the convention to take up the task, the committee should embark right in earnest along with other committees. If the convention souvenir committee is composed of three members, the chairman should distribute the work among the three members. One member should be in charge of soliciting advertisements and sponsorers. We have enough Veerashaiva entrepreneurs in our community to help us out. Besides, these are all tax deductible items, for the VSNA is a charitable non-taxable organization. Attempts should be made to make sure that the publication of the convention souvenir is a self-sustaining effort; meaning the revenues generated through advertisements should

be able to take care of producing and mailing the souvenir. Since the souvenir is mailed to all the families who attended the convention and also to the life members, effort should be made to take advantage of the VSNA's bulk-mailing arrangement. This would help to reduce the postal expenses. The third member should be assigned the task of soliciting and collecting articles suitable for publication in the convention souvenir. The editor himself/herself should make sure that the copies of the platform-presentations are on hand. After all the leg work has been done the committee should prepare a 'dummy souvenir' containing all the articles and pictures. The contents of this final copy of the souvenir have to be approved by the chairman of the convention and President of VSNA before it goes for printing. During the month of September, the editing and getting the final copy of the souvenir to the printer should be completed. If the printer hands back the souvenirs before October 15th, the host chapter would be in a good position to mail them during the last week of October.

NOTE

Sample Forms and Letters for the Annual Convention are on the following pages. They shall be updated according to the need. These are used for the Detroit Convention.

Sample Letter to invite members for the Convention

Date:

Dear Fellow Veerashaivas,

The Veerashaiva Samaja of XXXXXX XXXXXX Chapter has been privileged to host the XX the Annual VSNA Convention in 2007. The event will take place on July 7th & 8th at the prestigious Ford Community & Performing Arts Center in Dearborn, adjacent to the City of Detroit.

Being that cars are an important aspect of this area the Detroit is referred to as “The Motor City”. This exciting city that features Renaissance Center, Greek Town, Casinos, museums, Art Galleries, Zoo, Detroit Institute of Arts, Detroit Science Center, etc. Some of the main tourist attractions around Detroit are Greenfield Village, Henry Ford Museum, Ford IMAX Theater, Ford Rouge Factory Tour and many more. So do not miss this once in a life time opportunity to see and experience the thrill of Detroit Metro area.

The VSNA families are working hard to make this convention a successful one and most of all a memorable one. The Detroit is very expensive to host the convention of this magnitude. Hence, I seek your financial help in the form of donation, which is tax deductible, and also your cooperation. **Please note that if you donate \$1000 or more the convention registration is free up to four of your family members.**

On behalf of Detroit Chapter families, I welcome you to join us with your family, friends and relatives in celebrating our 30th VSNA convention. Please keep on visiting the web site: www.vsna.org/2007 for convention updates.

Sincerely,

XXXXXXXXXXXX
Convention Chair
Phone #

Tentative Program

Friday – July 6th, 2007

Afternoon

- 1:00–2:00 pm Icebreaker Youths (age 13 -17)
- 1:00–2:00 pm Icebreaker Young adults (age 18 & above)
- 2:00–6:00 pm Detroit River Boat – Youth retreat
- 7:30–9:30 pm Dinner / Pizza (not included) at hotel youths (age 13-17)
- 7:30– 9:30 pm Dinner (not included) Young adults (age 18 & above)

Saturday – July 7th, 2007

Morning

- 7:00–8:00 am Yoga and Meditation
- 8:00–9:00 am Linga Pooja
- 8:00- 4:00 pm Sightseeing Tours
- 8:30am-4:00pm Registration
- 8:30am-12:00pm BOD, BOR and COP meetings

Afternoon

- 12:00-1:00 pm Lunch (cash & carry) – see the registration form)
- 12:00–4:00pm Youth competitions
- 2:00– 3:30 pm Orientation course for all chapter officers
- 2:00- 3:30 pm Business work shop # 1
- 3:00- 4:00 pm Religious Courses for 13-17 and 18 & over
- 5:00– 6:00 pm Reception - Appetizers and soft drinks (included)
- 6:00– 7:00 pm Cultural activities – Detroit chapter
- 7:00– 8:30 pm Reception dinner (included)
- 8:30–10:30 pm Entertainment by professional group

Sunday – July 8th, 2007

Morning

- 6:00– 6:45 am Yoga and Meditation
- 6:45– 7:30 am Linga pooja
- 7:15– 8:45 am Break fast (included)
- 9:00– 9:30 am Invocation/Prayer – Detroit Chapter
- 9:30 – 9:45 am VSNA highlights - Video presentation
- 9:45–11:50 am Welcome, State of Samaja and guest speeches

Afternoon

- 12:00–1:00 pm Lunch (included)
- 1:00– 2:45 pm Anubhava Ghosti
- 2:45– 4:30 pm Workshops – Health, Business (#2) etc.
- 4:30 – 4:45 pm Tea/Coffee and snacks (included)
- 4:45 – 6:00 pm General body meeting
- 6:00– 8:30 pm Cultural program, Prize distribution etc.
- 8:30–10:00 pm Dinner (included)

CONVENTION REGISTRATION FORM

- Please provide all the information to help us prepare correct name badges and update VSNA directory.
- Guests include member's parents, friends and relatives visiting from India and other countries and non-Veershaiva friends
- All others pay Non-member fee

Name _____ Last First Mi Spouse _____ Address _____ City _____ State _____ Zip/Pin _____ Telephone _____ E-mail _____	Children Age 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
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Guests: 1. _____ 2. _____ 3. _____

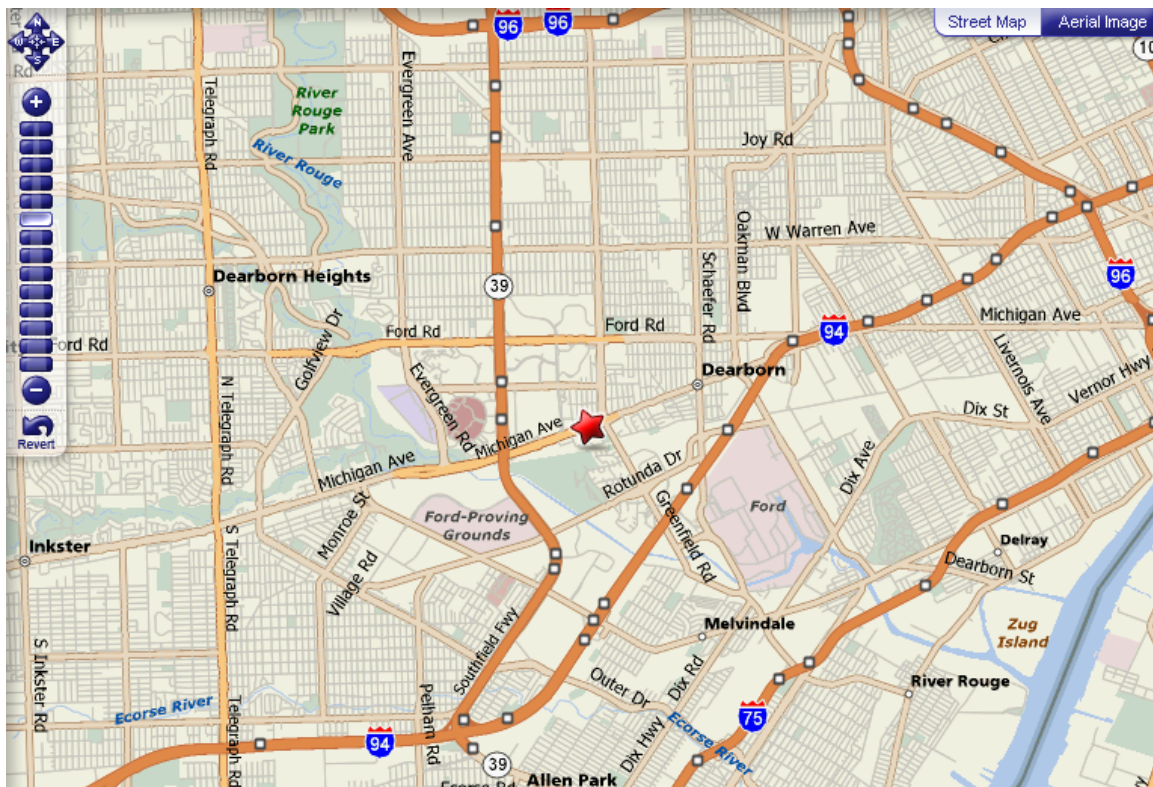
	Number Attending	Before May 15th	May 15–June 15	After June 15	Amount
VSNA member(Age 12 & above)& Guest		\$ 89 / Person	\$ 100 / Person	\$ 135 / Person	\$
Non-member (Age 12 & above)*		\$ 99 / Person	\$ 110 / Person	\$ 150 / Person	\$
VSNA Membership Fee per family		\$ 35 (Annual) \$ 500 (Life)			\$
Children (5 to 12 years) < 5 years Free		\$ 59 / Child	\$ 69 / Child	\$ 79 / Child	\$
Children (13 to 17 yrs) Sightseeing Tour		\$ 50 / Child			\$
Donation towards 2007 convention		\$			\$
Raffle tickets for Grand Prize		\$ 5 / Ticket			\$
Note: All \$ means US \$				Total Amount	\$

*** If you pay membership fee by filling out the enclosed form, you pay member rate**

- **Donation of \$1000 or more entitles you for FREE registration up to 4 of your family members.**
- Make a check payable to “**VSNA Convention 2007**” and mail this completed form to the chairperson, Registration Committee: Shyla Beltur. 3451 Cleveland Drive. Troy, MI 48083. Her phone # 248-619-9622
- **Refund Policy:** Full refund on or before May 30, 2007. NO refund after May 30, 2007 & for natural disaster.
- **Babysitting Services (FREE)** will be available for children 2-6 years. Please indicate if you need services.
 Number of Children _____ Saturday July 7th _____ Sunday July 8th _____
 Babysitting hours Saturday 5 -11pm. Sunday 9am-12 noon and 5-9 pm.

Map for Convention Venue

Ford Community & Performing Arts Center (313) 943-2350
15801 MICHIGAN AVE, Dearborn, MI, 48126



SAMPLE

Directions for Hotel

~~The Doubletree Dearborn Hotel is conveniently located at the crossroads of Southfield Expressway and Ford Road, adjacent to Dearborn. Offering easy access to the Motor City's famous attractions, the hotel is just 8 miles from the airport, 9 miles from Downtown, and is approximately 8 miles from casino gaming. The hotel is also neighbor to Ford Headquarters, United Technologies, and UAW/Ford NEDTC and The Henry Ford, which includes Greenfield Village, Henry Ford Museum, IMAX Theater and Ford Rouge Factory Tour within 2 miles of our hotel.~~

~~**DIRECTIONS:** Accessible from I 10, I 96 and I 94 by taking the Southfield Expressway to the Ford Road Exit. The hotel is located at the Crossroads of Ford Road and Southfield Expressway. **ADDRESS 5801 Southfield Service Drive, Detroit, MI 48228 313 336 3340**~~

~~**From Metro Airport:** Take 94 East to the Southfield Freeway (M-39) North to Ford Road (Exit 7) West. The Doubletree Hotel is located on the Northwest corner of Ford Road and the Southfield Freeway.~~

~~**From Downtown Detroit:** Take 94 West to Ford Road (Addison Avenue. Exit 110B). Take Ford Road West approximately 5 miles. The Doubletree Hotel is located on Ford Road and the Southfield Freeway.~~

~~**From I 75:** Take I 75 to the Southfield Freeway (M-39) North to Ford Road (Exit 7) West. The Doubletree Hotel is located on the Northwest corner of Ford Road and the Southfield Freeway.~~

~~**From I 96:** Take I 96 to the Southfield Freeway (M-39) to Ford Road (Exit 7) West. The Doubletree Hotel is located on the Northwest corner of Ford Road and the Southfield Freeway.~~

SAMPLE

Attractions in and around Detroit

Henry Ford Museum  Address: The Henry Ford 20900 Oakwood Blvd. PO Box 1970 Dearborn, MI 48124 Toll Free: (800)835-5237 Phone: (313)982-6001	Motor Cities National Heritage Area  Address: Motor Cities National Heritage Area 200 Renaissance Center Suite #3148 Detroit, MI 48243- 1303 Toll Free: (877)662-8864 Phone: (313)259-3425
Detroit Science Center  Address: The Detroit Science Center Detroit Science Center 5020 John R Detroit, MI 48202 Phone: (313)577-8400	Detroit Zoo  Address: Detroit Zoo 8450 W. Ten Mile Road PO Box 39 Royal Oak, MI 48068-0039 Phone: (248)398-0900
Detroit Institute of Arts  Address: Detroit Institute of Arts 5200 Woodward Avenue Detroit, MI 48202 Phone: (313)833-7900	Belle Isle  Address: Belle Isle Park East Jefferson and East Grand Blvd Detroit, MI 48207 Phone: (313)852-4075
Crank brook Institute of Science  Address: Cranbrook Institute of Science 39221 N. Woodward Avenue PO Box 801 Bloomfield Hills, MI 48303 Toll Free: (877)462-7262	Family Aquatic Center at Chandler Park  Address: Family Aquatic Center at Chandler Park 12600 Chandler Park Drive Detroit, MI 48213 Phone: (313)822-7665

Cultural Program Registration Form

(Parents of participant's children are required to be dues paid members of central VSNA)

Display your special talents at the 30th Annual Convention in Detroit, Michigan. Sign now for a skit, dance, or any other entertaining cultural program on behalf of your local chapter.

Entertainment Program Guidelines:

1. Items will be restricted according to time availability (10-15 minutes/chapter).
2. Items of all kind are welcome and no age limit.
3. Pre-registration is a must due to time restraint.
4. Bring all the necessary stuff you need to perform your item.
5. Please let us know what you will need from us like microphones, cables, tape player, special lighting, etc.
6. Each item should be submitted on audio or videotapes in entirety before 5-15-2007
7. The items will be finalized by the entertainment committee.

The following information is needed to approve the program:

Item Title: _____

Item Type: _____

Program Coordinator: _____

Phone/E-mail: _____

VSNA Chapter Name: _____

Brief Description of the item: _____

Participants Information:

Name	Age	Name	age

NOTE: Please complete this form and forward it to the Chairperson of the Entertainment Committee before 6-7-2007: Mrs. Sheela Neral. 6548 Shadowood Drive. West Bloomfield, MI 48322. Her phone Number is 248-788-1509. E-mail: mtsneral@comcast.net

Graduates

We would like to congratulate 2005 and 2006 Graduates during the convention and also list in the Convention souvenir. Graduates and under graduates are welcome to complete the following information and send it along with registration form.

Name: _____ Degree: _____

University/College Name: _____

Home Address:

Phone No: _____

Note: Please mail this information to: ~~Totappa Soppannavar~~

35458 Ravisu Blvd # 209

Farmington Hills, MI 48335

Youth Retreat - Detroit River Cruise [Friday - July 6th, 2007; 3-7 pm]

Join us aboard our "mini ship" DIAMOND QUEEN and enjoy your own two hour cruise on the sparkling waters of the Detroit River, the world's busiest international waterway. Passengers of all ages discover countless sights rich in history and anecdote during our expertly narrated river tours along the U.S. and Canadian shorelines. Shorewatch & shipwatch! Bask in the refreshing river breeze and summer sun! For those who are hungry, refreshments and light snacks are always available. Ride alongside 1,000 foot lake freighters and world traveling ocean ships, pass under the mighty Ambassador bridge linking the U.S. and Canada, share spectacular views of the Detroit skyline and much more. A great idea for group travel & tour groups, and businesses enjoy our river tour time after time. Come cruise with us! We're sure you will want to ride more than once. Fun, excitement and adventure await you...p.s. don't forget your camera!

DETROIT TOUR

**Consent/Liability Waiver Form
For
Youth Activities (Under 18 Age group)**

Please read carefully, then sign and date Consent/Liability Waiver Form if you wish your child/children to participate in the youth activities organized by VSMI (Veerashaiva Samaja of Michigan), a Detroit Chapter, during the 30th VSNA Convention to be held in Ford Community and Performing Arts Center, Dearborn, MI on 7th and 8th of July 2007.

Please return this form along with your registration.

We, as parents/guardians of the below named child/children, hereby consent to our child/children participating in the VSNA 2007 Convention youth activities on July 6-8, 2007.

We acknowledge that our child/children may be transported to and from Ford Community and Performing Arts Center by bus. We further acknowledge that our child/children may not be personally supervised during the activities of the convention. We agree that in the event of an accident or medical emergency of our child/children any physical/medical assistance available to the organizers may be used. Our child/children and we jointly agree to release VSMI and VSNA from any or all liabilities arising from, or related in any way to VSNA Convention 2007. We and our child/children further acknowledge and agree that provisions of this acknowledgement, consent and release from liability shall be binding upon us as well as our child/children, his/her heirs, executors, administrators and assigns and shall be governed by the Laws of Michigan State.

Father's/Guardian's name-----

Mother's/Guardian's name-----

Signature of Father/Guardian-----

Signature of Mother/Guardian-----

(Note: Both parents/Guardian(s) must sign)

Address-----

Phone: ----- Emergency Contact No: -----

Child/Children

Name	Age	Medications	Any Medical attention
1. -----	---	-----	-----
2. -----	---	-----	-----
3. -----	--	-----	-----
4. -----	--	-----	-----

VEERASHAIVA SAMAJA OF NORTH AMERICA (VSNA)

30th Annual Convention

July 7th and 8th, 2007

Hosted by Veerashaiva Samaja of Michigan—Detroit Chapter

COMPETITIONS REGISTRATION FORM

(Parents of participant's children are required to be dues paid members of central VSNA)

A. CULTURAL COMPETITION: on July 7th, 2007 between 12-4 pm

<u>Competitions</u>	<u>Group A</u>	<u>Group B</u>
1. Coloring	3 – 6 Years	7 - 10 Years
2. Vachana	3 – 6 Years	7 –10 Years
3. Dance (Indian Classical)	6 – 12 Years	13 – 17 Years
4. Instrumental Music (Bring your own Instrument)	5 – 12 Years	13 – 17 Years
5. Rangoli (One per chapter - solo or group – can use any decorative material – on Poster board or card board - pre-registration required – Boards are provided (3'x3') bring your own materials).		

B. ESSAY COMPETITION

Age Group: 12 – 17 Years. Send an essay before 6-15-2007.

Essay Topic: "Practicing Veerashaiva religion in North America"

(Essay must be in soft copy and no less than two pages)

C. PARTICIPANT'S INFORMATION

First Name Last Name Age M/F

Address

Competition

Your Chapter Affiliation & your phone number

- Please mail the completed registration form/essay before May 30, 2007 to:
Shashidhara Jayadev. 2046 Reagan Drive. Rochester Hills, MI 48309. His phone number is 248-375-5124. E-mail. kavishashi@yahoo.com

**Consent/Liability Waiver Form
For
Youth Activities (18 & Over Age group)**

THIS IS A RELEASE OF LIABILITY—READ BEFORE SIGNING

**THIS FORM MUST BE READ AND SIGNED BEFORE THE PARTICIPATING IS
ALLOWED TO TAKE PART IN ANY EVENT.**

Participant's Name _____

IN CONSIDERATION of being permitted to participate in any way in the sport and activities of the VSNA 2007 Convention, I acknowledge, appreciate, and agree that

1. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of those persons released from liability below, and assume full responsibility for my participation; and,
2. I understand and will comply with all rules and regulations. If I observe any unusual or unnecessary hazard during my participation, I will bring it to the attention of the nearest official as soon as practical; and,
3. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless and owners and lessors of premises, used to conduct the activities, their officers, officials, agents and/or employees ("Releases"), with respect to any and all injury, or loss or damage to person or property.
4. I understand and agree that this Release of Liability Agreement covers each and every activity and events in which I participate.

I have read this Release of Liability and assumptions of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily.

I further acknowledge and agree that the provisions of this acknowledge, consent, and release from liability shall be binding upon me as well as executors, administrators and assigns and shall be governed by the Laws of Michigan State.

Date signed: _____ Participants' Signature _____

Address: _____

City _____ State/Province _____ Zip _____

Emergency Contact _____

Please mail this sheet along with registration

Souvenir Advertisement Order Form

Name of the Company/Professional: _____

Mailing Address: _____

Contact Person: _____

Phone No: _____

Fax: _____

E-mail: _____

Souvenir will be published after the VSNA convention 2007. It will be mailed to convention attendees (1 per family) for free and will be made available at a cost for others.

Ad Location & Size	Ad Rate	Comments
Front Page inside (Color 7.5 in X 10 in)	\$1500.00	
Back page outside (Color 7.5 in X 10 in)	\$2000.00	
Back page inside (Color 7.5 in X 10 in)	\$1500.00	
Full page inside (Color 7.5 in X 10 in)	\$1000.00	
Half page inside (Color 7.5 in X 10 in)	\$600.00	
Full page inside B & W	\$750.00	
Half page inside B&W	\$400.00	
Quarter page inside B&W	\$200.00	
Business card size B&W inside	\$100.00	

- Payment Terms: Check/Money order pre-paid in US Dollars
- Make check payable to: VSNA Convention 2007
- Advertisement space is available on first come first serve basis
- Articles and camera ready proofs should be mailed by 6-20-2007
- **Contact person:** Deepa Soppannavar. Phone: 248-219-4752
35458 Ravisu Blvd # 209 Farmington Hills, MI 48355
E-Mail: tots_ux@hotmail.com

Invitation to write an article for Convention Souvenir

Topics:

- Any topic related to Veerashaivism / VSNA / Sharanas / role of VSNA in North America.

Guidelines:

- Soft copy no more than 2 pages (8 ½ X 11 Inc.)
- Must be word format
- No hand written or hard copies please
- Must be in English
- Brief biography of author if desired
- If references are made to other works, an accurate bibliography must be included.

Deadline: June 15, 2007.

Send an article to: Deepa Soppannavar
35458 Ravisu Blvd #209
Farmington Hills, MI 48355

Note:

- The article will not be returned to the author
- The published article represents the views/opinion of the author only.
- We do not guarantee that all articles will be published.

For further information please contact Deepa Soppannavar. Souvenir Committee. 248-219-4752.

SAMPLE



To be eligible for the grand prize, you must register for the convention by April 30, 2007 at <http://www.vsna.org/2007> or by sending the attached registration forms to us.



SAMPLE**This Registration Package Contains**

1. Invitation Letter
2. Tentative Program
3. Convention Registration Form
4. Convention Venue – Directions
5. Hotel Accommodations – Directions
6. Shuttle Service –Hotel to Convention Venue and back
7. Attractions in and around Detroit
8. Cultural Program Registration Form
9. Competitions Registration Form
10. 2005—2006 Graduates Form
11. Youth Retreat & Other Activities
12. Consent / Liability Waiver Form (under 18 age group)
13. Consent / Liability Waiver Form (18 & over age group)
14. Souvenir Advertisement Order Form
15. Articles for Souvenir
16. Raffle Information

**Please mail all completed forms along with the check on or before
May 25th, 2007.**

**Thank you,
XXXXXXXXXXXXXXXXX
Convention Chair**

SAMPLE LETTER FOR FUND RAISING

VEERASHAIVA SAMAJA OF NORTH AMERICA **Annual Convention**

February 22, 2007

From: Fund Raising Committee
30th VSNA Annual Convention

Ref: Requesting Donation for the Convention

Dear,

As you know the Veerashaiva Samaja of Michigan-Detroit Chapter is going to host the 30th VSNA convention in Dearborn, Michigan on July 7th & 8th, 2007. Preparation for the convention is well in progress. Please see the enclosed convention flyer for more details or you may access details on the web: vsna.org/2007.

The convention committee members have worked hard to find the cheapest and the best facility to hold the convention. Their goal is to bring down the cost of the convention at least 30 – 40 % compared to the last four conventions held in Columbus, New York, Atlanta and Maryland. The national VSNA conventions are expensive and normally each convention costs about \$100,000.

The fund raising committee has identified you as a qualified **“Silver Patron”** of the convention. Your donation of \$1000 entitles a **free** registration of your four family members. A single registration cost is \$89. This kind of opportunity to donate money for a convention comes once in 10 years, so please be generous.

The planning of the convention depends on your help and cooperation. Therefore we request you to send your donation as soon as possible. Please make check payable to “VSNA Convention 2007” and mail it to: Mamtha Kavi. 30392 Southampton.

Farmington Hills, MI 48331.

Thank you in advance for considering our request favorably.

Convention Chair

President, VSNA

Chair, Fund Raising Committee

SAMPLE RECEIPT FOR THE DONATION

VEERSHAIVA SAMAJA OF NORTH AMERICA

(Non-profit organization with U.S. tax exempts ID # 51-0245255)

22181 Arbor Lane, Farmington Hills, MI 48336 USA
Phone: 1-313-317-6215

May 29, 2007

Donor Address

Dear,

On behalf of Veerashaiva Samaja of North America (VSNA), I thank you for your gift of \$1001. Your donation makes it possible for the VSNA to conduct its 30th Annual convention.

The VSNA has made great progress in recent years, thanks in large part to gifts like yours. I am confident that with the sustained generosity of people like you, VSNA will thrive in the years to come.

Thanks again for your gift to VSNA. Your support makes a great difference to our samaja.

Sincerely,

XXXXXXXXXX
VSNA Treasurer

Sample Letter to acknowledge the Donation

VEERASHAIVA SAMAJA OF NORTH AMERICA (VSNA)

30th Annual VSNA Convention

July 7th & 8th, 2007

Hosted by Veerashaiva Samaja of Michigan—Detroit Chapter

“WORK IS WORSHIP”

March 15, 2007

Dear XXXXXXXXXXXXX

Thank you very much for your generous donation to VSNA convention – 2007. You are honored as **Gold Patron** of the Convention. We appreciate your continuous support and help for the VSNA activities.

A guest room at Double Tree hotel is reserved on your name and paid for two nights on July 7th & 8th, 2007. The hotel brochure is enclosed herewith for your information. You will receive the convention registration package next month. Complete the registration form and mail it back to us. Please note that four of your family members are eligible for **free** registration.

The official receipt for your donation will be mailed to you soon by the VSNA official.

Thanks again for your contribution to the progress of VSNA.

Sincerely

XXXXXXXXXXXX
Convention Chair

SAMPLE LETTER TO INVITE SWAMIJI

VEERASHAIVA SAMAJA OF NORTH AMERICA (VSNA)

22181 Arbor Lane, Farmington Hills, MI 48336

~~30th Annual VSNA Convention~~

~~July 7-8, 2007~~

~~Hosted by Veerashaiva Samaja of Michigan – Detroit Chapter~~

March 27, 2007

~~Shri Taralabalu Jagadguru Brihanmath
Sirigere – 577541.
Karnataka State, India~~

Dear Poojya Swamiji,

On behalf of the members of the samaja, I would like to offer our respectful salutations to you. Through this letter, I would like to invite you to participate in our forth coming 30th annual convention hosted by Detroit Chapter. The date and site of the convention will be July 7-8, 2007 in Dearborn, Michigan.

Our theme of the convention will be “Work is Worship“. You may select any topic of your choice to address the convention. Your mention of something related to the convention theme will be appreciated by the hosts.

We will greatly appreciate if you could let us know your decision as soon as possible to facilitate the planning of our activities. The enclosed letter may help you to get your visa if needed.

With best personal regards and namaskaras.

XXXXX
Convention Chair.
Phone:XXXXXXXX

XXXXXXXXXXXXX
President, VSNA
Phone:XXXXXXXX

SAMPLE LETTER TO INVITE GUEST

VEERASHAIVA SAMAJA OF NORTH AMERICA (VSNA)

22181 Arbor Lane, Farmington Hills, MI 48336 USA

30th Annual Convention

July 7th and 8th 2007

Dearborn, Michigan

“WORK IS WORSHIP”

Professor Jayashree Deshmukh
Baug E-Sara Building
16 Nepeansea Road
Mumbai 36 India

January 30, 2007

Dear Professor Jayashree,

On behalf of the Veerashaiva Samaja of North America (VSNA), we would like to invite you to participate in our forthcoming 30th annual VSNA convention. The convention will be hosted by the ~~Detroit chapter on July 7th and 8th, 2007 in Dearborn, Michigan USA.~~

Although you are welcome to select any topic of your choice to address the convention, your mention of something related to the convention theme “work is worship” will be greatly appreciated by the hosts.

It would be a great convenience if you could let us know your decision before the end of February 2007 to facilitate the planning of our convention activities.

The enclosed letter addressed to the US Consulate may help you to get the US visitor visa from the nearest US embassy office in India. If you require additional information please feel free to contact us.

Yours truly,

XXXX
Convention Chair
PhoneXXXXXXX

XXXXXXXXXXXXX
President, VSNA
PhoneXXXXXX

VEERASHAIVA SAMAJA OF NORTH AMERICA (VSNA)
22181 Arbor Lane. Farmington Hills, MI 48336
30th Annual VSNA Convention
July 7-8, 2007
Hosted by Veerashaiva Samaja of Michigan – Detroit Chapter

March 27, 2007

The U.S. Consulate General
Chennai, India

Dear Sir,

This is to state that His Holiness Shivamurthy Murugarajendra Mahaswamiji has been invited to be our Guest Speaker on the occasion of the 30th annual VSNA convention of the Veerashaiva Samaja of North America, to be held on July 7-8, 2007 at Dearborn, Michigan.

Our guest has in his possession a valid passport issued by his country's government and other travel documents regarding his return trip. During his stay in the United States, he will be our guest and we will make the necessary hospitality arrangements.

We will greatly appreciate if you could kindly issue him a U. S. visa to cover the duration of his stay in the United States. Should you require additional information on this matter, please feel free to contact us.

Yours truly,

Gadigeppa Doddamani
Convention Chair.
Phone: 248-787-5226

Prabhu Patil
President, VSNA
Phone: 313-595-8719

VEERASHAIVA SAMAJA OF NORTH AMERICA

Annual Convention Evaluation

Please evaluate honestly this VSNA 2008 Convention. This survey will help us to improve our future conventions and fulfill the membership desire.

Please check the appropriate box below to express your opinion for each item.

No	Item	Excellent	Very Good	Good	Fair	Poor
1	Over-all impression of the Convention					
2	Convention Facility					
3	Hotel Accommodations					
4	Chief Guest Presentation					
5	Keynote Speaker					
6	Swamiji Presentation					
7	Religious Sessions					
8	Youth Workshops					
9	Anubhav Mantap Session					
10	Food Quality and Service					
11	Adult Workshops					
12	Cultural Programs					

Other Comments:

Note: Please fold and insert this survey in the box placed near the exit door or you may hand over this to any host chapter member.