GREA

Local Unit Planning Guide

2023 – 2024

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INTRODUCTION

1. **GREA History**

   Georgia Retired Educators Association (GREA) began in 1958, as Georgia Retired Teachers Association (GRTA). The organization has evolved through 60 years of specialization and diversity of educational roles and adopted its current name, GREA, in 1998 to better describe the membership potential. GREA continues to be the only organization that concentrates exclusively on the needs of Georgia's Retired Educators.

2. **Purposes of GREA**

   - To **promote** the economic, social, and professional status of retired educators, and the distribution of information of value to them,
   - To **promote** the passage of legislation beneficial to retired educators and to work toward the defeat of legislation which may be harmful to them,
   - To **promote** the advancement of high-quality education by enabling retired educators to maintain their interest in education as a whole as well as in their specialized areas,
   - To **promote** the involvement of retired educators in community service and in the decision making on state and local levels,
   - To **promote** the aging process as one of dignity and independence, and
   - To **promote** active educators by assisting them with retirement preparation well in advance of their retirement.

3. **Purposes of Local Units**

   - To **provide** opportunities for support and fellowship with friends and fellow retired educators,
   - To **provide** an organized framework through which retired educators may continue a life of service to fellow retirees, active colleagues, students and their communities,
   - To **provide** a means of responding to community needs by encouraging retired educators to contribute their talents, experiences and expertise to the decision making processes in their communities, and
   - To **provide** a means to familiarize retired as well as active educators of the benefits of membership in the Local REA's Unit and the Georgia REA.

4. **Mission Statement**

   The GREA mission shall be to unite retired educators in Georgia for fellowship, support, and educational/community service and to improve benefits for all retired educators through cooperation with local, state and national organizations.

5. **Motto**

   The motto for GREA shall be: "Fellowship … Service … Support".

6. **Time line for Local Units**

June 1 **Deadline date** for the ***GREA Local Unit Officer Information Sheet*** send one (1) copy to the State Office at GREA P.O. Box 1379 Flowery Branch, GA 30542 and send one (1) copy to your Area Director. Use the form on page 22 of Appendix A or under About Us - Forms on the GREA website

June 1 **Deadline date** for ***History Update Form*** to be received at the GREA office and the local unit's Area Director (Appendix A, page 18 or under About Us - Forms on the GREA website). This form is **to be submitted by the outgoing local unit president**. Send to: GA Retired Education Association ~ ATTN: Archives & History, P.O. Box 1379 Flowery Branch, GA 30542.

June 1 **Deadline date** for the ***Plastic Scrapbook Page*** (front and back). **This page is to be completed and submitted by the outgoing local unit president**. Send to: GA Retired Education Association ~ ATTN: Archives & History, P.O. Box 1379 Flowery Branch, GA 30542. This is the sheet protector given out in August!

July/Aug. ***Hold a local unit planning session*** with officers and committee chairs: Prepare the year's proposed budget,

Prepare/revise/update local unit by-laws,

Prepare the local unit handbook,

Communicate with all officers and committee chairs their responsibilities for the upcoming year,

Prepare goals for the New Year making sure those goals includes but are not limited to:

a. Membership growth which will include adding local members and the 7% increase for GREA membership,
b. Planning programs for regular meetings (see pages 6- 7),
c. Development of a local unit handbook, if needed,
d. Planning for participation in the Annual Awards Program,
e. Methods of communication with members during the year (i.e. newsletters, email, telephone, etc.)
f. Deciding on a meeting place for unit meetings,
g. Make plans to attend the Area Meeting in your area,
h. Encouraging local members to make contributions to the GRE Museum, Inc., and
i. Plan for attending the Annual GREA Convention

Additionally, the Local Unit State membership list should be reviewed during this time for corrections and updates. Local units are encouraged to visit other local unit meetings, if desired, during the year for fresh ideas, fellowship, service and support.

August ***Area Meetings*** will be held throughout the state during the month of August for all areas, Area 1-18. The GREA President, President-Elect, and the GREA Executive Director will meet with local units of each area. You will

be provided up-to-date information, regarding membership, awards, legislation, TRS, and AMBA. Each unit MUST be represented by at least one member in order to qualify for the Unit of Excellence Award (See page 6-7). Other members and officers are encouraged to attend as well.

November ***Georgia Retired Educators Day*** statewide annual observance is the ***First Sunday in November***. All local REA's are asked to be creative in observing this day in your units and local churches.

November 1 **Deadline date** for Local Units Handbooks and Local Unit Goals to be received by your Area Director. Local unit goals may be included in the local unit handbook.

November 1 **Deadline date** for Local Unit nominations for GREA officers (the positions of Area Director and President-Elect) to be received at the GREA office. Nomination forms are on pages 23 and 24. Area Directors are nominated every two years; President-Elects are nominated every year.

1. The nominations for Area Directors representing odd-numbered areas: Areas 1, 3, 5, 7, 9, 11, 13, 15, and 17 are due November 1 of the even-numbered years.
2. The nominations for Area Directors representing even-numbered areas: Areas 2, 4, 6, 8, 10, 12, 14, 16, and 18 are due on November 1 of odd numbered years.

February 15 **Deadline date** for election ballots to be received or post marked at the GREA office for Area Directors and President-Elect.

April 1 **Deadline date** for the President's Award Checklist to be received by the Area Director. See page 19.

April 1 **Deadline date** for the Unit of Excellence Verification Form to be received by the Area Director. See page 21.

April 1 **Deadline date** for the 7% growth goal award.

April 7 **Deadline date** for the GREA Awards Chairperson to receive Awards and Certificates Checklist from Area Directors. See Area Directors Handbook for the form.

May The GREA Annual Convention. The new president's Convention Chairperson will announce the time and place of the next convention.

AWARDS, CERTIFICATES, AND RECOGNITION

Awards are given to express appreciation to people for a job well done. Units that work toward earning awards are those that strive for excellence to be the best they can be.

Harry Truman once said: "I have found that the men and women who got to the top were those who did the jobs they had in hand, with everything they had of energy and enthusiasm and hard work."

1. Criteria for GREA Awards, Certificates and Recognition

History Update Award

To receive a History Update Award, **the outgoing Local Unit President** must send to the State Office by June 1 a copy of the local unit's history for his/her year. The HISTORY UPDATE FORM is found in Appendix A, page 18, and under About Us - Forms on the GREA website.

Officer Information Sheet:

One copy of the Officer Information Sheet must be sent to the AREA Director and one copy to the State Office by June 1st. The form found in Appendix A, page 22, and under About Us - Forms on the GREA website.

Scrapbook Award

A one page plastic Scrapbook page for the State Archives and History Book. **This page is to be completed and submitted by the outgoing local unit president** to the State Office by June 1st. Presidents received this page at the August area meetings. This one page will get the Scrapbook Award.

We encourage the Local Unit to compile a scrapbook of memorabilia (not required) which covers events of the current year. As a suggestion we encourage you to keep a copy of what you sent to the state office in the plastic sleeve and make yourself a scrapbook that could be passed down to each new president to keep during their year. It would give you a great historical book that could be updated each year and kept forever. (Just a suggestion)

Handbook Award

To receive a Handbook Award, the Local Unit President is to send a copy of the unit's up-to-date handbook to the Area Director on or before November 1. Please include a copy of the unit's goals if not part of the handbook.

Newsletter Award

Two separate issues of the newsletter are required in order to receive a Newsletter Award. The dates of these issues must come between July and March of the current year. The newsletter may be distributed by hand, mail or electronically. These issues should be sent to the Area Director by April 1. Following are suggestions for content and appearance.

- newsworthy events of the local unit and member activities

- announcements of upcoming state, area, and local events
- information about community resources and events of interest to members
- articles about issues of importance to local unit members
- well-typed and attractive layout with articles spaced correctly
- art work or photographs
- correct spelling and correct grammar usage
- name of newsletter displayed with date printed on each issue
- neat and well-printed readable type on quality paper and attractively folded

Public Relations Award

The purpose of the Public Relations Award is to enlarge public awareness of the many contributions of Retired Educators and to keep the name recognition alive. The award will be given to any unit which sends verification of three (3) or more of the following items at one mailing by April 1 to the Area Director:

- Newspaper article(s) about retired educators
- Copy of the write-up(s) and date(s) aired of TV/radio announcements relating to retired educators and/or their programs
- Picture(s) of marquee(s) with the date and place presented
- Clipping(s) from other organization's newsletters or bulletins where activities of retired educators are promoted
- Screenshots of social media posts

Scholarship Award

To earn the Scholarship Award, the Local Unit must present a scholarship to either a student or an educator. The scholarship(s) is/are given after March 1 of the preceding year and the information turned in to the Area Director by April 1 of the current GREA year.

The amount should be recorded on the HISTORY UPDATE FORM and checked on the PRESIDENT'S AWARD CHECKLIST. Both forms are found in Appendix A, pages 18-19, and under About Us - Forms on the GREA website.

Local Unit Service Project Award

To receive the Local Unit Service Projects Award, each unit should participate in a minimum of three (3) service projects. At least one service project should benefit a school. At least one service project should benefit the community.

The following list is only meant to provide examples, not to make specific requirements:

- collecting food for a local food bank
- taking treats to teachers
- serving breakfast to students on testing days
- making items for a nursing home
- collecting items for a homeless shelter
- collecting school supplies for a local school
- distributing books to children at a community event

- participating in the state president's humanitarian project

The Service Projects should be recorded on the LOCAL UNIT SERVICE PROJECTS REPORT on page 20 or under About Us - Forms on the GREA website and checked on the PRESIDENT'S AWARD CHECKLIST.

Membership – 7% Growth Award

The Membership Award that a local unit can earn is determined in two ways. The first includes 7% growth as determined by multiplying the total number of GREA members in the local unit by 7% on April 1st each year or (2) attained 80% of the total TRS recipients in the county as GREA members.

Unit of Excellence Award

The Unit of Excellence Award requirements have standards in three (3) different sections which must be met-- General, Organizational and Program. Every unit should strive toward achieving the Unit of Excellence Award.

GENERAL SECTION (Requires all 4 standards)

1. Have six regular meetings
2. Pre-planning Session before September meeting
3. At least 1 person must attend:
   a. Area Meeting and
   b. GREA Convention (last year's convention)
4. All officers must be GREA and Local Unit members

ORGANIZATIONAL SECTION (Requires 4 of the 5 Standards)

1. Must add 5 or more new GREA members
2. Up-to-date bylaws/constitution to Area Director before March 1
3. Celebrate Georgia Retired Educators Day (1st Sunday in November)
4. Participate in the GREA Volunteer Service Award
5. Provide a way to pay local and GREA dues at each local meeting

PROGRAM SECTION (Requires No. 1 plus 4 standards of No. 2)

1. Have a membership education program on GREA's goals and accomplishments
2. Must complete 4 of the following 5 standards:
   a. At least one local unit meeting visited by one of the following:
      - Area Director
      - GREA Staff Officers
   b. Schedule 2 programs from:
      - Crime Prevention
      - Consumer Education
      - Health and Safety Education
      - Driver Education
      - Legislation
      - Insurance Protection
      - Personal Finance
      - Service Leader

c. Recruit potential members by reception or invitation

d. Member of GA General Assembly or candidate invited

e. Participate in 1 of the following 3 standards:

- Scrapbook (1 page)
- Newsletter
- History Award

Use the ***UNIT OF EXCELLENCE VERIFICATION FORM*** to check off the requirements. The form can be found in Appendix A, page 21, and on the GREA website under About Us-Forms. This form must be mailed to Area Director with the President's Award Checklist.

Unit of Distinction Award

The Unit of Distinction Award is the most important award and requires the most effort to achieve. It will be given to any unit who earns all ten (10) awards listed below.

History Update	Public Relations
Local Officer Info Sheet	Scholarship
Scrapbook 1 page	Local Unit Service Project
Handbook	Membership--7% Growth
Newsletter	Unit of Excellence

Verification of these awards will be found on the bottom of the **PRESIDENT'S AWARD CHECKLIST** form found in Appendix A, page 19, and under About Us - Forms on the GREA website.

2. Certificates for Local Unit Recognition

The following six (6) certificates are not presented at the convention but are on the website for the Local Units to recognize those members who give outstanding service to his/her community.

- Academic -- honors middle, high school, and/or college students
- Appreciation -- given for support to local units
- Emeritus Member -- given to current GREA member who has reached age of 90 and has been a member for the previous 5 years. Send member information to State Office for processing.
- Leadership -- given for dedicated support, leadership and service to the local unit
- Outstanding Educator --honors an active local educator
- Volunteer Service -- given to one person for outstanding volunteer service

The following guidelines will apply to the Volunteer Service Certificate:

- Each Local Unit will determine how the recipient will be selected
- The recipient MUST BE a member of GREA and the Local Unit. The recipient cannot be a non-GREA member of the community.
- The recipient should have been engaged in several volunteer service projects in the last 2 years

3. Awards Given to Local Units at Convention

History Update	Public Relations
Local Officer Info Sheet	Scholarship
Scrapbook 1 page	Local Unit Service Project
Handbook	Membership--7% Growth
Newsletter	Unit of Excellence

• • • Unit of Distinction—will be given to any unit who earns all ten (10) awards listed above. This makes it possible for a local unit to earn eleven (11) total awards. Please check the PRESIDENT'S AWARD CHECKLIST form found in, Appendix A, page 19 and under About Us - Forms on the GREA website and send to the Area Director by April 1.

4. GREA Membership Recognition at State Convention

Local Units are categorized by classes based on the number of GREA members in each unit as of April 1st of the preceding year. These categorizations allow units to be judged with units of similar size in membership. Awards will be given to units in the top five places.

Categorizations	Number of GREA Members by Units
Class A	Units with 01-70 GREA Members
Class AA	Units with 71-149 GREA Members
Class AAA	Units with 150-299 GREA Members
Class AAAA	Units with 300-499 GREA Members
Class AAAAA	Units with 500+ Members

Recognition is granted at the GREA Convention to the Five Local Units that show the greatest new GREA membership growth in each class for the year. The GREA staff will report the total increase of new members beginning April 2nd of the preceding year and ending April 1st of the current year.

LOCAL UNIT GUIDES

1. Activities and Functions of a Local Unit President

- Provide leadership—establishes the direction, goals, and theme of the organization during his/her term of office; serves as a visionary, able to see the big picture about where the organization is headed and how it is going to get there.
- Presides, plans, and attends meetings of the Unit; leads meetings efficiently, encouraging input, while cooperating with and encouraging committee leaders.
- Responds to member needs and concerns.
- Makes the unit feel connected to the work of the state association; promotes shared goals and programs/projects such as membership development, community service projects and other priorities.
- Maintains visibility to local members and attends state association meetings.
- Represents the Unit with other groups and in particular the state association.
- Appoints committees and volunteers to key positions and guides them in their work to move the unit forward.
- Serves as an ex-officio member of all committees.
- Generates ideas and helps raise money when needed.
- Provides financial stewardship for the organization.
- Liaison with NRTA, AARP, AMAC and GREA and is aware of their state and national programs and activities.
- Evaluates unit programs and activities.
- Represents the Unit and serves as spokesperson with political leaders, media and other organizations.
- Plan for Leadership succession.
- Explores needed changes to policies and procedures.
- Serves as chief operation and administrative officer and keeps members informed.
- Encourages intensive membership recruit efforts both locally and state.
- Provides extensive follow-up and follow-through on efforts of the local unit.
- Promotes and serves the needs of the local unit members, including pensions and health benefits.
- Motivates leadership volunteers and general membership to address the issues that affect them—maintaining and activating grassroots.
- Serves as the face of the organization.
- Maintains current knowledge of the legislative activities of the local and state organization.
- Aware of issues affecting active teachers.
- Delegates authority.
- Recognizes members and others for their contributions to the local unit.
- Serves as chief organizer, gathering ideas and information from past officers and keeps an ear open to newer retirees.
- Serves as chief peacemaker when necessary.
- Seeks input from others in the decision-making process.
- Develops and utilizes the leadership potential of others.

2. Agenda for Local Unit Meetings—(SUGGESTED)

Presiding officer -- Call to order. (Stands, raps gavel once, says…)

"The meeting of the _____ REA will come to order."

Opening Welcome Invocation Introductions Speaker

Presiding officer calls for the following order of business:

Minutes by the Secretary
"The Secretary will read the minutes of the previous meeting.
Are there any corrections to the minutes?
The minutes stand approved as read (or corrected—whatever the case)"

Treasurer's Report
"We will now have the Treasurer's Report.
The Treasurer's Report will be filed for audit."

Committee Reports
(Hint: Committee reports should not be more than 3 to 5 minutes in length. Every committee does not necessarily have a report. Check with each chair before the meeting to see if there will be a report.)

Unfinished Business
(Discuss any unfinished business from last meeting.) If none, omit.

New Business

Announcement(s)
Read any memos from the GREA State Office and/or important dates, illness/death of members.

Adjourn
The Presiding Officer may adjourn the meeting by a motion to adjourn or by general consent.

Presiding officer handles a Motion

Member addresses the Presiding Officer—"Mr. /Madam President"
Presiding Officer recognizes member by calling his/her name.
Member No. 1 will say: "I move the adoption of….."
Member No. 2 will say: "I second the motion." If the motion is not seconded, the motion will die because of the lack of a second.
Presiding Officer says: "It is moved and seconded that…(restates the motion)…" Is there any discussion? (If there is none, ask:)
"Are you ready for the question?"

"Those in favor say 'Aye'."
"Those in opposition say 'Nay'."

Presiding Officer announces the result of the vote and it is recorded in the minutes by the Secretary.

3. Ideas for the Local Unit

How to Have a Good Meeting

- Time limit for a good meeting is 60-75 minutes
- Get as many people involved as possible
- Develop programs that appeal to different people
- Have lunch followed by programs and very brief business meetings
- Daytime meetings or breakfast meetings
- Re-examine the terms of office (time involved)
- Consider co-chairmen
- Come up with activities that appeal to all
- Train people on how to work with volunteers
- Communication/Newsletters
- Good, creative program chairman
- Discuss membership recruitment/retention at local unit meetings
- Reward for bringing in new member (pin, lunch, etc.)
- Give free lunch or t-shirt to retiring school personnel
- Free first year local membership
- "Check" or reward for signing up
- Wear pins and/or shirts
- Executive board meet separately for business
- Attractive place to meet, i.e. golf course, casino, or Elks
- Steer clear of "senior centers" most of the time
- Participate in more community service programs
- Memorial scholarships
- Ask for ideas in writing
- June planning workshop for next year
- Personally call those who did not renew on time
- Support "Special Olympics"
- Send email or text as a reminder about the meeting place, date and time. Send post cards to all who do not have email or text or use a phone chain.

Ideas for Joint Unit Meetings

- Dinner and entertainment
- Joint meetings for special topics, i.e. health, state, national, local
- Special nights at baseball games, tailgating parties, etc.
- Joint service projects—unit ideas
- Support:
    - Meals on Wheels
    - coffee distribution donation to homeless
    - blood drive
    - mitten tree
    - flu shots at meetings
- Health Fairs
- Learning Fairs
- Financial Planning Seminars

4. Promotion of Georgia Retired Educators Day Suggestions

- Georgia Retired Educators (GRE) Day is observed each year on the first Sunday in November.

- Information concerning GRE Day will be mailed to each Local Unit by GREA; i.e., a copy of a sample proclamation, state proclamation, or church bulletin insert.

- GRE Day activities meet requirement for Unit of Excellence Organizational Section—Standard 3.

- GRE Day activities do not have to be done by one person—delegate! Activities can be coordinated by the Public Relations Committee or a special Retired Educators Day Committee.

- Contact your local city/county government for a Local Proclamation. Attend the meeting where the Proclamation is presented to the Local Unit President (or his/her representative). Don't forget to take pictures. Since GRE Day is early in November, the Proclamation must be done at the October government meeting. Make contact in September to make the arrangement for the proclamation.

- Contact schools, churches, banks, restaurants, and other businesses to have information placed on signs and marquees.

- Members should contact their churches to have information put in church newsletters/bulletins on GRE Day. Use the bulletin insert enclosed in the material mailed by GREA. Ask pastors to recognize retired educators in the congregation.

- Make pictures of signs, marquees and activities. Obtain copies of news articles for the Unit's Scrapbook and Public Relations Award which are due **April 1**.

- Suggested activities for GRE Day:

    - Obtain GRE Day ribbons for members to wear. These are available from GREA.

    - Attend church as a group.

    - Have a reception or luncheon for your Local Unit. These can be sponsored by a local school, school system, bank or other business.

    - Small groups or individuals can visit "shut-in" retired educators. A small gift would make the day special for them.

    - Take baskets of apples to teachers at local schools prior to GRE Day. Include information about GREA and your Local Unit.

5. Parliamentary Procedure Pointers

1. The atmosphere of the meeting should be conducive to business-like procedures.
2. Everything should be audible to all in the audience; only in small groups should the speaker remain seated.
3. Only one person should speak at a time. Asides, private conversations, and interjected discussion results in confusion. This situation, as well as chronic lateness and early departures, should be discouraged.
4. The chair should always be addressed, but should refrain from stating opinions or taking sides.
5. The treasurer's report should not be accepted on motion; however, the audited report and the proposed budget receive such action.
6. Minutes should be concise and should provide an account of action taken. What has been said should be excluded. Minutes should be retained for the life of the organization.
7. Minutes are never "dispensed with." The reading may be postponed or they may be acted upon as printed, distributed, mailed, etc.
8. The chair shall state the motion before it is discussed and again before it is voted on.
9. The use of "yes" instead of "aye" is incorrect.
10. A negative vote is not called for in courtesy action, but must always be taken even if the vote seems to be unanimous.
11. "I so move" is not correct parliamentary usage. The chair may handle this situation by stating the motion intended.
12. A member of the nominating committee is eligible for candidacy.
13. The chair should be sure to declare successful candidates "duly elected."
14. The chair may vote any time that the vote will be decisive in the affirmative. If the vote is a tie, the motion automatically dies. In a roll call vote, the Chair votes last.
15. It is improper for the Chair or any other member to move to make a vote unanimous.
16. The presiding officer may enter a discussion provided that he/she relinquishes his/her post for the duration of the particular discussion and the subsequent processing of the motion.
17. If a presiding officer is a candidate for office, he/she must relinquish the chair to the president-elect while nominations from the floor for the office that he/she is seeking are being solicited. In the absence of the president-elect, the first vice-president or secretary, in that order, substitutes.
18. The chair must be certain of the vote before he/she declares a motion passed or defeated. When in doubt, there should be a recount via a rising vote, show of hands, actual teller count, etc.
19. Adjournment comes after adoption of a motion or by "general consent."
20. Standing rules are the special regulations governing the individual club. They specify time and place of meeting, amount of dues, etc. and are never in conflict with the bylaws of the organization.
21. Unless otherwise specified, a quorum is a majority—at least one more than half of the membership of an assembly or of a committee.
22. When both a business and program meeting are held in succession and on the same date, the first meeting is properly closed by adjournment before the second meeting begins; likewise, it is adjourned.
23. The person who opens a meeting closes it.
24. A convention program should be acted upon by motion.
25. If ballots are used in an election or for a secret decision on any other matter, a motion is in order for their destruction following the announcement of the results of the voting.
26. A president is a member ex-officio of all committees except the nomination and election tellers committee.
27. If a REPORT contains recommendations, these should be put in the form of a motion and placed at the end of the report. The Chair says, "The question in on the adoption of the board's recommendation that…." Then the motion is processed in the normal manner.

6. Evaluation Suggestions for a Local Unit

	Always Completes	Needs Improvement
MEETING		
Advertise time/location		
Start on time		
Greet members on arrival		
Have easy meal logistics		
Read minutes and treasurer's report		
PROGRAM		
Provide variety of programs		
Provide high-interest programs		
Evaluate your programs		
MEMBERSHIP		
Procure new retiree lists		
Assign contacts to new retirees		
Contact potential members with letter		
Contact potential members by telephone		
Follow up contacts of new retirees		
Invite potential members to meetings		
Introduce new or potential members at meeting		
Provide meal for new or potential members		
Provide new member kit and/or orientation		
Inform new and potential members of GREA benefits		
Contact non-renewal members		
Question reasons for non-renewal		
PUBLIC RELATIONS		
Market your unit (PR articles, etc.)		
Publish a newsletter		
Provide recognition of member achievements		
Participate in public service project(s)		
Use GREA logo		
Use GREA promotional materials		
CHAPTER STRENGTH/LEADERSHIP		
Survey members for chapter strength ideas		
Maintain executive board or leadership team		
Recognize membership achievements at meetings		
Have a nominating committee		
Communicate electronically with members		
Explain duties of chapter officers to potential officers and chairman		
Encourage members to move into area and/or state leadership		
Fill delegate/alternate slots at area conferences		
Keep an historical scrapbook with photos		

7. Installation Ceremony

This is a **suggested** installation ceremony only. You may create an installation ceremony which would make it more meaningful.

SUGGESTED ITEMS NEEDED:
List of the officers to be installed
List of outgoing officers
Items to be passed from the current officers to the incoming officers; i.e.
- Minutes
- Gavel
- Books
- Bylaws

Items to be used in the installation service

Candles	Gavel	Plaque	Lapel Pins
Flower Pot	Books	Roses	

A written installation service developed by you for this particular unit

INSTALLATION CEREMONY

ADDRESS TO THE MEMBERSHIP:
It is my happy privilege to install the newly-elected officers of _____ REA for 20_____. This is an oral contract between the members of this Local Unit and the newly-elected officers. You, as members of this unit, have elected these officers and it is my privilege and responsibility to install these officers.

ADDRESS TO THE PAST OFFICERS: (Have a list of the officers)
Before we start the installation service, I want to pay tribute to the officers who have led your unit this past year. As I call your name, please stand. Members, please hold your applause until all have been introduced.

_____President
_____President-elect
_____Secretary
_____Treasurer

(While they are standing, say something nice about the past year).
Join with me in showing our appreciation. (Applause)

ADDRESS THE NEW OFFICERS-ELECT: (Have a list of these officers.)

As I call your names, please come to the front of the room. I want the President-elect to stand on my right and the others on my left.

_____ President
_____ President-elect
_____ Secretary
_____ Treasurer

President-elect _____, please come forward and stand on my right.
(Call each officer-elect by name and the office. Have these officers to stand on the left.

An installation ceremony is a solemn occasion, solemn with the acceptance of serious and important duties to be shouldered, but also a happy event—bright with anticipation of work to be done, of problems to be faced together, of friendships to be strengthened and the joy of working with each other.

ADDRESS OFFICERS ON THE LEFT: Do you promise to perform faithfully all the duties of your respective offices as stated in the Bylaws of this unit? **IF YOU SO PROMISE, SAY "WE DO.** "

Do you pledge allegiance to _____REA as your president in his/her efforts to carry out the objectives of the Georgia Retired Educators Association and to this Local Unit? **IF YOU SO PROMISE SAY, "WE DO."**

ADDRESS THE PRESIDENT ON THE RIGHT: President-elect _____, you have been elected to serve this unit as President. This unit is to be congratulated upon its selection. You have been chosen because of your ability and trustworthiness. It will be your responsibility to lead this organization in all its endeavors.

President-elect _____, do you pledge faithful performance of your duties as President as stated in your bylaws? **IF YOU SO PROMISE SAY, "I DO."** If you use a gavel, a flower, etc.) Receive this _____ as a symbol of your authority and devotion to this unit.

ADDRESS THE MEMBERS OF THE UNIT:
Members, I turn to you for your commitment to these newly-elected officers you have chosen to lead this local REA unit. Will you cooperate in making this coming year a success? **IF YOU SO PROMISE SAY, "WE WILL."**

Your support as members of this unit is just as important as your chosen officers. You are to support, to cooperate, and to serve in a bonding spirit to make this a strong unit. Thank you.

TO THE PRESIDENT AND OFFICERS: President _____ and other officers, I now declare you duly installed. Before turning the program over to your new president, I would like to say, "May you have a rewarding experience in your leadership of the _____ REA.

PRESENT ANY MATERIAL TO THE OFFICERS.

Shake hands with officers. Turn meeting over to President.

The installing officer may wish to incorporate the slogan of the upcoming president into the ceremony.



APPENDIX A
FORMS

History Update Form 18

President's Award Checklist Form 19

Local Unit Service Projects Report 20

Unit of Excellence Verification Form 21

GREA Local Unit Officer Information Sheet 22

State Officer Nomination form for Area Director 23

State Officer Nomination form for President-Elect 24

Suggestions for Presidents 25-31

New Members Chart 32

Unit of Distinction Chart 33

HISTORY UPDATE FORM

(To be submitted by outgoing President by June 1. Send one to the State Office, one to the Area Director and keep one for your archives.)

Local Unit _____ Area _____ Year _____ Date_____

President _____ President-Elect _____

Secretary _____ Treasurer _____

UNIT RECOGNITION - Place a check by each reward achieved, the amount or number (if applicable to the award)* and name person(s) most directly responsible for the award.

Award	Achieved	Amount/No.	Name
History Update Form			
Local Unit Officers Information Sheet			
GREA Scrapbook Page			
Handbook			
Newsletter			
Public Relations			
*Scholarship		$	
Local Unit Service Project			
*Membership - 7% Growth		#	
Unit of Excellence			
Unit Of Distinction			

PERSONS HONORED WITH INDIVIDUAL CERTIFICATES

Academic _____

Appreciation _____

Emeritus Members(s) _____

Leadership _____

Outstanding Educators(s) _____

Volunteer Service _____

Date of Retired Educators Day Observance _____

Use back of form, if necessary.

PRESIDENT'S AWARD CHECKLIST

Due to Area Director by April 1, 20_____

Awards	Location of Criteria	Date Completed
History Update Form*	Page 4 LUPG	
Local Officer Info Sheet*	Page 4 LUPG	
Scrapbook 1 page*	Page 4 LUPG	
Handbook	Page 4 LUPG	
Newsletter	Page 4-5 LUPG	
Public Relations	Page 5 LUPG	
Scholarship	Page 5 LUPG	
Local Unit Service Project Form	Page 5-6 LUPG	
Membership - 7% Growth	Page 6 LUPG	
Unit of Excellence	Page 6-7 LUPG	
Unit of Distinction	Page 7 LUPG	

LUPG - Local Unit Planning Guide
* to be completed by the **OUTGOING** President

The above 10 awards must be checked to be awarded the Unit of Distinction Award and sent to the Area Director by April 1, 20_____.

BASED ON THE ABOVE INFORMATION, ***I CERTIFY THAT THIS LOCAL UNIT HAS MET THE CRITERIA REQUIRED FOR THE:***

____ ***Unit of Excellence***

____***Unit of Distinction***

President's Signature _____ Area _____

Local Unit _____ Date _____

Local Unit Service Projects Report
This should be attached to the President's Award Checklist

Describe your unit's project that benefited a school. If possible, attach a picture.

Describe your unit's service project that benefited the community. If possible, attach a picture.

Describe additional service projects in which your unit participated. If possible, attach a picture.

Local Unit Name: _____

UNIT OF EXCELLENCE VERIFICATION FORM

Submit this form with the President's Award Checklist by April 1

GENERAL SECTION (Requires all 4 standards)

_____ 1. Have six regular meetings
_____ 2. Pre-planning Session before September meeting
_____ 3. At least 1 person must attend:
_____ a. Area Meeting and
_____ b. GREA Convention (last year's convention)
_____ 4. All officers must be GREA and Local Unit members

ORGANIZATIONAL SECTION (Requires 4 of the 5 standards)

_____ **1.** Must add 5 or more new GREA members.
_____ **2.** Up-to-date bylaws/constitution to Area Director by April 1
_____ **3.** Celebrate Georgia Retired Educators Day (1st Sunday in November)
_____ **4.** Participate in the GREA Local Unit Service Projects
_____ **5.** Provide a way to pay local and GREA dues at each local meeting

PROGRAM SECTION (Requires No. 1 plus 4 standards of No. 2)

_____ 1. Have a membership education program on GREA's goals/accomplishments
_____ 2. Must complete 4 of the following 5 standards:
_____ a. At least one local unit meeting visited by one of the following:
____Area Director ____ Member of GREA Executive Committee
____Executive Director

_____ b. Schedule 2 programs from:____ Crime Prevention
____ Consumer Education
____ Health and Safety Education
____ Driver Education
____ Legislation
____ Insurance Protection
____ Personal Finance
____ Service Leader

_____ c. Recruit potential members by invitation or reception
_____ d. Member of GA General Assembly or candidate visitation
_____ e. Participate in 1 of the following 3 standards:
____Scrapbook (1page)
____Newsletter
____History Award

BASED ON MY KNOWLEDGE OF THIS UNIT, THE ABOVE INFORMATION IS CORRECT AND ***I RECOMMEND THAT THIS LOCAL UNIT BE AWARDED THE UNIT OF EXCELLENCE AWARD.***

President's Signature _____ Area _____

Local Unit _____ Date _____

*GREA LOCAL UNIT OFFICER INFORMATION SHEET 20____

THE PRESIDENT AND PRESIDENT-ELECT MUST BE A GREA MEMBER

PLEASE COMPLETE AND MAIL 1 COPY TO YOUR AREA DIRECTOR AND 1 COPY TO THE STATE OFFICE
P.O. BOX 1379, FLOWERY BRANCH, GA 30542 ON OR BEFORE **JUNE 1st**.

Name of local unit as it should be listed_____ **AREA**_____

Title	Name	Telephone	E-mail Address
President Mailing Address			
President-elect			
Membership Chr.			
Legislative Chr.			

Please provide the correct information for the unit's meetings.

Location (restaurant, school, etc.)_____

Circle the months the unit meets JUN JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY

Circle the week in which the unit meets 1st week 2nd week 3rd week 4th week

Circle the day of the week the unit meets MON TUE WED THU FRI SAT

Give the time of day the unit meets _____ a.m. _____ p.m.

Exceptions to the above:_____

_____

_____

OFFICIAL STATE OFFICER NOMINATION FORM FOR AREA DIRECTOR

The _____Retired Educators Association recommends

_____for Area _____ Director

Name of Individual

Qualifications for Area Director Nominee:

_____Has been active member of GREA and local unit for 3 years or more

_____Has served as an officer of the local unit

_____ _____

Signature of Local Unit President Date Submitted

ENCLOSED WITH NOMINATION FORM THE FOLLOWING:

_____Written acceptance by the nominee

_____Written narrative including professional and personal information

_____Photograph of the nominee

Failure to have all required documents in state office on or before November 1 may result in disqualification of nominee.

STATE OFFICE USE ONLY

DOCUMENTS AND INFORMATION VERIFIED BY STAFF MEMBER

INITIAL BY STAFF	DATE ARRIVED
____Written narrative	_____
____Photograph	_____
____Nomination Form	_____
____Active member of GREA for 3 years or more	_____

OFFICIAL STATE OFFICER NOMINATION FORM FOR PRESIDENT-ELECT

The _____ Retired Educators Association recommends

_____

Name of the Individual

Required Qualifications for President-Elect Nominee:

_____Has been an active regular member of GREA for a minimum of five years

_____Has served as a member of the GREA Governing Board

_____Has knowledge of and supports the mission and goals of GREA

_____Exhibits leadership skills, communication skills, and ability to work with others

_____Has attended Annual Convention at least once in the last three years

_____ _____

Signature of Local Unit President Date Submitted

ENCLOSED WITH NOMINATION FORM ARE THE FOLLOWING ATTACHMENTS:

_____Written narrative to include:

- Why you would like to serve as GREA President-Elect
- Description of your professional background (education, professional career, professional organizations), community and civic involvement, and offices or leadership roles
- Personal information such as family, hobbies, travels or any other pertinent information

_____Photograph of the nominee

Failure to have all required documents in state office on or before November 1 may result in disqualification of the nominee.

STATE OFFICE USE ONLY

DOCUMENTS AND INFORMATION VERIFIED BY STAFF MEMBER

INITIAL BY STAFF AND DATE ARRIVED

____Written narrative _____ ____Nomination Form_____

____Photograph _____ ____GREA regular member for five years_____

SUGGESTIONS FOR GREA PRESIDENTS

By Mickey and Marcia Wendel

1) Create a President's Notebook and copy the award forms from the Local Unit Planning Guide and place them in the notebook. This way if you make a mistake while you are completing them, you still have the original. The President's Notebook will be very helpful to the person who succeeds you as president.

2) Complete all information on the forms that you can NOW. This will save you time and frustration at the end of March and puts in your mind the information that you will need to finish completing the forms by April 1st.

3) Try using vinyl sheet protectors in the notebook to collect newspaper articles etc.

4) **Place pages 2 and 3 from the Local Unit Planning Guide at the front of the notebook to make you aware of deadline dates.**

5) Be sure and keep copies of page 18 (Local Unit History Update Form) and page 22 (Local Unit Officer Information Form) after completing them; make 3 copies of each. **Put the original in your President's notebook to use as a guide for next year.**

   Local Unit History Update Form – send one copy to the state office; one copy to your Area Director and put one copy in your scrapbook. Due by June 1st.

   Local Unit Officer Information Form – send one copy to the state office; one copy to your Area Director and put one copy in your scrapbook. Due by June 1st.

6) **Send a copy of your unit's up-to-date handbook to your Area Director on or before November 1st**. The handbook should include your unit's updated by–laws and a copy of your unit's goals for the year. You may want to make your handbook in a notebook style so that you only have to copy the new information every year and every member can add a copy of the agenda and minutes to their notebook after each meeting. Guidelines for a handbook which was compiled by combining items in several handbooks are included in this document.

7) **To earn the Unit of Excellence Award, you must complete the standards outline on pages 6-7 of the Local Unit Planning Guide. When you are completing the Standards for the Unit of Excellence Award (pages 6-7 & 21) remember that the form should include information from April 1 to April 1**. This includes the local unit meeting programs and your unit participation in the area meeting, Georgia Retired Educators Day and state convention.

8) To earn the Unit of Distinction Award, your unit must achieve all ten awards that are listed on page 7. The President's Award Checklist on page 19 will help you document which awards have been completed.

9) Select a publicity chairperson and submit pictures and articles about GREA to the

newspaper every month. When possible, buy an ad in the newspaper to support education and show the newspaper that you care about their business. You could list in the ad students and/or teachers you have recognized throughout the year.

10) Start in September to set up your promotions of Georgia Retired Educators Day (proclamation by mayor or commissioners, announcement in church bulletins, signs around town, etc.)

11) Select a person to be in charge of your Newsletter. Save money by emailing the newsletter to members who have email. The purpose of a newsletter is to provide information BETWEEN meetings and to share with others who are interested in the unit activities. Handing it out at a meeting is not the best plan.

12) Knowing that we remember 70% of what we read and only 10% of what we hear, we recommend that you share the minutes of the previous meeting by providing written copies of the minutes, touch on the highlights and then vote to accept them. You may also print those in your newsletter or share through email.

13) Remember to participate in the State President's humanitarian project.

14) Remember the real purpose of these Standards and the awards is to involve all of your members so that together you can make a difference in your schools, churches, and communities and to promote our motto of FELLOWSHIP, SERVICE AND SUPPORT.

Suggested Handbook Guideline

Title Page
Table of Contents
GREA Motto
GREA State Staff Members with pictures
GREA Executive Committee with pictures
State Support Organizations and Agencies
GREA Mission Statement
GREA Area Map
GREA State President's Goals
GREA State President's Project
GREA Awards and Recognition Deadlines
District Membership Directors and Area Director with pictures
Georgia Retired Educators Day
GREA State Convention Dates
Local Unit Logo with Explanation
Local Unit President's Message and Welcome
Local Unit Meeting and Program Schedule
Local Unit Agenda Guideline
Local Unit Executive Committee
Local Unit President's Goals
Local Unit History and History Update
Local Unit Committee Assignments
Local Unit Committee Chairs and Responsibilities
Local Unit Past Presidents
Local Unit Scholarship Information
Local Unit in Pictures
GREA State and Area Meetings
Local Unit Budget
Local and State Dues
Local Unit Membership List including address, phone number and type of membership
Local Unit Membership Birthday List
Local Unit Constitution and By-Laws
Local Unit Memorials or Memoriam
State GREA Committees
State GREA Bulletin Schedule
Government Officials – County, District, State and Federal
AMBA – List of Benefits from Association Member Benefits Advisors

Making Local Meetings Come Alive!

Strengths of our Association that we should promote:

- Our members help one another and care about the community
- It's a place to renew friendships and create new ones
- We have interesting and fun ways to get involved.

Opportunities to raise awareness for local Retired Educator Association

- ✓ Submit a monthly article to local newspaper
- ✓ Develop a website or Facebook page so prospective members can find you
- ✓ Use photos from day trips to give a sense of camaraderie and fun found within local REA
- ✓ Host a reception for new retirees. You may want to work with the local board of education for this.
- ✓ Advertise your scholarship winner(s) through the newspaper or radio
- ✓ Purchase an ad in local newspaper
- ✓ Contact local radio station for public service announcements of upcoming REA meetings
- ✓ Visit a local school early in the school year and provide teachers with an "indoor picnic."

Ideas to Attract More Leaders

- Divide jobs so that there can be co-chairs
- Learn what personal preferences or interests are and match jobs with people
- Create jobs that can be fulfilled on-line vs. in-person
- Celebrate and appreciate the work of the leaders

Ideas to Engage Members

- Invite members to list topics of interest for future meetings on an index card or survey
- Develop a process to enable a different group of attendees at each meeting to introduce themselves and share how long they taught and where, as well as a special memory (by year-end, all members will have had a chance to share their information)
- Develop a process for members to personally invite prospects. People are MUCH more likely to respond to a personal invitation.
- Establish a calling committee to remind members of upcoming events and/or meetings
- Have door greeters to welcome members and provide directions for visitors and speaker
- Have a Brag Session at the end of each meeting where members can share events in their life (grandchildren, graduations, accomplishments, etc.) Suggest a donation of 50 cents or $1.00 for each brag.

Program Ideas

Standard 1 – Have a membership education program on GREA's goals and accomplishments. This standard is required. There are many easy ways that a Local Unit can incorporate GREA accomplishments and goals into a program:

- Invite a speaker, maybe your Area Director. This would also fulfill the requirement for Standard 2a.
- Have fun by using facts about GREA in an adaptation of a TV Quiz show such as Jeopardy, Hollywood Squares, Family Feud, etc.
- Write an original skit or an interview type program such as the Late Night Show hosts use.
- Create an attractive PowerPoint presentation to accompany a narration of the facts.
- Assign one or two facts to different members before the meeting and ask them to be prepared to read or elaborate on those facts during the meeting.

Standard 2b – Schedule 2 programs from the list provided. Here are some ideas:

- Crime Prevention – Invite local law enforcement officer. Possible topics are neighborhood watch, identity theft, scams which target senior citizens.
- Consumer Education -- A travel agent could speak on obtaining a passport, local days-trips or available travel groups. Invite local funeral director or cemetery personnel to discuss laws and requirements concerning funeral/burial arrangements
- Health and Safely Education – Possible resources/speakers are nurses, doctors, exercise/fitness instructors, public health department, YMCA or YWCA, firemen, nutritionist
- Driver Education – Invite person who teaches AARP 55 Alive course for driving tips for senior citizens. The Georgia State Patrol also has a program on this topic.
- Legislation – Invite area legislators. Remember to schedule this early even if you want the program in May. Their schedules fill quickly. This can also fulfill Standard 2d.
- Insurance Protection – Local insurance agents, AMBA staff or LegalShield staff can speak on various topics
- Personal Finance – Possible speakers include lawyers, bankers, CPAs, and real estate brokers who could speak on topics such as wills, taxes, money management, and memorial/endowment funds.
- Service Leader – Possible speakers/resources are Habitat for Humanity, Adult Literacy programs, homeless shelters, food pantries, clothes closets, hospitals, community soup kitchens, shelters for abused women and children

General Suggestions:

- Programs should be planned for the entire year before the first meeting. You can do this in the summer planning meeting of the Executive Board and chairpersons. Program information needs to be in the Handbook.
- Invite speakers early. Send a reminder a week before the meeting.
- Briefly introduce the speaker. A small gift for speaker is nice. Send a thank you note to the speaker after the meeting.
- Not every program must come from the Standard 2b list. Musical groups provide great programs. Small groups of students from local schools are always a hit. Maybe a drama group, or a string ensemble, or a band ensemble.
- Programs using games, quizzes, question and answer participations, or trivia contests can get people involved.

Writing the Local Unit Goals

The following are offered as suggestions of things that might be included in goals for the Local Unit. Certainly all of these may not apply to your particular unit.

- Increase membership by ____ %
- Increase the number of (local unit) members who join GREA as ADD members
- Provide each member with a copy of the (local unit) Handbook
- Submit at least one article about (local unit) to the GREA Bulletin.
- Publish (number) issues of a newsletter.
- Improve communications with (local unit) members through more frequent newsletters, emails, personal visits, and phone calls.
- Develop and utilize a website
- Develop and regularly update a Facebook page.
- Monitor legislation being considered by the Georgia Legislature.
- Inform members about issues affecting retired educators.
- Participate in Georgia Retired Educators Day in November
- Support the Georgia Educators museum efforts through local projects.
- Increase the awareness of retired educators by participating in community, civic, and humanitarian activities.
- Promote the services and benefits that are available to all educators through the use of TRS, AMBA and LegalShield.
- Submit documents required to be a Unit of Excellence
- Maintain a solid financial base by maintaining and increasing membership, selling Spotlight Ads for the GREA Convention and collecting member contributions for the Scholarship Fund.
- Present a scholarship to a high school senior who plans to pursue education as a career.
- Recognize STAR student and STAR teacher
- Present a certificate to a student from each middle school to recognize academic achievement, participation in school activities, and positive character.
- Recognize local unit members for their accomplishments.

New Members Chart

Spotlighting New Members

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

Unit of Distinction

Unit of Excellence

- ✧ 6 meetings
- ✧ Preplanning meeting before September
- ✧ One person attended Area meeting
- ✧ One person attended convention (May 2022)
- ✧ Officers members of local unit and state GREA
- ✧ Add at least 5 new members
- ✧ By-laws and Constitution sent to area director
- ✧ Celebrate Georgia Retired Educators Day
- ✧ Participate in local unit service projects
- ✧ Opportunity to pay GREA local unit dues at each meeting
- ✧ Have membership education program
- ✧ Unit visited by Area Director, Executive Director or other GREA officer.
- ✧ Schedule 2 programs from list
  - ○ Crime Prevention
  - ○ Consumer Education
  - ○ Health and Safety Education
  - ○ Driver Education
  - ○ Legislation
  - ○ Insurance Protection
  - ○ Personal Finance
  - ○ Service Leader
- ✧ Recruit members by reception or invitation
- ✧ Member of GA General Assembly or candidate invited to a meeting

☐ Newsletters -at least 2 between July and March

☐ History update (to Area Director and State Office by June 1)

☐ One-page scrapbook page (to History and Archives Committee by June 1)

☐ Officer Information Sheet (to Area Director and State Office by June 1)

☐ Handbook sent to Area Director by Nov. 1st

☐ Public Relations - at least 3 articles, pictures, or social media posts

☐ Scholarship- at least one

☐ Membership- at least 7% growth by April 1

A Letter from the GRE Foundation

Greetings, GREA members,

The GRE Foundation Inc. is a non-profit organization under the auspices of the Georgia Retired Educators Association. Our primary goal of the Foundation is to assist educators and paraprofessional who are pursuing a degree or an advanced degree in education by awarding annual scholarships to applicants throughout the state of Georgia.

Prior to Covid-19, we awarded 18 scholarships annually. Since Covid-19, we have only been able to award ten $1,000 scholarships. It is our goal to return to the pre-pandemic number of scholarships. In order to do this we need your help.

We, the members of the GRE Foundation, are asking all units to make an annual contribution in the amount of $50. We will also accept tax deductible gifts from individuals. **Please mail your contributions to Dr. William Gardner, 11 Springer Way, Rocky Face, and GA 30740.**

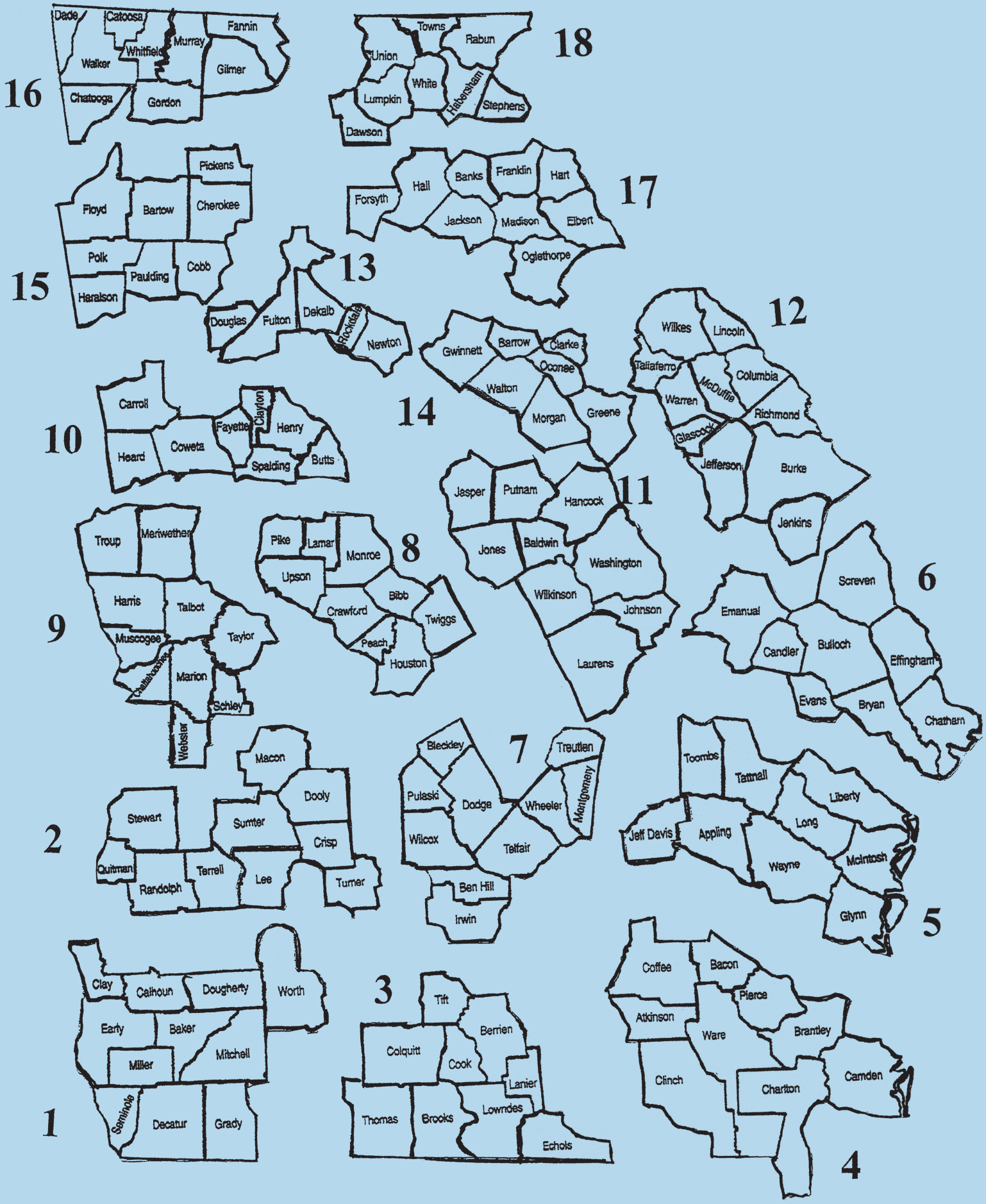
Several members of the Foundation give an individual scholarship in honor of their loved one. You may do the same by giving a $500 or more scholarship in honor of someone. Or, you may like to give a Memorial Scholarship. Memorial Scholarships are $30,000.00 dollars or more given over a period of three years.

We look for to your support.

If you are interested in being on the GRE Foundation Board, please note: This is a three-year commitment. All expenses are out of pocket. If you are interested in serving on the GRE Foundation Board, please contact a Foundation member. (See your GREA handbook).

Sincerely,

Barbara T. Wilcher, Chairperson


16
Dade
Catoosa
Walker
Whitfield
Murray
Fannin
Gilmer
Chatooga
Gordon
18
Towns
Rabun
Union
White
Habersham
Stephens
Lumpkin
Dawson
17
Hall
Banks
Franklin
Hart
Forsyth
Jackson
Madison
Elbert
Oglethorpe
15
Pickens
Floyd
Bartow
Cherokee
Polk
Paulding
Cobb
Haralson
13
Douglas
Fulton
Dekalb
Rockdale
Newton
14
Gwinnett
Barrow
Clarke
Oconee
Walton
Morgan
Greene
12
Wilkes
Lincoln
Taliaferro
Columbia
McDuffie
Warren
Richmond
Glascock
Jefferson
Burke
Jenkins
10
Carroll
Fayette
Clayton
Henry
Heard
Coweta
Spalding
Butts
11
Jasper
Putnam
Hancock
Jones
Baldwin
Washington
Wilkinson
Johnson
Laurens
9
Troup
Meriwether
Harris
Talbot
Muscogee
Taylor
Chattahoochee
Marion
Schley
Webster
8
Pike
Lamar
Monroe
Upson
Bibb
Crawford
Twiggs
Peach
Houston
6
Screven
Emanuel
Candler
Bulloch
Effingham
Evans
Bryan
Chatham
2
Macon
Stewart
Dooly
Sumter
Crisp
Quitman
Terrell
Lee
Turner
Randolph
7
Bleckley
Treutlen
Pulaski
Dodge
Wheeler
Montgomery
Wilcox
Telfair
Ben Hill
Irwin
Toombs
Tattnall
Liberty
Jeff Davis
Appling
Long
Wayne
McIntosh
Glynn
5
1
Clay
Calhoun
Dougherty
Worth
Early
Baker
Miller
Mitchell
Seminole
Decatur
Grady
3
Tift
Berrien
Colquitt
Cook
Lanier
Thomas
Brooks
Lowndes
Echols
Coffee
Bacon
Pierce
Atkinson
Ware
Brantley
Clinch
Charlton
Camden
4

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