

## National Tour Guidelines

1. Purpose. To establish guidelines for the organization, management and conduct of a National Tour. A National Tour is for the benefit of MAFCA members and can be either a hub or cross-country tour organized for the enjoyment of driving our Model A's. The emphasis is to drive these Model A's to places of interest over several days.
2. Responsibility. It is the responsibility of the Vice President to solicit interest for a National Tour; to coordinate all matters between the Tour Host and the Board of Directors; and to handle any other matters that may come about concerning the Tour. The Host shall provide to MAFCA minutes of all steering committee meetings and monthly financial reports once registration forms are published. The MAFCA Vice President shall approve all contracts over \$1,000 prior to their being signed by the Host.
3. Schedule. There shall be a National Tour held in any period during an odd-numbered year, in order not to conflict with a National Convention. A National Tour may be held during an even year if there is the advantage of significant events during a Convention year. The National Tour will be held for any length of time the Host and MAFCA determine. The date of the Tour shall be approved by the Board of Directors of MAFCA. The request for National Tour interest shall be issued during the first half of the preceding year; final selection shall be announced at the National Convention one year in advance, or earlier if deemed necessary.
4. Requirements. The National Tour shall include, but not be limited to the following activities:
  - A. A printed map book, including written directions as well as maps;
  - B. May include an evening farewell banquet the last night of the Tour and/or a welcome/kick-off party;
  - C. Final schedule/registration approval shall be given by the MAFCA Board of Directors before publication in *The Restorer* magazine;
  - D. Registration shall be open only to MAFCA members;
  - E. MAFCA will extend insurance coverage for the meeting within its current coverage and limits then in force;
  - F. The Host shall establish a working committee to handle and direct all activities;
  - G. A Chairperson shall be appointed and shall be the principal contact between the MAFCA Vice President and the Host. The Chairperson shall be responsible for complying with all requirements stated herein and shall actively coordinate with the MAFCA Vice President all aspects of the Tour, as necessary. The Chairperson of the tour needs to have a permanent contact to coordinate with MAFCA. As the Vice President will most likely change over the course of planning and execution of the event, the MAFCA Board should designate someone to this position to act as coordinator. This will create a more stable relationship between the Host and the Board.

5. Finances. The Host shall be responsible for all Tour financial matters. MAFCA shall, if requested, provide an initial financing loan of up to \$3,000 upon presentation of a budget, which reflects a reasonable number of attendees and MAFCA's representative agreeing to all financial information. The initial financing loan is to be repaid to MAFCA from proceeds from the Tour within 60 days of the conclusion of the Tour. Any money remaining, after repaying the loan from MAFCA, is to be retained by the Host as no additional payments to MAFCA are required. Losses incurred by the Host, excluding State and Federal income taxes, penalties, and interest, will be assumed by MAFCA provided the Host requests such in writing and provides complete accounting records of the Tour to MAFCA for its review and approval. The Host shall provide a proposed budget one year prior to the event for MAFCA Board of Directors review and approval.
6. Advertising. An active advertising program shall be planned for *The Restorer*. An article or other information shall be included in at least three of the six *Restorer* issues before the Tour and shall be coordinated with MAFCA Publications Director and *The Restorer* Editor.
7. Location. Location should be appropriate to fit the tours planned and the number of MAFCA members attending.
8. Records and Reports. The Host will be responsible for compiling a report, which will include planning information, financial information, attendance reports, tour information, etc. This report will provide information to aid future Hosts in planning and conducting future tours. This report shall be submitted to the Vice President within 60 days after the end of the Tour.
9. Contract. MAFCA and the Host shall sign a formal contract specifying the details of the Tour and shall acknowledge adherence to these guidelines. The contract shall be signed by the President and Vice President of MAFCA and the Host's current President and/or Chairperson.

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