

GUIDELINES FOR HOSTING A
VINTAGE MOTOR CAR CLUB OF AMERICA
NATIONAL TOUR OR MEETING
As taken from the Officer's Handbook revised May 15, 2023

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PREFACE

The Vintage Motor Car Club of America's slogan is "The Touring Club". The Club's Board of Governors encourages the sponsoring of tours planned and executed by the VMCCA members of local chapters or regions on a local, Region, and National level. This document is intended to help VMCCA members select a tour or meeting and carry it through to a successful conclusion. The Club has a variety of tours each year for the enjoyment of the VMCCA membership. National meetings of the membership and Board of Governors may also be sponsored in connection with a tour or as a separate event.

A tour is defined as driving a registered vehicle along a predetermined route and may include other activities such as judging.

DESCRIPTION OF VMCCA NATIONAL TOURS AND MEETINGS

Annual Membership Meeting followed by First Quarter Board of Governors

Meetings: Usually held on consecutive days and must be scheduled in February or March as prescribed in the VMCCA Bylaws.

Chrome Glidden Tour: Tour is scheduled March through October when not in conflict with any other national tour. Open to all VMCCA members driving cars built in 1935 through 25 years old. The Chrome Glidden Tour allows owners of newer cars to enjoy the traditions and excitement of the Revival AAA Glidden Tour® on which it is modeled. A Chrome Glidden Tour usually includes four to six days of scheduled activities beginning on a Sunday and ending on the following Thursday or Friday.

One- and Two-Cylinder Tour: Usually held June through August. Open to all VMCCA members driving one- and two-cylinder cars, steam cars, and electric cars built in or before 1915, and 4-cylinder cars of 10 hp or less built in or before 1904.

Eastern Nickel Tour: (Sometimes combined with the Western Nickel Tour). Usually held in May, June, or early September. Open to all VMCCA members driving cars built in or before 1934. The tour is held in the eastern states. Eastern Nickel Tours usually include four to six days of scheduled events.

Western Nickel Tour: (Sometimes combined with the Eastern Nickel Tour). Usually held in May, June, or early September. Open to all VMCCA members driving cars built in or before 1934. The tour is held in the western states. Western Nickel Tours usually include four to six days of scheduled events.

Heritage Tour: Usually held May – October. Open to all VMCCA members driving cars age 25 years or older. May be a tour of four to six days staying at different overnight stops and following a historic theme.

Western National Tour: Usually held May – September. Open to all VMCCA members driving cars that are at least 25 years old. The tour is held in the Western United States in years when the Revival AAA Glidden Tour® is not held in the West. A Western National Tour usually includes four to six days of scheduled activities beginning on a Sunday and ending on the following Friday.

Muscle Car/Convertible/Orphan Tours: These are held on a rotating basis, one tour per year. Tours run for at least three days.

Muscle Car eligibility for cars from 1955-1975.

Convertible Car eligibility for any convertible 25 years of age or older.

Orphan Car eligibility for cars, trucks, and motorcycles 25 years of age or older from brands that are no longer manufactured. Examples include Auburn, Edsel, Hudson, Oldsmobile, Plymouth, Pontiac, and Studebaker.

Second Quarter Board of Governors Meeting: April – July. Usually held in conjunction with one of the late Spring/early Summer National Tours. This meeting can be held as a telephone conference or an electronic video conference at the discretion of the Board of Governors.

Revival AAA Glidden Tour®: Mid-September – October: Open to both VMCCA and AACA members. The VMCCA hosts the Revival AAA Glidden Tour® in odd-numbered years and participants may drive automobiles built in or before 1942. The AACA hosts the Revival AAA Glidden Tour® through an agreement with the VMCCA in even-numbered years and participants may drive automobiles built in or before 1942. Revival AAA Glidden Tours® usually include six days of scheduled activities beginning on a Sunday and ending on the following Friday. The tour should not conflict with the Hershey Swap Meet dates.

Third Quarter Board of Governors Meeting: August or September. May be held in conjunction with the VMCCA Revival AAA Glidden Tour® or a September Western National Tour. This meeting can be held as a telephone conference or an electronic video conference at the discretion of the Board of Governors.

Fourth Quarter Board of Governors Meeting: October or November. The meeting will be held as a telephone conference or an electronic video conference at the discretion of the Board of Governors.

Vehicle Eligibility for the above listed VMCCA national tours and meetings are based on the model year (or year built if model year is not applicable). Cutoff years for eligible cars for a given tour or meeting must be the same as listed under VMCCA National Tours and meetings unless otherwise approved on an individual exception basis by the Tour Host/Director. All VMCCA national tours and meetings are also open to antique motorcycles that fall within the date of manufacture cutoff guidelines. No eligibility exceptions are allowed for the Revival AAA Glidden Tour® and the One- and Two-Cylinder Tour.

The purpose of the Vintage Motor Car Club of America is to promote the preservation, restoration, acquisition, and exhibition of all antique vehicles. Judging of these vehicles requires that the authenticity of these vehicles is of paramount importance, and the highest standards of originality shall be used at all times for this purpose.

Touring, which represents the Club's primary form of exhibition, requires these vehicles to be driven on public roads and highways and may necessitate the modification or alteration of various components to provide for the safety of the vehicle passengers and the public. Recognizing that touring requires operation of these vehicles for extended periods, and in regions of our country where weather and road conditions may be extreme, modifications which enhance reliability, performance, and driver/passenger comfort shall be deemed acceptable provided the exterior appearance and body profile of the vehicle is substantially preserved as originally manufactured and that all personalized items and accessories are period-correct for the vehicle in question.

Modifications and alterations that significantly change the vehicle's original exterior profile, where the obvious intent of the modification is not for the primary purpose of safety, comfort, performance, or reliability, present an inappropriate impression of the aim and purpose of VMCCA and shall not be permitted on any VMCCA National tour or sponsored event. These requirements shall apply only for VMCCA national tours and events. VMCCA Regions and Chapters are welcome to use their discretion in establishing requirements for their own local tours and events.

The final decision to accept or reject any modified or customized vehicle shall rest with the Tour director or Event Chairperson.

NOTE: As of January 2007, the Board of Governors has ruled that the age of attending vehicles may be altered by the Tour Chairperson if, by the closing of registration, the tour has not met its registration goal. The exception to this ruling is the Revival AAA Glidden Tour® and the 1- & 2- Cylinder Tour.

WHAT YOU NEED TO DO TO GET STARTED

REQUESTING PERMISSION TO HOST A VMCCA TOUR OR MEETING

To receive permission to host a VMCCA national tour or meeting, the sponsoring chapter or region members must submit the following list of required items to the Activities Vice President preferably at least one calendar year prior to the date of the tour or meeting. The Activities Vice President will then present the information to the VMCCA Board of Governors. Proposals will generally not be considered less than six months before the date of the tour or meeting. VMCCA members considering hosting a national tour should allow several years of planning time if possible.

INFORMATION REQUIRED BY THE VMCCA BOARD OF GOVERNORS BEFORE NATIONAL STATUS WILL BE GRANTED

If the request is made one year or less from the date of the tour or meeting, all the items listed below must accompany the request. If the initial request is made several years prior to the date of the tour, the initial required items listed below

must be presented to the VMCCA Board of Governors at that time with the other required items being presented within one year prior to the date of the tour or meeting.

Initial required items:

- A written request to the VMCCA Activities Vice President addressed to the VMCCA Board of Governors naming the sponsoring chapter or region asking for permission to hold a national VMCCA tour or Annual Membership meeting. The written request must include the signed "Statement of Expectations" (see attachment).
- The name or names of the tour chairperson or Annual Membership meeting director including address, phone, and email information.
- The dates and location of the event.
- This initial information will allow the Board of Governors to approve the type of Tour, Location and Dates in order to avoid potential conflicts.

Other required items:

- The director of any proposed VMCCA national tour or meeting is required to provide the national VMCCA Activities Vice-President a proposed operating budget using the Excel spreadsheet template provided by National (attached). Any significant change in the budget after approval by the Board of Governors, especially registration fees or a significant change to net profit, must be approved by the VMCCA Board of Governors.
- A percentage of any net profit realized by the host Chapter, Region, or individual must be given to the VMCCA national treasury with a final report of income and expenditures to defray the cost of insurance, publicizing the tour or Annual Membership meeting in *The Bulb Horn*, the *Touring Chronicle*, and the *VMCCA website* as well as general administration related to tours.
- Net profits from any national VMCCA tour or meeting shall be distributed:
 - Chapter or Region: 50% of the net proceeds to VMCCA national excepting the Revival AAA Glidden Tour®.
 - Revival AAA Glidden Tour® net profits shall be distributed with 80% of the net proceeds going to VMCCA national and 20% retained by the sponsoring chapter or region.
 - Individual (no Chapter or Region): 100% of the net proceeds to VMCCA national.

- The proposed design of any participation plaques and logos. The tour logo shall contain the VMCCA logo.
- The proposed tour flyer shall be approved by the Board of Governors prior to publication in *The Bulb Horn*, the VMCCA.org website and The Touring Chronicle.

Once the Activities Vice President receives your request, they will make a proposal to the Board of Governors. You will be contacted with any questions the Board might have and, when approval is given, you may proceed.

OTHER HELPFUL INFORMATION

CONSIDERATIONS ON WHEN AND WHERE TO HOST A VMCCA NATIONAL TOUR OR MEETING

When you decide which event you want to host, your next decision will be where and when. Most events are held in the local area of members sponsoring the event, but this is not a requirement. The event can be held in any local area where hotel and other accommodations, such as banquet facilities, are available. In picking a host hotel/motel, consider the following:

- A. Reasonable room rates – sometimes breakfast is included. The hotel should be large enough to accommodate the majority of the participants. If not, secure another nearby hotel. Be sure the hotel is handicap accessible.
- B. Hospitality room at no charge.
- C. Complimentary room for tour director and National Club President depending on rooms sold. (This option might not be available. Consider asking for a comped hospitality room, breakfast included in room charge, etc. if they do not provide a complimentary room for the tour director and National Club President.)
- D. No Attrition Clause in the hotel/motel contract. Make every attempt to avoid signing an Attrition Clause contract. This type of contract obligates full or partial payment for rooms in your original block whether or not it is picked up and occupied by a tour participant. You need a hotel contract, however, reserve the number you need with a cut-off date to release the rooms not reserved. This is usually 4-6 weeks prior to the tour's begin date.

- E. Banquet rooms and catering for banquets. Sound and audio-visual equipment, if needed.
- F. Parking for trailers and tow-vehicles. If not enough is available, secure a lot close by that can be used.
- G. Motor home parking or proximity to campgrounds.

The determination of the event dates should, in addition to the time periods noted for each event in the Description listing, take into consideration anticipated weather conditions where the tour is to be held and any activities or events in the area which may want to be included or avoided in the event's activities. Noted time periods are not cast in stone and may be modified by Board of Governors approval. The type and condition of the roads to be traveled by the tour participants as well as the local traffic density should be factors when determining VMCCA National tour locations. VMCCA national tours should be planned with the safety of the tour participants and vehicles in mind. The tour director shall establish the number of vehicles that can be accommodated in the proposed area of the projected tour.

Also, to ensure the best possible participation by VMCCA members, the event should be planned so it does not conflict with other National tours or events being planned by VMCCA or, when possible, with other major antique car clubs. Contact the VMCCA Activities Vice President for assistance when planning the event dates. *The Bulb Horn*, the www.vmcca.org website and *The Touring Chronicle* are also sources for checking to determine previously planned events before you decide on a possible date for a future event.

FINANCE AND SHARED PROFIT

BUDGET

One of the first requirements when requesting to host a tour or meeting is the submission of a budget to the VMCCA Board of Governors for approval. Once approved, any significant changes, especially registration fees, must be approved by the VMCCA Board of Governors. An Excel tour budget worksheet is available on the club website, www.vmcca.org.

Secondly, a completed "Statement of Expectations" must be completed, signed, and submitted with the original request to host a tour. A copy of the approved form must be submitted with the budget.

Items to consider, but not necessarily all items, in developing a budget are:

A. Determine the fixed expenses to be covered by the registration fee.

1. Tour bag
2. Car identification (window card or tour banner)
3. Tour plaques (including die charge if applicable)
4. Name tags
5. Printing
 - a. Invitation letter outlining the tour.
 - b. Registration form
 - c. Acknowledgement of registration
 - d. Tour book
 - e. Graphic arts fees for logo and ads (if applicable)
6. Postage (or use email)
 - a. Letter No. 1
 - b. Registration
 - c. Acknowledgement letter
7. Rental Fees
 - a. Banquet Hall rental (may also be covered by adding slight markup to meal charge)
 - b. Trailer/tow vehicle parking area rental
 - c. Committee hotel/motel rooms not comped.
8. Telephone expenses
9. Paid advertising expenses (if used)
10. Sweep vehicle expenses (if used)
11. Tour newsletter production and printing (if used)
12. Special Entertainment (if used)
13. Door Prizes (if used)
14. Coffee Breaks (if used)
15. Special admission if not listed separately on application

Example:

Tour Bag\$10.00

Tour Banner	6.00
Printing	12.00
Name Tags	6.00
Postage	2.00
Telephone.....	2.00
Tour Plaques	10.00
Awards/Trophies	5.00
Sweep Vehicle.....	6.00
Misc.	<u>5.00</u>
	\$64.00

Suggested Car & Driver registration fee for the sample tour budget above should be at least \$75.00. Suggested passenger registration fee should be at least \$20.00

- B. Determine variable expenses – daily
 - 1. Day 1
 - a. Coffee Break
 - b. Lunch
 - c. Special Admissions
 - 2. Day 2
 - a. Coffee Break
 - b. Lunch
 - c. Special Admissions
 - 3. Etc. (VMCCA national tours should include a minimum of four days of touring)

TIPS ON TOUR FINANCIAL MATTERS

On coffee breaks, try to work with churches, women’s auxiliaries, fire departments, etc. in acquiring help in providing coffee and doughnuts economically and provide convenient parking and toilet facilities. Same on lunches, if included, or if in a remote area with inadequate restaurants for lunch on your own.

The more meals you provide, the more work for the tour committee. Better to have meals on your own if facilities are available.

If participation levels are lower than projected, adjust your budget accordingly – you may have to drop some of your fixed-expense items or cancel a money-losing activity to make the tour break even or make a profit.

On pricing meals, be sure the price quoted includes service charges, gratuity (if applicable), and sales tax. On dinners, check to see if drinks and dessert are extra. Then add 10% minimum to cover contingencies.

Important: Alcoholic beverages, if served, should only be provided by the restaurant, caterer, etc. **TOUR OR MEETING COMMITTEES, CHAPTERS, REGIONS OR INDIVIDUAL VMCCA MEMBERS SHOULD NEVER PROVIDE OR SERVE ALCOHOLIC BEVERAGES UNDER ANY CIRCUMSTANCES!** VMCCA's national liability insurance policy does not provide liability coverage for serving of alcohol or the consequences thereof.

On meals and events, try to make commitments on meal counts based on the basis of tickets actually collected. Commit only to total counts on meals for which payment has been received from the tour or meeting participants. Avoid events where you must guarantee a minimum number of attendees. If this is not possible, try to have your friends, family or local club members participate to make the minimum. Otherwise, cover this cost in your registration fee. (Beware of "plate count" method of determining payment for meals.)

Determine how you will handle persons helping on the tour. Maybe a free meal or free admission or free registration will make them feel better about helping. Also, think about how to handle local members who want to tour for certain days. Generally, charge for that day's events and any tour items that they may receive. Do not accept local car enthusiasts who are not members of VMCCA national due to insurance coverage reasons. *Exceptions are passengers riding in a car driven by a VMCCA member or on a Revival AAA Glidden Tour® in which AACA member/drivers may be accepted.*

The purpose of the tour is to provide an opportunity for members to drive their cars, explore our great country, have camaraderie with fellow club members and to have fun touring. Making a profit is a secondary consideration. A percentage of any profit realized by the host club must be given to the VMCCA national treasury to defray the cost of insurance, publicizing the tour or meeting and administrating

the Golden Award of Excellence Program. Profits from any national VMCCA tour or meeting shall be distributed with 50% of the net proceeds going to the sponsoring chapter or region and 50% going to VMCCA national excepting the Revival AAA Glidden Tour®. Revival AAA Glidden Tour® profits shall be distributed with 20% of the net proceeds going to the sponsoring chapter or region and 80% going to VMCCA national.

It can be helpful to keep a separate checking account for each tour and always pay by check when possible, keeping a log of each check in the checkbook. Avoid paying by cash if possible, but be sure and get a receipt if this is unavoidable. When tour committee personnel purchase material or food, they may pay by cash and then submit a receipt to the tour registrar/treasurer for reimbursement. *Please note that VMCCA national's tax number may not be used in establishing any chapter, region, tour or meeting checking accounts.* Each tour or meeting committee is responsible for securing a tax number for its checking account. The checking account should be a non-interest type of account. If your chapter or region already has a checking account, you may not wish to establish a new account, only a new account name using the same ID number.

Check with your accountant regarding the filing of any tax returns due to the tour or meeting taking in a large amount of funds. Usually, only the Revival AAA Glidden Tour® generates enough revenue to require a tax return.

Remember, cover your personal out-of-pocket expenses. Get receipts and keep records.

You must send to the VMCCA an accounting record of income and expenses for the tour (even though it might have lost money). This should be done within 60 days after the tour. Copies of the accounting records shall also be sent to the VMCCA Treasurer and the VMCCA Activities Vice President.

SHARED PROFIT

VMCCA national tours and meetings should be structured financially to be self-sufficient. The possibility of the realization of a reasonable profit should be built into the tour or meeting budget. A percentage of any profit realized by the host club must be given to the VMCCA national treasury. The money given to the

VMCCA national treasury is used to help defray the cost of insurance, publicizing the tour or meeting and administering the Gold Award of Excellence Program.

According to the Board decision of January 14, 2022, any net profit realized from a VMCCA national tour or meeting, with the exception of the Revival AAA Glidden Tour[®], is to be distributed as follows:

1. If sponsored by a Chapter or Region
 - i. 50% is to be sent to the VMCCA Treasurer and
 - ii. 50% is to be kept by the sponsoring VMCCA Region or Chapter
2. If sponsored by an Individual
 - i. 100% is to be sent to the VMCCA Treasurer

Any net profit realized from a VMCCA sponsored Revival AAA Glidden Tour[®] is to be distributed as follows:

1. If sponsored by a Chapter or Region
 - i. 80% is to be sent to the VMCCA Treasurer and
 - ii. 20% is to be kept by the sponsoring VMCCA Region or Chapter
2. If sponsored by an Individual
 - i. 100% is to be sent to the VMCCA Treasurer

The tour profit due VMCCA National, along with an accounting record of income and expenses for the tour (even though it might have lost money), is to be sent to the VMCCA Treasurer no later than 60 days following the last day of the tour. Copies of the accounting records shall also be sent to the VMCCA Activities Vice President. Any extended time, due to extraordinary circumstances, to complete this accounting and submission of the shared profit to the VMCCA Treasurer may be requested in writing. If granted, an agreed upon timeline will be reported to the VMCCA President and Activities Vice President.

TOUR OR MEETING COMMITTEE

Although tours may have been put on by one or two persons in the past, it is suggested that, if possible, various committees be established to help reduce the workload. A tour or meeting committee should be formed before the final official

written request is made to the VMCCA Board of Governors. The make-up of the tour or meeting committee is up to the VMCCA members of the chapter or region sponsoring the tour or meeting. The VMCCA national tour or meeting committee is headed by the tour director or directors. The tour director(s) will appoint the committees and committee members as needed.

The following tour or meeting committees are suggested:

- **Tours:** Set up and monitor all daily tours with the help of designated tour marshals. Available from the National Secretary and on the website is a booklet titled “HOW TO GET THE TOURISTS ON YOUR TOUR TO GO ON THE TOUR YOU PLANNED RATHER THAN SOMEWHERE ELSE” (a guide to writing clear and accurate route instructions).
- **Facilities:** In charge of rooms, meals, parking, trailer storage, service and rescue vehicles, etc.
- **Inspection and Judging:** In charge of vehicle inspection and judging for all tour awards. The VMCCA Golden Award of Excellence Program is administered by the VMCCA Technical Vice President, or a Chief Judge appointed by the VMCCA Technical Vice President.
- **Awards Procurement:** Acquire all tour trophies and assist judges in making appropriate awards.
- **Publicity and Publications:** In charge of tour publicity, photos, and article for *The Bulb Horn* and *Touring Chronicle*.
- **Finances and Special Assistance:** In charge of all monies, checking account, bookkeeping, financial statements, tax return (if required), etc.
- **Tour Registrar:** In charge of registration, mailing or emailing correspondence, tour plaques, tour books, tour banners or windshield cards, information desk, etc.
- **Tour Ride Coordinator:** In charge of arranging rides for participating tour members in the case of a vehicle breakdown during a VMCCA national tour.
- **Junior Member Activities Coordinator:** In charge of planning and supervising VMCCA Junior Member activities during a national tour or meeting.

VMCCA TOUR DAILY SCHEDULE

For all VMCCA national tours, the daily schedule should include a minimum of four days of touring. Daily activities may be dictated by activities planned for the tour. A suggested schedule is as follows:

- Day one: Registration and vehicle verification followed by opening social or activities. The verification is to make sure the vehicle brought to the VMCCA national tour or meeting is the same vehicle as registered. It is not a safety inspection.
- Day two: Full day of touring
- Day three: Full day of touring
- Day four: Reduced touring or free day to allow time for shopping, local optional touring, etc. Not mandatory for tour plaque.
- Day five: Full day of touring
- Day six: Abbreviated day of touring. Social hour followed by closing banquet and presentation of awards. Announce date and location of similar event next year if possible.

An important tip: Don't try to schedule every waking moment for your tour participants. Allow at least two to three free evenings for folks to socialize. Camaraderie and making new friends is an important part of any VMCCA Tour!

MANDATORY TOUR DAYS

On all VMCCA national tours, the tour director must designate at least three full day tours (or segments of three full day tours) as mandatory tours. The tour director has the right to designate the three full day tours (or segments of full day tours) that must be completed to qualify for a tour plaque and/or class awards. Required full day tours (or segments of full day tours) will be designated as mandatory tours. Other tours will be designated as optional tours. One or more of the three mandatory tours will be used by the Chief Judge of the Golden Award of Excellence Award Program as a reliability test.

FULL DAY OF TOURING

A full day of touring should be no longer than eight hours for the average tour in an average tour vehicle. Allowances should be made for the type of vehicle, tour

route, road conditions, tour stops at lunch, refreshment areas, tourist attractions, etc.

SPECIAL TOURS

Special shorter tours may be provided by a tour committee for slower vehicles. These will still meet the requirements for mandatory tours.

EXTRA ACTIVITIES

Other activities and entertainment may be included during a VMCCA tour or meeting at the discretion of the sponsoring committee providing they do not conflict with the “basics” listed in the previous paragraphs.

OFFICIAL TOUR REGISTRATION/APPLICATION FORM

The VMCCA national tour or meeting director or registrar must provide the VMCCA Activities Vice President with a proposed tour or meeting registration/application as soon as is feasible. The wording on the form must be altered for each tour or meeting in keeping with the needs of the individual tour or meeting. The VMCCA national tour or meeting registration/application form must include the following and must be submitted to the VMCCA Activities VP and approved by the VMCCA Board of Governors:

- The name of the VMCCA tour or meeting
- The official VMCCA logo
- The dates of the tour or meeting
- The description of the tour or meeting, as printed on the approved VMCCA National Tour and Meetings list
- The tour or meeting registration limit
- Deadlines for registration and cancellation
- Tour or meeting confirmation information
- The required VMCCA Board of Governors approved owner/driver commitment release statement in its entirety. (See attached)
- All registered passengers’ names
- Insurance and policy number information

- If the Golden Award of Excellence Judging Program is to be offered, there must be a place on the registration form to indicate if the vehicle is to be judged.
- A statement that all participating tour or meeting vehicles must be equipped with a fire extinguisher of adequate size; rated for at least B & C: and bearing the UL and/or OSHA Seals of Approval
- Hotel/motel and motor home park information
- Indication of whether the vehicle will be driven or trailered to the tour or meeting
- Entry and activities fees information
- VMCCA national membership fees, if applicable
- Name, address, phone number, and email address of the tour or meeting registrar
- Tour website address (if applicable)
- A “Do Not Mail Before Date” on the registration form

The approved VMCCA national tour or meeting registration application form must be completed and signed by the owner (or driver) of every vehicle registered and accepted on a national, region, or chapter tour or meeting.

REQUIRED OWNER/DRIVER COMMITMENT/RELEASE STATEMENT

Every driver must sign an Owner/Driver Commitment/Release Statement.

Registration requirements for vehicles registered on any VMCCA National, Region or Chapter tour or meeting include the signed, affirmative commitment/release statement by the owner and driver if not the same person of the registered vehicle. The required statement (see attached) must be included in its entirety on all VMCCA National, Region or Chapter tour or meeting registration form.

Sample Registration Form is attached or can be obtained from the Activities Vice President, National Secretary, or previous VMCCA national tour or meeting directors. Once the Tour Registration/Application Form is approved by the VMCCA Board of Governors, the VMCCA Activities Vice President will request the VMCCA Publications Vice President have the approved form printed in the next issue of The Bulb Horn, the Touring Chronicle, and be posted on the VMCCA.org website.

ADDITIONAL HOST CLUB RESPONSIBILITIES

The director of any VMCCA national tour or meeting must complete, or appoint a member of the tour or meeting committee to complete, the following:

- It is the responsibility of the tour director and the tour committee to make arrangements to send a list of all tour or meeting participants to the VMCCA National Secretary's office to be verified before the tour book or meeting program is printed. The National Secretary will then advise the tour or meeting director if any tour or meeting registrations or applications are from any persons who are not a member of VMCCA national. Non-VMCCA national members may not be accepted as drivers on VMCCA national tours.
- Merchandising will be available through the VMCCA Merchandise Director.
- It is the responsibility of the tour or meeting director and the tour or meeting committee to send to the VMCCA National Secretary the following:
 1. A copy of the financial report sent to the VMCCA Treasurer and VMCCA Activities Vice President
 2. A copy of the tour or meeting book/program
 3. A copy of the list of all awards (class awards and Golden Award of Excellence Program) and recipients given at the VMCCA national tour or meeting
 4. A copy of the tour or meeting video if one was made
 5. A list of donated awards and corporate or business award sponsors. Please include the contact person and their mailing address.
- It is the responsibility of the tour or meeting director and the tour or meeting committee to send to the VMCCA Activities Vice President the following:
 1. No later than 60 days following the last day of the national tour or meeting, a copy of the complete financial report must be sent to the VMCCA Activities Vice President
 2. A photocopy of the check that was sent to the VMCCA Treasurer to pay the correct percentage of any profit realized from hosting a VMCCA national tour or meeting.

- It is the responsibility of the tour or meeting director and the tour or meeting committee to send to the VMCCA Treasurer the following:
 1. A complete financial report must be sent to the VMCCA Treasurer within 60 days following the last day of the national tour or meeting.
 2. The check paying the correct percentage of any profit realized from hosting a national tour or meeting not later than 60 days following the last day of the VMCCA national tour or meeting.
- It is the responsibility of the tour or meeting director and the tour or meeting committee to send to the VMCCA Publications Vice President, *The Bulb Horn* Editor and the Touring Chronicle editor the following:
 1. The director of any VMCCA National tour or meeting must appoint a member or members of the tour or meeting committee to take photographs during the event. These photos should be loaded on a thumb drive or CD and be submitted to *The Bulb Horn* Editor and the Touring Chronicle editor no later than 30 days following the last full day of the tour or meeting. The Tour Chairperson should also send an electronic copy of the tour book to *The Bulb Horn* Editor and the Touring Chronicle editor within 30 days of the completion of the tour. A separate thumb drive, CD, or email(s) with 30-50 photos of the tour or meeting should be sent to the Webmaster also no later than 30 days following the last full day of the tour or meeting.
 2. The director of any VMCCA National tour or meeting must appoint a member of the tour or meeting committee to write an article of 600-1200 words describing the event and send it to *The Bulb Horn* Editor no later than 30 days following the last full day of the tour or meeting. At the Publications Vice President's discretion, the article may also be sent to other commercial antique automobile publications.
- It is the responsibility of the tour or meeting director and the tour or meeting committee to send to the following year's tour or meeting director the following:
 1. A copy of your tour manual
 2. A copy of your registration form
 3. A tour bag from your tour complete with the handouts and premiums
 4. A sample name badge, car banner, and/or other items that might be of assistance as they plan their tour. Include the name of the supplier you used for these items.

Acknowledge your tour committee chairpersons and committee members. Their hard work was responsible for the success of your event.

BANQUETS, HOSPITALITY ROOM, MEETINGS AND TOUR MATERIALS

RECOMMENDATION: OPENING RECEPTION

An opening banquet or social is essential! With VMCCA members arriving from all over the country, with new freshmen on the scene, the greeting and renewal of friendships is at the highest peak. It becomes very important to transfer these energies and feelings over into the banquet. Here the excitement and awe is at a peak, as old and new members are greeted and introduced. Announcements and tour details could be outlined. This banquet should leave the participants excited, eager, and ready to roll in the morning.

RECOMMENDATION: REGISTRATION AND HOSPITALITY ROOM

The host hotel/motel will usually provide either a guest room or a meeting room for your use as a registration room and hospitality room throughout the event. Be sure that you have plenty of help during the first hours of registration and that signs clearly direct the tourists to this place. The hours during which the room are open should be clearly posted and included in the tour manual.

It is good if you can provide some kinds of snacks each evening in the hospitality room because so many tourists like to gather there. The snacks need not be expensive. They can be cookies, popcorn, other finger foods and some kind of non-alcoholic beverages.

Important: Alcoholic beverages, if served, should only be provided by the restaurant, caterer, etc. **TOUR OR MEETING COMMITTEES, CHAPTERS, REGIONS OR INDIVIDUAL VMCCA MEMBERS SHOULD NEVER PROVIDE OR SERVE ALCOHOLIC BEVERAGES UNDER ANY CIRCUMSTANCES!** VMCCA's national liability insurance policy does not provide liability coverage for serving of alcohol or the consequences thereof.

The hospitality room is usually the place where club merchandise is sold. A bulletin board where participants can place messages and last-minute notices can be posted is also helpful.

RECOMMENDATION: CLOSING NIGHT AWARDS BANQUET

The banquet can be as extravagant or as simple as you like. Adding a guest speaker or special entertainment is a nice option.

All too soon, the event will conclude, and the Awards Banquet tops it all off.

During the banquet, you have the responsibility of recognizing the VMCCA National Officers and VMCCA Past National Presidents present, making concluding remarks and presenting awards. The VMCCA Technical Vice President (or his or her designee) will present the Golden Award of Excellence Awards as determined by the judges. You or your designee will present any other awards.

VMCCA BOARD OF GOVERNORS OR REGION MEETINGS

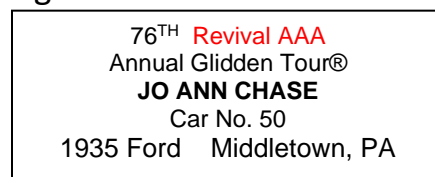
On occasion, the VMCCA Board of Governors or one of the VMCCA regions may request that you find a place to hold a business meeting. The VMCCA Board of Governors meetings takes place one evening during a VMCCA National Tour, and the region meeting may take place one evening during the tour.

NAME BADGES, CAR BANNERS, TOUR BOOK, TOUR PLAQUES AND TOUR BAG

Name badges, banners (or windshield cards), the tour bag and tour book must have the official VMCCA logo on them. The tour bag may be donated by a business or chamber of commerce, in which case no VMCCA or tour logo is necessary. You may solicit items to include in the tour bags. Call or write the major advertisers in *The Bulb Horn*, check with local sponsors, tourism offices, chambers of commerce, restaurants and attractions for items to include in the tour or meeting bag. They will often provide items at no cost to you.

Camera-ready clip art of the club's national logo is available in the VMCCA Officers Handbook. Your chapter president or region director has a copy. You may also request a free copy of the club's national logo from the VMCCA Publications Vice President.

One of the most important items of the tour is the name badge. It is the key to identifying persons at a glance. The name tag also becomes an ice breaker to welcome new people, identify where they are from, and see what car they are driving. Information contained on the name badge should be standardized. The badge should look something like this:



It is suggested that green badges be used for tour freshmen (first timers), another color for repeat participants, and a third color for tour committee members. Try to keep the information standardized.

The tour book should include:

- Letter of welcome from the VMCCA President and, if available, local officials
- For Revival AAA Glidden® Tours and Chrome Glidden Tours, a letter from the Dean of Freshmen welcoming them and an explanation of Freshmen games and when diplomas will be awarded
- For Revival AAA Glidden® Tours and Chrome Glidden Tours, a listing of previous tours, tour directors, location, and number of cars attending
- Tour committee listings
- Schedule of events
- General Information
- Special thanks are optional for persons outside VMCCA who were helpful to the tour
- List of Tour awards and sponsors
- Each day's tour directions with mileage posted in increments and totals. Be sure to provide adequate maps if the route is complicated. Remember that tourists are not as familiar with the area or route as you are and will need thorough instructions.
- Numerical roster
- Alphabetical roster
- Tour ad or publicity for next year's tour

Sample copies are available from the Activities Vice President or previous tour directors.

Make your tour plaque something special – something you are proud to show as a representation of your tour. In addition, a special presentation of the plaques should be planned for the last day, shortly after the luncheon. A distinctive impression will be made if the local Region Director, Tour Director, and President and Vice President of VMCCA are on hand to greet each car, present the plaque and thank the participants for attending.

RECOMMENDATION: MEAL PLANS

The information packet should include, if possible, a complete copy of all planned meals. The thoroughness of this plan would offer participants with special dietary concerns or families a choice in the selection of food. Additionally, it also affords the attendees an opportunity to preview the foods unique to that region that will be enjoyed on the tour.

RECOMMENDATION: TICKET PROCEDURES

In the past, administration of tickets for meals and special events has been confusing. This confusion may be lessened by using a separate, colored sheet of paper in the registration packet for each ticketed event, or print the ticket with the event appearing prominently.

RECOMMENDATION: T-SHIRTS, CAPS, HATS, ETC.

If the host is offering T-shirts with the tour logo, it is strongly suggested that a golf-type shirt with a pocket also be offered at the attendee's expense. The pocket is a must for persons wearing glasses. Past experience also indicates that many people will buy the more expensive golf style since it is dressier and suitable for other occasions. Also, don't forget that it could lead to recruiting new members when people ask about the logo.

PARTICIPANT ELIGIBILITY

Participation in all VMCCA national tours and meetings, except the Revival AAA Glidden Tour[®], is limited to members of good standing of the Vintage Motor Club of America. Participation in the Revival AAA Glidden Tour[®] is open to all members in good standing of the VMCCA and the Antique Automobile Club of America (AACA) who have registered and are accepted for the tour or meeting.

COMMERCIAL SIGNS OR ADVERTISING POLICY

In keeping with VMCCA's long-standing policy, no cars, trucks or other vehicles may participate in any national tour or meeting if they bear any commercial signs or advertising of a current nature. (Exception: Tour banners or vehicles may carry the current logo for the AAA, American Automobile Association, during a Revival AAA Glidden Tour[®].)

PUBLICIZING A VMCCA NATIONAL TOUR OR MEETING

It is the responsibility of the tour or meeting director and committee to make all arrangements for advance publicity of an approved VMCCA national tour or meeting.

The tour or meeting committee must produce and distribute advance publicity flyers for the tour or meeting.

The tour or meeting committee should produce and distribute advance publicity in national hobby publications aimed at furthering interest in the tour or meeting and the Vintage Motor Car Club of America.

The tour or meeting committee may also produce a website for promotion and information purposes. The tour or meeting committee shall secure their own web server space on which to post the activity's website. After posting this site, the VMCCA webmaster should be provided with the web address (URL) for the page so that a link may be placed on the VMCCA national web page.

ADVERTISEMENT REQUIREMENTS

The tour or meeting advertisement, whether in *The Bulb Horn*, *Touring Chronicle*, website or other antique car publications, must include the following. The ad should be attractive, easy to read and reproduce clearly. Any artwork for advertisement should be approved by the Activities Vice President and Publication Vice President.

- The official logo of the Vintage Motor Car Club of America. You may contact your chapter president or region director for camera-ready clip art of the club's national logo that is found in the officer's handbook. You may also request a free copy of the club's national logo from the Publication Vice President in either camera-ready or digital form.
- The words "The Vintage Motor Car Club of America."
- The official name of the VMCCA national tour or meeting.
- The logo or artwork designed to represent the tour or meeting which shall include the VMCCA logo.
- The date(s) of the tour or meeting.
- The city and state or area in which the tour or meeting will be held.

- A description of the tour or meeting.
- The region, chapter or members hosting the tour or meeting.
- The name and address of the person to whom requests for an application should be directed.
- The classification of vehicles eligible (latest and earliest year of manufacture of vehicle or any applicable criteria under which the vehicle will be accepted).
- The number of vehicles which a tour or meeting can accommodate.

ADVERTISING YOUR TOUR OR MEETING IN *THE BULB HORN*, *TOURING CHRONICLE* AND WEBSITE

Once the tour or meeting receives national sanction, one full page of ad space in *The Bulb Horn* will be allotted for a tour or meeting advertisement. The ad space may be used as a one-time full-page ad, a two-time half-page ad or any other combination of ad size and frequency that equals one full page. The tour or meeting advertisement should appear in *The Bulb Horn*, *Touring Chronicle* and website six months to one year prior to the event.

AD COPY FOR *THE BULB HORN*, *TOURING CHRONICLE* AND WEBSITE

The approved tour or meeting application form may be printed on *The Bulb Horn* tear off cover as space allows, at the discretion of the VMCCA Publications Vice President. The tour or meeting director or committee is encouraged to provide a short, written description of the event to be published as an article in *The Bulb Horn*, *Touring Chronicle* and on the Website to publicize the event. It will be the responsibility of the director of the tour or meeting to contact the Publications Vice President to arrange for insertion of the tour or meeting advertisement in the appropriate issue of *The Bulb Horn* and *Touring Chronicle*. When submitting material for the announcement of the national tour or meeting in *The Bulb Horn*, *Touring Chronicle* and website, camera ready or original materials or electronic files must be supplied by the tour or meeting committee. It will be the responsibility of the director of the tour or meeting to contact the Publications Vice President prior to submission to make sure the material is in a usable form.

FOLLOW-UP TOUR ARTICLE WITH PHOTOGRAPHS

The director of any VMCCA National tour or meeting must appoint a member or members of the tour or meeting committee to take photographs during the

event. These photos should be loaded on a thumb drive or CD and be submitted to *The Bulb Horn* Editor and the Touring Chronicle editor no later than 30 days following the last full day of the tour or meeting. The Tour Chairperson should also send an electronic copy of the tour book to *The Bulb Horn* Editor and the Touring Chronicle editor within 30 days of the completion of the tour. A separate thumb drive, CD, or email(s) with 30-50 photos of the tour or meeting should be sent to the Webmaster also no later than 30 days following the last full day of the tour or meeting.

The director of any VMCCA National tour or meeting must appoint a member of the tour or meeting committee to write an article of 600-1200 words describing the event and send it to *The Bulb Horn* Editor no later than 30 days following the last full day of the tour or meeting. At the Publications Vice President's discretion, the article may also be sent to other commercial antique automobile publications.

A copy of the tour book or meeting program along with a list of award winners should be sent to the VMCCA National Secretary.

AWARDS AT A NATIONAL TOUR

Two types of awards may be presented at a VMCCA national tour or meeting when approved by the VMCCA Board of Governors.

CLASS AWARDS

These awards are to be presented by the local sponsors of the tour using their own classifications, judging format and trophies. You are free to establish the criteria for the awards. Some tours offer awards according to the classification table established by the club (See Officer's Handbook). Others offer awards based on different criteria. Some typical awards are:

- Best Vehicle by Manufacturer (e.g., Ford, GM, Chrysler, etc.)
- Best Open Car
- Best Foreign Car
- Best Original Car
- Best of Show
- Mens' Choice
- Ladies' Choice

- Young Peoples' Choice
- Best Orphan Car (manufactured by a company no longer in business)
- Hard Luck Award
- Youngest Driver Award
- Oldest Driver Award
- Longest Distance Driven Award

Prior years' tour books are a good source for awards for the particular tour being sponsored. You may bestow these awards among the registered vehicles on your tour by whatever means you would like. Some tours give a ballot to each registered participant and let them select the "best of" awards. Others use a team of judges to make the selections.

GOLDEN AWARD OF EXCELLENCE PROGRAM

These awards may be made available at any VMCCA national tour or meeting upon approval of the VMCCA Board of Governors. Judging will be administered under the direction of the VMCCA Technical Vice President according to the rules outlined in the official Golden Award of Excellence Program judging form. Only those vehicles qualifying in a VMCCA approved classification and owned by members of the VMCCA are eligible to compete for these awards.

If the Golden Award of Excellence Program is offered at a VMCCA national meet, one or more days of tour type activities as designated by the chief judge will be required as a reliability test for the Golden Award of Excellence Program participants. This requirement may be waived at the VMCCA Technical Vice President's discretion. (See Awards Section of the VMCCA Officers Handbook for eligibility requirements and event sponsors' and participants' responsibilities for VMCCA Gold Award of Excellence judging.)

COST RESPONSIBILITY FOR GOLDEN AWARD OF EXCELLENCE PROGRAMS

The VMCCA Golden Award of Excellence Program is provided by the VMCCA national organization without cost to a VMCCA region or chapter sponsoring a VMCCA national tour or meeting. A portion of any profit made by all VMCCA national tours or meets will be used to administer the VMCCA Golden Award of Excellence Program.

All other awards and related expenses must be included in the budget of the VMCCA national tour or meeting and paid for by the sponsoring chapter or region.

PARTICIPATION AWARD FOR CHROME GLIDDEN TOUR

Upon completing the 10th Chrome Glidden Tour, a board followed by a numbered shield for each following year will be given to each tourist on a Chrome Glidden Tour. These awards are administered by the VMCCA Secretary's office, and the tour will make payment to the Secretary's office for the expense of the participation awards.

GUIDELINES FOR HOSTING VMCCA NATIONAL MEETINGS

Regular Board of Governors meetings are one day/evening meeting hosted by a Region or Chapter and are held in conjunction with a national tour. Electronic video conference Board of Governors meetings are an option for 2nd, 3rd, or 4th quarter meetings.

The Annual Meeting consists of two meetings (Annual Membership Meeting and First Quarter Meeting of the new year) and is held in the month of February or March; also hosted by a Region or Chapter. Requests and dates are handled by the Activities Vice President with the approval of the Board of Governors.

HOSTING A BOARD OF GOVERNORS MEETING

1. Choose the date with the agreement of the Activities Vice President.
2. Appoint a Chairperson and committees for registration, transportation, hospitality, and for the annual meeting. Other committees for table decorations, seating, door prizes, etc. may also be necessary.
3. Select a convenient hotel and arrange for a meeting room and block a number of rooms. See diagram on next page for set-up of meeting room. There should be an electrical outlet located near head table. Arrangements should be made to have a microphone available for the meeting. Sometimes audiovisual equipment is also needed, check with Activities Vice President or Secretary's office. Coffee and soda should be available in the back of room for all attending and water pitchers and glasses on each table.
4. Arranging for local Club members to meet Board members at the airport and transporting them to the hotel and back to airport after adjournment is also appreciated.
5. Arrange meals, if restaurants are not available within walking distance of the hotel, and transportation if need be.
6. For the Annual Meeting in February or March, a banquet needs to be arranged with time allotted for the National Awards and the Installation of Officers. An agenda for the banquet should be printed and approved in advance by the Activities Vice President.
7. After all arrangements are made and costs established, a registration form (including information on hotel rates and cut off dates) should be sent to the Activities Vice President for approval. The Activities Vice President will then assure that the registration form is distributed to *The Bulb Horn*, *Touring Chronicle* and Website.

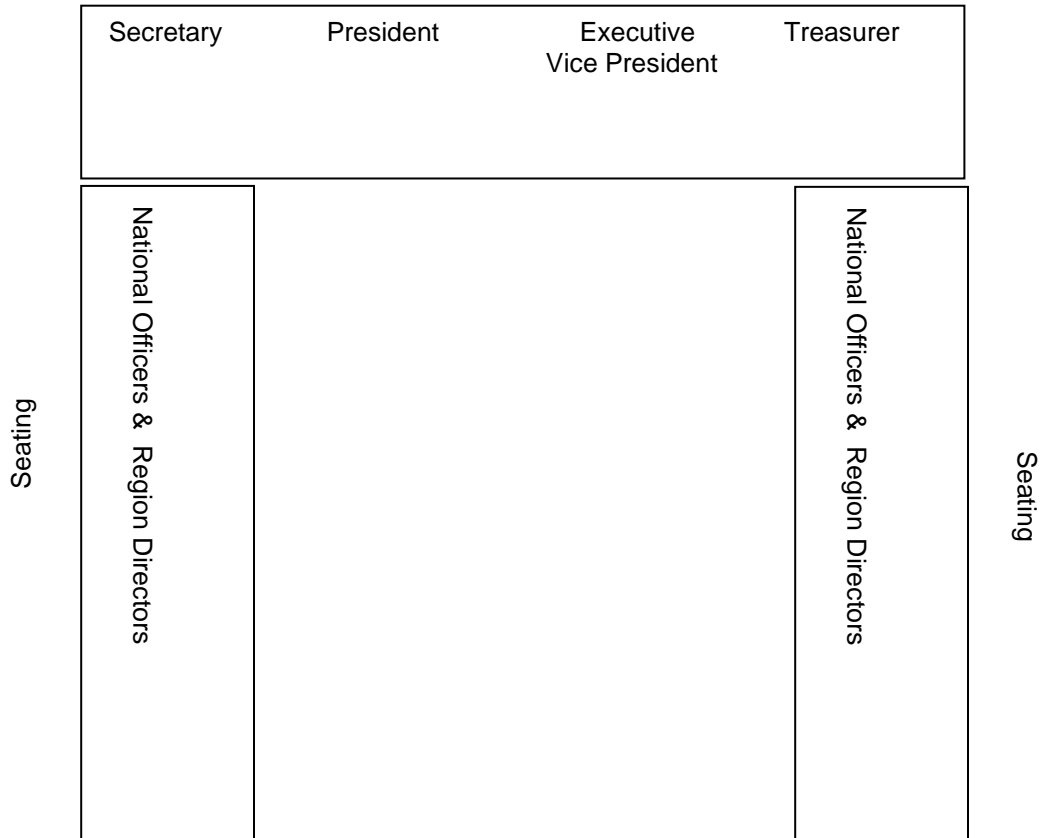
8. Any questions that may arise should be handled through the Activities Vice President or the Secretary.
9. After the meeting is over, send the financial report to the National Activities Vice President and National Treasurer.

MEETING ROOM SET-UP

Nearby electrical outlet or extension cord for Secretary

A sound system with multiple mikes or one mike with a long cord is helpful.

Seating



Seating for Members
and Guests

Coffee and Soda

SUGGESTED PROGRAM FOR ANNUAL AWARDS AND INSTALLATION BANQUET

Social/Cocktail Hour	
Master of Ceremonies.....	(Insert Name)
Invocation.....	(Insert Name)
Dinner.....	(can list menu if desired)
Introduction and Comments.....	(Insert Name) Current National President
Membership Awards.....	(Insert Name) Membership Vice President
Publication and Bulb Horn Awards	(Insert Name) Publications Vice President
National Awards.....	(Insert Name) Technical Vice President
Installation of National Officers.....	(Insert Name) Past President if available
Comments.....	(Insert Name) Newly Elected President
Distribution of Door Prizes (If Applicable)	
Closing.....	(Insert Name)

INCOMING NATIONAL OFFICERS

President.....	(Insert Name)
Executive Vice President.....	(Insert Name)
Secretary.....	(Insert Name)
Treasurer.....	(Insert Name)
Membership Vice President.....	(Insert Name)
Technical Vice President.....	(Insert Name)
Publications Vice President.....	(Insert Name)
Activities Vice President.....	(Insert Name)

OUTGOING NATIONAL OFFICERS

President.....	(Insert Name)
Executive Vice President.....	(Insert Name)
Secretary.....	(Insert Name)
Treasurer.....	(Insert Name)
Membership Vice President.....	(Insert Name)
Technical Vice President.....	(Insert Name)
Publications Vice President.....	(Insert Name)
Activities Vice President.....	(Insert Name)

HOST REGION OFFICERS

Director.....	(Insert Name)
Vice Director.....	(Insert Name)
Secretary.....	(Insert Name)
Treasurer.....	(Insert Name)

HOST CHAPTER OFFICERS

President.....	(Insert Name)
Vice President.....	(Insert Name)
Secretary.....	(Insert Name)
Treasurer.....	(Insert Name)

INSTALLATION CEREMONY OF NATIONAL OFFICERS

When President is retiring, start with this paragraph.

(Name of officer who is retiring), officers-elect, members and friends; this is a very important ceremony in which this Club is about to take part; it is the changing of the guard. It is the time when (he or she) who has carried the responsibility of leadership for the past term is returned to the ranks. (He or she) will always have a special place in the hearts of the members and in the record of this Club, for (his or her) fine contribution to our progress. (His or her) devotion, many times beyond the call of duty and (his or her) untiring efforts, will always be remembered as a grateful membership continues to perpetuate (his or her) good works. At the same time, we are about to induct into office those whom the members have elected. They were chosen for their ability, their willingness to serve and their interest in the future of the Club. As these members assume their respective offices, it is the duty of each member here to pledge renewed faith in the Vintage Motor Car Club of America and promise to share the responsibilities in the success of the coming years.

Start here when President remains the same for another term

Officers elect, members and friends, this is a very important ceremony in which this Club is about to take part; we are about to induct into office those whom the members have elected. They were chosen for their ability, their willingness to serve and their interest in the future of the Club. As these members assume their respective offices, it is the duty of each member here to pledge renewed faith in the Vintage Motor Car Club of America and promise to share the responsibilities in the success of the coming years.

Will the Publications Vice President-elect please come forward?

As the officer of this committee, you are responsible for overseeing *The Bulb Horn*, the *Touring Chronicle*, and the website. Your committee consists of one member from each Region, the editor and others as you see fit to appoint. I install you as Publications Vice President and present to the membership: (Name of Publications VP)

Will the Technical Vice President-elect please come forward?

As the officer of this committee, it is your duty to develop and maintain a system of uniform and suitable awards for presentation at such events as ordered by the Board of Governors. You shall develop such procedures and events rules and regulations as will insure interesting and fair competition at meets. Your committee consists of one member from each Region, appointed by the Region Directors and others as you see fit. I install you as Technical Vice President and present to the membership: (Name of Technical VP)

Will the Membership Vice President-elect please come forward?

As the officer of this committee, it is your duty to obtain new members and encourage growth in this organization. You shall communicate with the membership through articles and letters. Encourage our youth membership and always remember, the future of the VMCCA is in our growth. Your committee consists of one member from each Region appointed by the Region Director. I now install you as Membership Vice President and present to the Club: (Name of Membership VP).

Will the Activities Vice President-elect please come forward?

As the officer of this committee, it is your responsibility to coordinate all of the activities/tours of the Club and its Regions. These activities make the lasting friendships that ensure the success of an organization. I now install you as Activities Vice President and present: (Name of Activities VP).

Will the Treasurer-elect please come forward?

The office of Treasurer is a very important one, requiring a special skill and knowledge of bookkeeping. The By-laws specify the duties which include custody of funds. Accuracy in keeping accounts and reporting to your Club, will help to assure financial stability. I now install you as Treasurer and present to the membership: (Name of Treasurer).

Will the Secretary please come forward?

As Secretary your duties shall be to attend all meetings of the members and the Board of Governors and shall record all minutes and votes. You shall maintain an up-to-date member roster and any other duties as required by the Board of Governors. I now install you as Secretary and present: (Name of Secretary).

Will the Executive Vice President-elect please come forward:

The Executive Vice President is the strong right arm of the President. You will accept and perform to your best capabilities the duties assigned to you by virtue of the By-laws or by the President. That you will be loyal to your administration and help to make it a success is your first obligation. You will be prepared to preside or perform other duties of the President, should his or her absence become necessary. Being Executive Vice President is at once a challenge and an education for future leadership. I now install you as Executive Vice President and present to the membership: (Name of Executive VP).

Use next statements when the President is retiring

Will the retiring President please stand?

Before we install the new President, I wish to tell you how much your leadership has meant to the Vintage Motor Car Club of America. To be President is a distinct honor and a real challenge. You have met this challenge well. To be former President is also a challenge and sometimes a difficult role to play. The gavel will no longer be in your hands. Your experience as President makes your advice invaluable. Yet, advice can only be successfully given when it is sought. Silence may sometimes be difficult, but is the price you pay for the title you wear. Thank you, (Name of officer who is retiring), for your untiring efforts in the continuing success of this Club.

(Presentation of Past President's award by the incoming President and remarks by the retiring President.)

Thank you so much for your leadership and love for the VMCCA. For the first time, I present you as retiring President.

Have retiring President present gavel to newly elected President and say, (Name of new President), (Name of retiring President) now hands you the gavel which is the symbol of your authority as President. Use it wisely and impartially.

Continue with the balance of statement under President's installation.

Use this when President remains same:

The office of President is the highest honor this Club can bestow on one of its members. With that honor comes responsibility to be accepted graciously and wholeheartedly. Enjoy your presidency and the membership will enjoy it with you. A sense of humor is a President's greatest asset. Hold fast to our important traditions, but do not be afraid to try new things if in your heart you feel it will add to the interest and progress of the VMCCA. As you give, so will you receive the immeasurable pleasure of lasting friendships and inner satisfaction of worthwhile work well done. I now install you as President of The Vintage Motor Car Club of America and wish you well for every hour of your administration. Will the membership please rise to greet your new President: (Name of President).

This Installation Ceremony was written by Past VMCCA President, Dorothy Houdek (2003-2004), for the installation of President Richard W. Rigby (1990-1991).

GUIDELINES FOR OPERATING REVIVAL AAA GLIDDEN TOURS®

The following are specific guidelines that apply to the Revival AAA Glidden Tour®, also known as the Glidden Tour®. VMCCA is the owner of the registered trademark "Revival AAA Glidden Tour®", and the registered trademark symbol must be included for every use.

I. THE REVIVAL AAA GLIDDEN TOUR® COMMITTEE

- A. The Committee will be headed by an Executive Committee composed of the Tour Director, six Associate Directors, the Registrar and a representative from AAA.
- B. The Director will be the Chief Operating Officer of the Tour. He/she will appoint the six Associate Directors and the Registrar.
- C. The Director must be a member of the VMCCA in good standing for at least the five preceding years and will have participated in at least two previous Revival AAA Glidden Tours®. (These requirements can be waived by the VMCCA Board of Governors if a candidate for the position shows other acceptable and meritorious qualifications.) Final approval of the Director will come from the Board of Governors.
- D. Associate Directors should be appointed in the following categories:
 1. **Tours:** Set up and monitor all daily tours with the help of their designated Tour Marshals.
 2. **Facilities:** In charge of rooms, meals, parking, trailer storage, service and rescue vehicles, etc.
 3. **Inspection and Judging:** In charge of vehicle inspection and judging for all Revival AAA Glidden® awards. Golden Award of Excellence is handled by the Technical Vice President.
 4. **Award Procurement:** Acquire all tour trophies and deliver same to Tour Headquarters. Also assist judges in making appropriate awards.
 5. **Publicity and Publications:** In charge of tour publicity, photos, tour film, Revival AAA Glidden® Gazette, and article for Bulb Horn, Touring Chronicle and Old Cars Weekly immediately following the tour.
 6. **Finances and Special Assistance:** In charge of all monies, checking account, bookkeeping, financial statements, etc. Also helps the Director in areas of hospitality and "pulling together any loose ends."
- E. Tour Registrar will be appointed by the Tour Director to work under his supervision in the following areas: Registration, Mailing, Correspondence, Tour Plaques, Tour Books, Banners, "Goody Bags," Souvenirs, Tour Bags, Information Desk, etc.
- F. Other needed Committee Members may be appointed by any member of the Executive Committee and will work directly under the supervision of that person making the appointment.
- G. In the event of incapacitation of the Tour Director for any reason prior to completion of the Tour, remaining members of the Tour Executive Committee will meet in person or by conference phone call to decide on his replacement. This action will be initiated by the current President of the VMCCA (or his legal representative), and his approval of the new Director will amount to acceptance by the Board of Governors unless such approval is rescinded by the Board at a special or regular meeting at a later date.

II. FINANCES

- H. The Revival AAA Glidden Tour® not only must be self-sustaining but should make a reasonable amount of profit for the National and Local sponsor treasuries.
- I. Any profit from the Revival AAA Glidden Tour® must be divided with 80% going to National, and 20% retained by the Local sponsoring Region or Chapter.
- J. The Tour Director may request up to \$2,000 from the National Treasury as an advance load for working capital to cover early expenses incurred in planning a Revival AAA Glidden Tour®. This amount is to be repaid to the National Treasury with the first income from the Tour.
- K. The Tour Director should set an entry fee sufficient to cover all expenses involved in producing the Tour plus a reasonable profit for the National and Local sponsors.
- L. All meals and other expenses should be assessed at a rate which will include gratuities, special guests, etc.

- M. An accurate accounting of all income and expenditures is to be maintained by the Committee (Associate Director for Finances), and a completed financial statement is to be forwarded to the VMCCA Secretary within 60 days after completion of the Tour.

III. FORMAT OF ACTIVITIES

- A. A typical Revival AAA Glidden Tour® should cover six days of scheduled activities beginning on a Sunday and ending on the following Friday.
- B. Traditional time of the year for this Tour is mid-September through October depending on location. (Be sure date does not conflict with Hershey Swap Meet dates.)
- C. Schedule of events should include the following:
 - Sunday - Check-in and vehicle inspection. Social hour followed by opening banquet at afternoon or evening meal.
 - Monday - Full day of touring
 - Tuesday - Full day of touring
 - Wednesday - Full day of touring
 - Thursday - Full day of touring
 - Friday - Abbreviated day of touring. Social hour followed by closing banquet at afternoon/evening meal. Presentation of Tour Awards after closing banquet.
- D. A day of early check-in and vehicle inspection is recommended for Saturday preceding the official commencement of the Tour on Sunday. This can be helpful for spreading the work-load of the Committee as well as a convenience for early arriving Glidden tourists. The purpose for vehicle inspection is for confirmation that the vehicle that was brought to the tour is the one properly registered. This inspection must not be considered a "safety check" of any kind.
- E. Other events and entertainment can be included at the discretion of the Tour Committee providing they do no conflict with the basics listed in the previous paragraphs.
- F. The Tour Director has the right to designate those daily tours which must be completed to qualify for a participation plaque and/or tour trophy. Required tours will be designated as "Mandatory Tours." Other tours will be designated as "Optional Tours." The Tour Director must designate at least three of the five daily tours as "Mandatory Tours."
- G. Daily tours should not exceed 125 miles wherever possible; and may be reduced appropriately, depending on projected lost travel time due to road conditions, stops at tourist attractions, etc. A "full day of touring" should be no longer than 8 hours for the average tourist in an average vehicle. Allowances should be made for on-tour stops at lunch, refreshment areas, and other reasons for lost time on the road such as important tourist attractions. Always remember that a safe, average speed for all vehicles on tour is what we strive to accomplish.
- H. Special Shorter Tours can be provided by the Committee for slower vehicles which will still meet the requirements for "Mandatory Tours."
- I. A time for presenting "Graduate" and "Freshman" awards must be included in the Format. This is probably best done during the week on Monday, Tuesday, Wednesday or Thursday nights.

IV. ENTRY REQUIREMENTS FOR CARS

- J. A signed, affirmative statement must be made by the owner (or owner and driver) of each car, before they are accepted as a Revival AAA Glidden Tour® participant. This statement shall include the following:
 - 1. That any car participating in a Revival AAA Glidden Tour® must have duly passed the requirements of the motor vehicle authorities, or other governing bodies of the state in which the car is registered.
 - 2. That the participating cars on a Revival AAA Glidden Tour® shall be legally registered and licensed, and shall bear the official license tag issued by the state of registration.
 - 3. That all flat glass in the participating car be safety glass. (Exception to this can be made for rear windows; although it is still encouraged that these be of shatter-proof material.)
 - 4. That the horn (electric, manual, or bulb) on the car is operational.
 - 5. That the participating car is equipped with a fire extinguisher of adequate size, rated for at least B & C, and bearing the UL and/or OSHA Seals of Approval.

6. That head lamps and tail lamps of all descriptions as required by law in the state of registration be operative on the participating car. (Gas and kerosene lamps may be exempted.)
 7. That no duly-entered cars will, under any circumstances, be operated after official darkness unless all head lamps and tail lamps (including gas and kerosene lamps) are operable and in use.
 8. That all braking systems are in good working order. They should be capable of stopping the car within the limits prescribed by the manufacturer at the time of production.
 9. That steering mechanism is functional within the limits of the vehicle's performance when new. (Less than one inch play at steering wheel.)
 10. That the owner, driver and/or passengers agree Vintage Motor Car Club of America and its Revival AAA Glidden Tour® Committee will not and cannot be held responsible for the certification of safety of any participating vehicle.
 11. That no cars, trucks, or other vehicles will be permitted to register or participate in a Revival AAA Glidden Tour® if they bear any advertising of a current nature.
 12. That the owner (or driver) has shown proof of insurance covering the entered vehicle. All vehicles participating in a VMCCA National, Region or Chapter tour or meeting shall carry as a minimum, bodily injury and property damage liability insurance on the entered vehicle in the amount of at least \$100,000 per person, \$300,000 per accident for bodily injury liability and \$100,000 property damage liability, or \$300,000 combined single limit liability insurance.
- K. A Tour Banner will be issued to each participant only after Committee inspection has determined that all of the eligibility and entry requirements mentioned in the preceding paragraphs have been met.

V. ELIGIBILITY OF CARS AND PARTICIPANTS

- A. The cut-off year for VMCCA-sponsored Revival AAA Glidden Tours® is 1942 and older and 1935 and older for AACA-sponsored Revival AAA Glidden Tours®. Availability of accommodations in the area of the Tour must be an important factor in arriving at this date. The Tour Director, in his presentation to the Board of Governors, shall establish the number of cars which can be accommodated in the proposed area of the projected Revival AAA Glidden Tour®.
- B. Only members of the VMCCA and the AACA may participate in a Revival AAA Glidden Tour®, and must have pre-registered and been accepted for the Tour.
- C. The number of participants and/or passengers eligible to register for the Tour may not exceed the normal seating capacity of the vehicle entered.

VI. TROPHIES AND AWARDS

- D. The Revival AAA Glidden Tour® Committee should provide a participation plaque for each participant who completes all mandatory tours. Examples of previous plaques can be obtained from the VMCCA Secretary. This plaque should be of high quality in keeping with the importance of a Revival AAA Glidden Tour®. (This plaque is in addition to the Tour Banners and any other trophies given out during the Tour.)
- E. Other Tour Awards traditionally associated with past Revival AAA Glidden Tours® are definitely encouraged to enhance the Tour. A listing of past awards and/or suggested awards can be obtained by contacting the VMCCA Secretary.
- F. The duties of the Associate Director in charge of awards procurement (Revival AAA Glidden Tour® Committee) are to seek out donated trophies which are appropriate to our needs and have them available at the time of the Tour for awarding. The Revival AAA Glidden Tour® Director can and should oversee this acquisition of trophies. AAA donates some trophies.
- G. Lists of previous donors with addresses can be obtained from previous Revival AAA Glidden Tour® Chairpersons if not available from the VMCCA Secretary.
- H. Solicitation of awards from local potential donors should be pursued in the geographical area of the Tour.
- I. The person in charge of Awards Procurement should keep an accurate file of all awards donated including complete addresses of the donors. The Tour Committee should acknowledge receipt of the trophies and encourage winners of the trophy to send a thank-you note to the donor.

- J. Final results of all donated awards should be forwarded to the VMCCA Secretary with a copy to the VMCCA Technical Vice President. This information should include name and address of donor; designation of trophy; and name, address and car of recipient.
- K. The VMCCA Technical Vice President works with the tour organizer to provide the award to the applicable vehicle. See "Revival AAA Glidden Tour® Era Cloisonne Awards", page 44.

VII. INSPECTION AND JUDGING

- L. As indicated in Section I, the Tour Director is to appoint an Associate Director in charge of all awards for the Tour.
- M. It will be the duty of this Associate Director to form a committee of adequate members to carry out any and all judging of vehicles entered on the Tour, except Golden Award of Excellence judging.
- N. It will be the duty of this "Inspection and Judging Committee" to present Tour Banners to all entrants who qualify under ENTRY REQUIREMENT FOR CARS. Any disputes which may arise will be resolved without recourse; by the Tour's Executive Committee.
- O. It will also be the duty of this committee to formulate a judging procedure to be followed during the course of the Tour, aimed at appropriate awarding of the various Revival AAA Glidden Tour® Trophies which have been made available for the Tour by the Associate Director in charge of awards procurement.
- P. The Associate Directors in charge of judging and awards procurement should work together during the Tour to provide optimal distribution of the Revival AAA Glidden Tour® Awards.
- Q. Only those participants who complete all Mandatory Tours will be eligible for a Participation Plaque or Tour Award.
- R. The Golden Award of Excellence is a function of the National Club and is provided by the VMCCA without cost to the Region or Chapter sponsoring the event. Judging will be carried out under direction of the VMCCA Technical Vice President according to the rules outlined in the official judging form. Only those vehicles qualifying in a VMCCA approved classification and owned by members of the VMCCA are eligible to compete for this award.

VIII. NOTIFICATION AND ACCEPTANCE

- S. Advance Publicity
 - 1. The Tour Director may produce and distribute advance publicity fliers for the Revival AAA Glidden Tour® event.
 - 2. Any such publicity should be aimed at furthering interest in the Revival AAA Glidden Tour® and its National Sponsor, the Vintage Motor Car Club of America.
- B. Official Announcement
 - 1. No later than February 1st of the year of the Tour, the Tour Director must provide the editorial offices of the VMCCA and the AACA a copy-ready announcement of the Tour. It must be on letter-sized paper and include the following information:
 - a. Name and address of the person to whom requests for application should be directed.
 - b. Area in which the Tour will be held.
 - c. Number of cars which can be accommodated.
 - d. Latest model year of car which will be accepted (the "cut-off date").
 - 2. This announcement should appear in the March/April issue of *The Bulb Horn, Touring Chronicle* and *The Antique Automobile*. (It can appear earlier if desired.)
- C. Response to Official Announcement
 - 1. The Tour Director (or Registrar) will mail requests for applications at his convenience, but no later than June 1st of the year of the Tour. All applications received on or before June 15th of the year of the Tour will be considered as being received on June 15th, the first day for accepting applications. Requests received after June 1st will be mailed to applicants as received.
 - 2. On July 1st begin mailing confirmations and assigned Tour Numbers.
- D. Content of the Tour Brochure and Entry Application
 - 1. The Tour brochure should include such items as dates and place of the Tour. It should also provide a brief summary of the schedule of events. Eligibility requirements should also be listed, and lodging information must be included.

2. A copy of the Entry Application should be provided to each participant for their files. Wording on the form must be altered for each Tour in keeping with the needs of the individual Tour situation. Previous Tour application forms can be obtained from previous Tour Chairpersons or VMCCA Secretary.
- E. Priority Treatment of Applicants
1. Each applicant will be assigned a priority number on the day his application is received by the Registrar. This number is to be determined as follows:
 - a. One point for each day the application is received prior to the Tour.
 - b. One point for each year of age of the car entered.
 Example: Entry rec'd. 100 days before Tour 100 points
 19xx Car entered - 81 years old + 81 points
 Priority Number..... 181
 2. In the event there is an over-subscription of the Tour, entrants with higher priority numbers will be given first consideration for acceptance on the Tour. Others will be placed on the waiting/alternate list.
- F. Applicant's Deadlines
1. The deadline for accepting entries will be a minimum of 3 weeks prior to date of commencement of the Tour.
 2. Refunds of Registration and other Tour Fees will be made in full upon written request to the Tour Director (or Registrar) when received at least four (4) weeks before commencement of the Tour.
 3. Housing/Hotel accommodations are to be handled by the Tour Director as they see fit. Deadlines, cancellations, and refunds will be a part of the agreement between the Revival AAA Glidden Tour® Committee and the designated housing facility. These arrangements should be included on the application form.

IX. INSURANCE

- T. The VMCCA's standard release form must be included with each Tour Registration. It must be completed and signed by the owner (or owner and driver) of every car entered and accepted for the Tour.
- U. All vehicles participating in a VMCCA National, Region or Chapter tour or meeting shall carry as a minimum, bodily injury and property damage liability insurance on the entered vehicle in the amount of at least \$100,000 per person, \$300,000 per accident for bodily injury liability and \$100,000 property damage liability, or \$300,000 combined single limit liability insurance.

X. MISCELLANEOUS ITEMS

- V. As a convenience for the Revival AAA Glidden Tour® participants, it is recommended that the Committee try to make arrangements with one or more of the suppliers of collector car tires to have a stock on hand at Tour Headquarters for purchase during the Tour.
- W. The Associate Director in Charge of Facilities should make arrangements for adequate towing or rescue vehicles to be available during the Tour to aid in returning disabled cars to Headquarters.

VMCCA/AACA Glidden Tour® Co-Sponsorship Agreement*

RESOLVED:

WHEREAS Vintage Motor Car Club of America organized the first annual revival of the GLIDDEN TOUR®, a tour in antique automobiles, in 1946.

WHEREAS in a joint and cooperative effort the GLIDDEN TOUR® has since 1948 been organized and operated in alternate years by Vintage Motor Car Club of America and by Antique Automobile Club of America,

WHEREAS Vintage Motor Car Club of America is well satisfied with the cooperation with the Antique Automobile Club of America in this matter that has existed for more than twenty-five years, and

WHEREAS Vintage Motor Car Club of America has registered the mark GLIDDEN TOUR® as a service mark in the United States Patent and Trademark Office and owns Registration No. 619,214, registered January 10, 1956, and renewed, therefore;

NOW, THEREFORE, BE IT RESOLVED:

That it is the firm and stated policy of the Vintage Motor Car Club of America to continue the joint and cooperative effort with the Antique Automobile Club of America whereby each will continue to sponsor and organize the annual revival of the GLIDDEN TOUR® on alternate years as in the past for so long as the Vintage Motor Car Club of America specifically authorizes the Antique Automobile Club of America to use the service mark GLIDDEN TOUR® in connection with those tours arranged on alternate years by the Antique Automobile Club of America.

**Verbatim, as appearing in the Minutes of the Vintage Motor Car Club of America Board of Governors Meeting held May 20, 1977.*

Statement of Revival AAA Glidden Tour® Application Policy Vintage Motor Car Club of America

Whereas the Revival AAA Glidden Tour® is the registered property of the Vintage Motor Car Club of America and the Revival AAA Glidden Tour® is the flagship tour for promoting antique automobile touring activities and camaraderie between its participants, and whereas the emphasis of the Vintage Motor Car Club of America is for the promotion of quality touring events and the fellowship between tour participants; it shall be the stated policy of the Vintage Motor Car Club of America that any Active, Honorary, or Life Member of the VMCCA shall receive Revival AAA Glidden Tour® information and application forms free of charge upon request to and in a timely fashion from the sponsoring Revival AAA Glidden Tour® Committee when such materials are available for general distribution. A list of accepted registrants must be sent to the Secretary of the VMCCA or AACA, depending on registrant's membership, to confirm national membership in either VMCCA or AACA.

This statement shall be placed in the VMCCA Officer's Handbook and shall be forwarded to all sponsoring Revival AAA Glidden Tour® Committees by the Activities Vice President of the VMCCA from this date forward.

Memorandum of Understanding between:

Vintage (Formerly Veteran) Motor Car Club of America (VMCCA)
Antique Automobile Club of America (AACA)
American Automobile Association, Inc. (AAA)
Approved by VMCCA, AACA and AAA on 04-13-2017
Each club has original signed copies in their files

In consideration of their shared interests in the continuing preservation of America's *automotive heritage and advancing public understanding and appreciation of American automotive history*, especially the 1904 to 1913 AAA Glidden Automobile Tours, the above named organizations agree as follows:

- VMCCA is the owner of the registered trademark, "Glidden Tour®." The Revival AAA Glidden Tours – hosted in alternating years by VMCCA and AACA – have since their founding sought to recreate for the enjoyment and appreciation of antique car owners and others, an event originated by AAA as a method of proving the practicality and reliability of the automobile.
- AAA has annually donated Glidden Trophies and other materials to tour organizers in commemoration of its original sponsorship of the tour. AAA's increased participation in the Revival Glidden Tours is welcomed by VMCCA and AACA.
- AAA, VMCCA and AACA believe increasing the visible connections between AAA and the Revival Glidden Tour will foster increased appreciation and understanding of the antique car hobby among antique car owners, AAA members and the general public.
- To more accurately and historically reflect the original name and sponsorship of the tour, and increase public awareness and understanding of the antique car hobby, AAA agrees to provide under a separate license at no cost to VMCCA and AACA, the use of its name and logo in promoting the tour.
- VMCCA agrees to provide under a separate license at no cost to AAA the use of its trademark, "Glidden Tour®" in promoting the tour. This consideration is given to AAA with the stipulation that the tour, during the period of joint cooperation in sponsoring the tour as described herein, will be officially known as the Revival AAA Glidden Tour, hosted by VMCCA or AACA (as the case may be).
- AAA and AACA acknowledge that "Glidden Tour®" is a registered trademark of VMCCA, and AAA agrees that they shall have no right, title, or interest in the name "Glidden Tour®." The VMCCA and AACA acknowledge that "AAA" and the AAA logo are registered trademarks of AAA, and they agree that they shall have no right, title, or interest in the mark "AAA" or the AAA logo, except as provided in the aforementioned license.
- The use of AAA's name and logo in connection with the tour in no way conveys or implies any ownership, liability or management of the tour by AAA, but is provided to VMCCA and AACA for historical and publicity purposes only. AAA reserves the right to revoke the use of its name and logo from the tour at any time.

AAA agrees to do the following in support of each Revival AAA Glidden Tour, continuing this support indefinitely unless twelve months, advance written notice is provided to VMCCA and AACA by AAA. Contingent on the prominent display of these trophies at the opening and finals awards banquets of the tour, AAA shall:

1. Supply three (3) trophies to owner/drivers entered in the race. Two will be an approximate reproduction of the original Glidden Trophy.
 - a. **Glidden® Trophy** will be awarded to the owner/driver of a pre-1914 vehicle who is closest to the average time of all vehicles in that age group, has completed the mandatory tours and

turned in their report card daily. In the event that no pre-1914 automobile registers for the Glidden Tour, or no such vehicle completes all mandatory touring days as required, this trophy shall not be awarded.

- b. **Glidden® Reserve Trophy** will be awarded to the owner/driver of a post- 1913 vehicle who is closest to the average time of all vehicles in that age group, has completed the mandatory touring days as required, and turned in their report card daily.
 - c. **The Anderson Trophy**, (a silver bowl) to approximate the trophy first awarded in 1911 by the city of Anderson, SC to: Owner/driver of the winning automobile who is closest to the average tour time of all the participants completing the tour regardless of the age of the car, has completed the mandatory touring days as required and turned in their report card daily.
2. Supply cloth tour identification banner, one per vehicle, for entered vehicles. Said banner to include the AAA logo and the logo of both the Vintage Motor Car Club of America and Antique Automobile Club of America, as well as numbers, and, where deemed appropriate, other printing.
 3. Supply all time cards and the computer program necessary for vehicles entered in the tour to compete for the AAA Glidden Trophies, and calculate the average times of those participants who competed all the mandatory days. Times reported by drivers/cars who turned in a report card but did not complete all the mandatory days, shall not be used for calculation of average times.
 4. Depending on the location use all best efforts to provide-- in concert with the local AAA Club-- specially arranged, no-cost emergency road service coverage during the official hours of the tour. This should be available to all registered tour vehicles.
 5. Provide a commemorative vehicle plaque for each vehicle entered in the tour.
 6. Provide various door prizes and raffle items for tour participants.
 7. Produce a local media kit for each tour and provide media support during the tour in concert with local AAA clubs
 8. Provide roadside directional signs.
 9. Supply lanyards and neck wallets for each driver and participant of the tour; logo to be approved by AAA and host club.
 10. As soon as the destination for an upcoming Revival AAA Glidden Tour is determined coordinate with the Hosting Club to approve a high quality logo that should be used for any print items which will include the AAA logo.
 11. Include information on the Revival AAA Glidden Tour and The Vintage Motor Car Club of America and the Antique Automobile Club of America on AAA's national media website, including links to both organizations' websites.
 12. The sponsoring organization may solicit advertising, as long as it is non-competing with AAA.

AAA agrees that in providing assistance to local chapters hosting Revival AAA Glidden Tours, its representatives will adequately consult with local tour directors of VMCCA or AACA (as the case may be) before making any decisions that could affect tour operations. AAA's representatives will respect and give proper consideration to the decisions and recommendations of the VMCCA or AACA officers and volunteers that organize and staff the Revival AAA Glidden Tour for VMCCA or AACA.

VMCCA, its officers and volunteers, and AACA, and its officers and volunteers, agree to use AAA's name and logo only in conformance with such guidelines and instructions as AAA may provide from time to time. Any questions about AAA or the appropriate use of AAA's name or logo will be referred to AAA's National Office Public Relations Department.

Should any disagreement arise between AAA representatives and local tour personnel of VMCCA or AACA, the matter in dispute will be brought to the attention of senior officers of the organizations involved for timely consideration and amicable resolution.

Don Knight, President, Vintage Motor Car Club of America
Tom Cox, President, Antique Automobile Club of America
Margaret Diego Pittelkow, Vice President, AAA Automotive Services

Agreement signature dates:

Don Knight, April 13, 2017

Tom Cox, May 5, 2017

Margaret Diego Pittelkow, June 15, 2017

Attachments:

Registrar's Excel Worksheet
Registration Form Example
Sample Budget Excel Worksheet
Sample Daily Tour Planner
Driver Release Form
Statement of Expectations