

Regional Group Handbook



The Early Ford V-8 Club Of America

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REGIONAL GROUP HANDBOOK

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INTRODUCTION

The Regional Group is the lifeblood of the Early Ford V-8 Club of America, an International Organization. At this level the Early Ford V-8 restorer has "personal" contact with others sharing the same interest in Ford Motor Company vehicles produced between 1932-1953.

Encouraging preservation and restoration of these vehicles is our primary goal. However, providing a location and atmosphere to promote and encourage this fellowship among these individuals is also important at both National and local levels.

The success of a Regional Group requires a lot of work from a majority of the membership. Normally, there will be a "hardcore" group of dedicated individuals who keep the Regional Group alive and active.

It is important to keep in mind that the Regional, International and National Organizations exist to aid in the enjoyment of this "hobby" of restoring, preserving and driving the Early Ford V-8's. Members are encouraged to become involved in the Regional Group and National Club at whatever level of participation they can.

People are the key to any successful organization. It is vital to recruit new members and keep the old ones. Providing a friendly atmosphere and informative variety of programs keeps the members interested and involved in restoration of their Early Ford V-8.

Providing not only the opportunity but assistance to get these vehicles out of the garage and on the road is also a key element in an active and successful Regional Group.

The purpose of this handbook is to provide a blueprint and ideas to make your Regional Group successful. Many of these suggestions have been used by Regional Groups with excellent results.

As a Regional Group in good standing, you are entitled to a number of "services" from the National Club. This handbook outlines those services and provides information on how to use them.

The Early Ford V-8 Club of America is YOUR organization. We are here to support and aid the Regional Group in any way possible to help make it a successful organization. If you succeed, we both benefit.

BOARD OF DIRECTORS Early Ford V-8 Club of America

NATIONAL CLUB SERVICES

Being affiliated with the Early Ford V-8 Club of America HAS its advantages. As a Regional Group, in good standing, you are eligible for a number of services provided by the National Club.

THE V-8 TIMES: Regional Groups are eligible for a number of services provided by the official club publication, the V-8 TIMES:

1. Free advertising space to promote National Meets your club is hosting.
2. Reduced display advertising rates.
3. Listings of Tours sponsored by your group open to all National V-8 Club members (Published in the Touring/Social Events Calendar.)
4. Report of your Group's activities, including pictures, published in the "Regional Group News" section.
5. The opportunity to share your knowledge of Ford products through Tech Tips, Restoration Projects, or your special recollection of the Ford experiences from bygone days.

NEWSLETTER CONTEST: Each year the National Club sponsors a competition for Regional Group Newsletters. The only requirement is that the Newsletter Contest Judge receive six of your newsletters over the course of a calendar year.

The current Newsletter Contest Judge is listed in the V-8 TIMES. Winners will be listed annually in the V-8 TIMES. Certificates are presented to all Place and Honorable Mention winners in the competition.

CLUB ACCESSORIES: National Club accessories are available to Regional Groups at discounted prices for quantity purchases. These include all Club produced materials, including books. Discounts are available for Regional Groups that buy lots of 20 or more. For details, contact the Accessory Chairman listed in the V-8 TIMES, or Email: v8accessories@gmail.com.

CLUB INSURANCE: Regional Groups (with the geographic limitations shown below) are covered for certain activities undertaken by the Group as follows:

General Liability Insurance Policy: The coverage territory under the National Club's General Liability Insurance policy is the U.S. [including its territories and possessions], Puerto Rico and Canada. If you are sponsoring an event open to the public, you should contact the Club's insurance representative.

Directors and Officers Policy: The coverage territory under the optional Directors and Officers policy is the U.S. [including its territories and possessions], and Canada.

For a summary of the National Club's policy coverage, see the Insurance section on Page 4 in this handbook.

NATIONAL MEETS: Should your Regional Group be interested in hosting a National V-8 Club Meet, a **National Meet Guide** is available from the National Club to help you plan a successful meet. The National Club provides: National Meet Logo, Judges' patches, windshield cards, judging forms, Dearborn and Rouge Awards, Certificates of Insurance, and up to \$2,000 to defray the cost of the Judges Breakfast to Groups hosting a National Meet. To help get started, a \$5,000 interest-free loan is available upon request from the National Club once your meet is awarded. Should your Regional Group wish to host a National Meet, please contact your National Director or consult the V-8 TIMES as to whom to contact. Or, go to the National website, www.earlyfordv8.org, and click on the FORMS section to download a form.

NATIONAL BOARD REPRESENTATION: Each Regional Group is represented on the National Board by one of the elected Directors. It is their job to maintain contact with each Regional Group under their responsibility, to provide information on actions taken by the National Board, and any services available to the Regional Group. Your representative is noted in the first pages of your Annual National Roster of Members.

NEW MEMBERS: The National organization wants to help your Regional Group increase membership. Materials will be provided in the form of potential member "packets." These include back issue of the V-8 Times, a letter of introduction, and a National Membership Form. You should include your newsletter and any additional information you would like your prospective member to have.

BANNERS: The National Club no longer offers banners to Regional Groups. However, the National Club encourages a Regional Group to design their own banner. If the Regional Group uses the National Club logo, they need to obtain permission in writing from the National Club. Please contact your National Director for more information.

INSURANCE

The Regional Group has access to specific insurance benefits provided under the National Club's insurance policy. The following is a synopsis of these benefits. This is not a complete listing of those benefits, but those most important to a Regional Group.

NOTE: It is very important that each member of the Regional Group also be a member of the National Club to be covered by the National Club's Insurance Policy.

CERTIFICATE OF INSURANCE

Perhaps the most important benefit available to a Regional Group is a CERTIFICATE OF INSURANCE* which is supplied at no charge. Regional Groups sponsoring events at public places such as auditoriums, parks, exhibition buildings, etc.; may be required to provide proof of insurance in order to rent/lease such facilities. For a Regional Group to acquire such insurance would be extremely expensive. Under the National Policy, this Certificate is provided to Regional Groups, in good standing, at no charge.

To request a Certificate of Insurance, the following information should be submitted in writing:

1. Regional Group Name and Number.
2. Name and telephone number of Regional Group representative to contact for information.
3. Date of Event.
4. Approximate number of members who will attend
5. Type of event.
6. Will bleachers be used?
7. Will the Regional Group be required to sign a lease? (If so, a copy must accompany the request.)
8. Location of event.
9. Owner of premises to be used and name and telephone number of individual to contact for further information.

You can also obtain a form from the national website: www.earlyfordv8.org, under the FORMS section.

WHEN TO SUBMIT: This request for a CERTIFICATE OF INSURANCE should be made in writing no later than sixty (60) days before the event and should be directed to the person listed under **Regional Group Certificates of Insurance** which appears in the Important Addresses box near the front of each issue of the V-8 TIMES.

***NOTE:** The coverage territory under the National Club's General Liability Insurance policy is the U.S. [including its territories and possessions], Puerto Rico and Canada. The coverage territory under the optional Regional Group's Officers & Directors Policy is the U.S. [including its territories and possessions], and Canada.

GENERAL INSURANCE INFORMATION

(Be sure to note the coverage territory. See *NOTE on page 4.)

WHAT COVERAGE: Commercial General Liability Non-Owned Automobile Liability

WHO IS INSURED: The Named Insured (The Club) all its members including Officers and Directors. Coverage is limited to bodily injury and/or Property Damage Liability arising out of an occurrence associated with activities of The Club.

WHAT IS COVERED: Clubs are covered for any occurrence on property rented, leased or used by the Club for activities of the Club. Activities include, but are not limited to meetings, dances, tours, picnics, flea markets, banquets, shows, malls, shopping center shows, and parades. (See "Protection for Regional Groups & their Members", page 6.)

WHAT ARE COVERAGES: Coverages are listed below. The items listed are a limited summary of the coverage's under the General Liability and Non-owned Auto Liability.

BASIC INSURANCE AGREEMENT: The Policy will pay those sums which the insured becomes legally obligated to pay as damages because of "bodily injury" or "property damage" to which the insurance applies.

PERSONAL INJURY LIABILITY: Covers false arrest, detention or imprisonment, malicious prosecution, libel, slander, invasion of privacy.

ADVERTISING INJURY LIABILITY: Covers The Club for all forms of advertising used by The Club and indemnifies to the extent of any final judgment for money damages resulting from libel, slander, or defamation; infringement of copyright, title or slogan; piracy; unfair competition or misappropriation of ideas; or an invasion of privacy alleged to have been committed in any public article, broadcast are all subject to exclusions. (Also refer to - Publishers Liability. Contact our insurance representative listed in the V-8 Times and our website: www.earlyfordv8.org.)

CONTRACTUAL LIABILITY: Covers The Club for Lease of Premises Contracts, as well as other written contracts in which The Club assumes the tort liability of another to pay damages because of bodily injury or property damage to a third party or organization if contract is made prior to the incident. The Clubs entering into contract with indemnification clauses (Hold Harmless Clauses) must refer copies of the contract to the Company Underwriter for review.

PRODUCTS LIABILITY: Covers the Club for Liability resulting from goods or products sold, handled or distributed by the Club at Club events or as part of Club activities and includes, but is not limited to food, drinks, clothing, jewelry or toys.

NON-OWNED WATERCRAFT LIABILITIES: Covers the Club for use of non-owned craft under 26 feet. Note: If The Club hires a watercraft 26 feet or longer for outings, please refer the Company Underwriter (our insurance representative) for approval and additional coverage.

LIQUOR LIABILITY: Covers The Club except if The Club is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages. Also not covered - causing or contributing to intoxication, serving person under the legal drinking age, violation of statutes or ordinances.

NON-OWNED AUTO LIABILITIES: This coverage is designed to protect The Club when a member is using a vehicle not owned by The Club in connection with Club activities. Note: Each member **MUST** maintain adequate Personal Auto Liability and Physical damage on all of his/her vehicles, including Antiques, Classics and modern vehicles.

FIRE LEGAL LIABILITY: This coverage protects The Club for up to \$1 million, on buildings being used, but not owned by The Club for activities such as meetings, banquets and dances.

The Club may participate in any activity which The Club usually participates, whether it be a commercial enterprise for a fee, such as charging admission to enter a Flea market or Show, or whether it is free.

CHARGING A FEE FOR RIDES in an auto at a Club function is discouraged since most all personal Auto Policies contain exclusions for this exposure.

NO COVERAGE PROVIDED BY THIS SUMMARY: Your attention should be directed to one further point. No coverage is provided by this summary. We ask that you do not accept our brief summary as a complete explanation of the policy, a narrative description can never replace a policy, and the actual policy language will govern the scope and the limits of coverage.

CONTACT OUR INSURANCE REPRESENTATIVE FOR MORE INFORMATION: For complete information on Insurance Coverage available under the National V-8 Club's Insurance Policy, contact The Club's Insurance Representative listed in the "Important Addresses" section appearing in each issue of the V-8 TIMES and listed on our website: www.earlyfordv8.org.

PROTECTION FOR REGIONAL GROUPS & THEIR MEMBERS: Our policy protects our regional groups and their members, but coverage does not extend to members of the general public for any loss these "non-members" might cause during an event. (i.e., if a non-member causes a loss at an event which results in the RG or an RG member being sued, our policy will protect the RG member, but we will not cover the non-member).

WHICH REGIONAL GROUPS ARE COVERED:

(Be sure to note the coverage territory for Regional Groups. See *NOTE on page 4.)

DIRECTORS AND OFFICERS LIABILITY POLICY

Regional Groups are entitled to purchase coverage, as an extension of the National Coverage, of Non-Profit Organization and Management Liability Insurance, commonly referred to as D&O Liability Coverage. This coverage is optional, at additional cost, to each Regional Group in good standing. The coverage is not automatic and must be specifically requested, as detailed below.

Non-profit Directors and Officers are legally responsible for the day-to-day decision-making of their organization. These board members can be held personally liable for any breach of duty. The duties owed by Directors and Officers include the responsibility that is owed to the organization itself, its members, employees, and the general public. The Directors owe three specific duties:

- Duty of care – requires Directors and Officers to act prudently and reasonably in regard to the management of the organization’s affairs.
- Duty of loyalty – prohibits Directors and Officers from using their position in the organization to further their own personal interest.
- Duty of Obedience – requires Directors and Officers to ensure that the organization is run in accordance with its charter and bylaws, and that the organization complies with applicable laws.

Non-profit Directors and Officers must always act for the benefit of their organization, avoid any conflicts of interest, and exercise the utmost skill and care in decision making. Any perceived breach of these duties can result in a suit that will at the very least incur defense costs. You could be sued by employees, members, volunteers, and donors.

Examples of Claims:

- Allegation of Wrongful Acts
- Allegation of Financial Mismanagement
- Allegation of Mistakes of Errors in Judgement
- Allegation of Negligence

How to Apply for Coverage

The current cost per year of this coverage is \$100. To enroll, an officer of the Regional Group should provide to the Early Ford V-8 Club’s insurance representative, whose name is listed on the national website under Staff Roster/Executive Staff Members and in the Important Addresses box near the front of each issue of the *V-8 Times*, the name and address of your Regional Group and the name and address of where to send the invoice, no later than October 1. The representative will forward the request to the insurance carrier which will bill your Regional Group directly for the annual \$100.00 premium. Coverage is effective from November 1 to the next November 1. As long as the RG pays the premium promptly to the carrier, coverage will be in force. There is no coverage if the carrier does not receive payment by November 1. Future invoices will come directly from the insurance carrier.

REGIONAL GROUP MEETINGS

One of the most important activities for the Regional Group is the Monthly Membership meeting. It is here that members renew old friendships, catch up on the latest V-8 restorations, get help with their own projects and find out what's happening within the local club. It can also be a strong shot-in-the-arm" to get members back to work on that V-8 "under restoration." Different meeting approaches have worked well for various Regional Groups depending on their geographical areas or membership numbers. Some groups establish a recurring meeting site for the entire year. Other groups have succeeded in soliciting different volunteer hosts from the membership for each month of the entire year. The meeting plan is then at the discretion of the host. It is essential that volunteer hosts be known early so meeting plans can be communicated to all members. Some groups may find it more appropriate to meet on weeknights while others may want to meet on weekend days and incorporate a pot luck luncheon

It's also a time for new and prospective members to meet and get to know the Regional Group members. Thus it is important that the Regional Group hold a meeting that is well organized, well planned and still a lot of fun!

Here are some ideas to make your meetings more organized, informative and entertaining.

PRE-MEETING: If possible, several members should be responsible for arriving at the meet location early enough to get "organized." This includes setting up chairs, placing equipment for the program (projectors, etc.); starting refreshments (coffee pot); and generally arranging the room for the meeting.

TIRE KICKING: This is the V-8 Club at its most basic level. Here members can "talk" V-8's. It is important to allow time BEFORE the meeting for this activity. Otherwise it continues through the meeting and can be disruptive. Plan at least 30 minutes for this activity. Be sure the meeting room is available at that time. Publicize it as "tire-kicking" time. To encourage members to drive their V-8's to meetings, consider offering a special door prize award available only to those who came in a V-8. Remember, it is a great promotion of the club and your Regional Group when people see the cars.

V-8 GREETERS: There should be a designated "greeter" to meet and greet visitors and prospective members when they arrive. Too often members gather in small groups and it is hard for a newcomer to feel welcome. Every member should make an effort to meet visitors and make them feel welcome.

Visitors should be recognized at the start of the meeting. Be sure to have them sign a guest book for future reference (get their address). If a member has brought a guest, they should introduce their guest to the membership. It is important to recognize them so others in the audience will know they are visiting and can greet them during a break.

It is also a good idea to recognize those members who haven't been at a meeting in some time. It is a way to let them know they are always welcome and may encourage them to become more active in the future.

BUSINESS: There are certain items of business (old and new) that can be discussed at the General Meeting. This is especially important when it concerns the membership in general. Routine business matters are handled at the Board of Directors meeting. A brief summary of the Board meeting can replace many minutes of "boring" non-important matters. Keep the meeting moving or you will lose your audience.

The "Business" portion of the meeting is intended to bring club members up-to-date on upcoming activities, tours and events. It is important for the General membership to know what is happening within the club.

KISS (keep it short and simple.)

It is a good idea to have this "business" segment of the meeting at the start. This allows later arrivals a chance to settle down before the program gets underway, keeping disturbances to a minimum during the presentation. (Note: Some clubs are incorporated and have instructions listed in their By-Laws on how to conduct their meetings.)

REFRESHMENTS: Following the business and announcement segment of the meeting is an excellent time to take a "break" and bring out the refreshments. That means everyone can get out of their chair, get a cup of coffee and "kick tires" again. A time limit for the break should be set (10-15) minutes before starting the program.

On the other hand, it may be more efficient to go from the business segment straight into the program portion of the meeting. Often, getting people back from a break will take longer than the 10-15 minute time limit and everyone has to settle down before the program can begin.

The best advice would be to try each idea to find the one which suits your meeting environment best. Once you have settled into a routine, stick to it so members know they can arrive a little late, yet still be able to participate in the meeting or hear the program being presented.

PROGRAMS: There are a wide variety of program ideas included in this handbook. However, being prepared for a program takes a few minutes (setting up projectors, monitors, etc.) and a refreshment break could provide this opportunity. Otherwise, try to have this equipment set up and adjusted BEFORE the meeting begins. Having this equipment set up and ready to go makes for a more professional looking presentation and for a smooth running meeting.

As a guideline, try to limit program presentations to a 15-20 minute limit. People become bored and restless when presentations run longer. This is evidenced by rustling from the audience, people leaving or generally losing interest in the presentation. Make it interesting, make it short, and make it entertaining! If the meeting is held at one of the member's homes, a program may not be necessary. Garage tours work well to stimulate conversation and discussion of the various restoration projects the host may have ongoing or completed. That may generate a lot of "it worked for me" type interchange.

MEETING COMMITTEE: A lot of effort can be saved if a Meeting Committee is formed. Members have specific duties: refreshments; programs; announcements; etc. This can take a lot of work off the Club President who, normally, presides and is responsible for the meeting. These duties can be performed by Directors or other members of the club.

Putting on a successful meeting requires a lot of work and preparation. Keep in mind this is the one time when potential members get a good look at your Regional Group. A well organized and well run meeting can go a long way toward making a strong "first impression."

If the meetings are not fun and interesting, your membership will not grow. A pre-printed (fill-in format) meeting organizer sheet will keep the meeting on track and fun. Set an agenda and stick to it!

PROGRAMS

One of the primary goals of the Early Ford V-8 Club is to promote the preservation and restoration of Early V-8 Fords. This can be enhanced by presentation of interesting and informative programs. Never assume that because you "know how" to perform a restoration that EVERYONE does. Simple "How-To" programs can be quite effective and informative, especially for new members.

However, an entire year of "How-To" programs can be rather boring. Try to vary program content and presentation to make them more interesting and informative.

RECRUITING NEW MEMBERS

RECRUITMENT: Recruiting new members is especially important for the well-being and health of a Regional Group. The Regional Group News in the V-8 Times is an excellent way to publicize what your Regional Group is doing as well as let non-members, who are in the National Club and live within your area know about your organization.

JUNIOR MEMBERSHIP: The National Club has developed a program for "Junior Membership" Basically the guidelines are as follows:

Membership Requirements & Benefits:

- A "Junior Membership" would be available to all students ages 12 to age 23.
- A potential student would have to be sponsored by a member in good standing of the Early Ford V-8 Club of America.
- If a Regional Group sponsors the "Junior Membership", the Regional Group would grant this person (Junior membership) all rights as a regular member. The Regional Group would absorb the regular cost of the Junior's membership in the RG.
- The National Early Ford V-8 Club would extend to the student, a membership cost of \$10.00, which would include ALL of the existing Membership Benefits of the Early Ford V-8 Club of America.

Junior Eligibility Requirements:

- The “Junior Member” must attend 60% of the Regional Group monthly meetings
- The “Junior Member” must donate 24 hours of service to the Early Ford V-8 Club or Regional Group.

Regional Group Responsibility Requirements:

- Each Regional group **MUST** evaluate the student member annually and submit a simple one page report to the National Early Ford V-8 Club

Suggestions for Regional Groups regarding student involvement in club activities:

- A sanctioned Regional Group Swap Meet
- A sanctioned Regional Group Fund Raising Event
- A sanctioned Regional Group Service/Community Event
- The planning and/or publication of the Regional Group Newsletter
- Participation in a sanctioned National Early Ford V-8 Club Meet as a Novice Judge or other activity

Conclusion of the “Junior Membership”

- After an *appropriate amount of time*, the “Junior Member” would be requested to join the Early Ford V-8 Club as a regular member
- The *appropriate amount of time* would be determined by the sponsoring Regional group. This could be at the time that the person celebrates their 24th birthday or sooner depending on a number of circumstances that would consist of but not be limited to the following:
 - A person reaches their 24th birthday
 - The person has demonstrated to their regional group that they are prepared to become a regular member
 - The person has expressed a willingness to become a regular member

Contact Your National Director For More Information.

National Directors are listed in each issue of the V-8 TIMES magazine, with addresses and contact information in your Roster.

MEETING TOPICS

- Restoration tips and techniques
- Transmission identification/disassembly (bring one in and tear it apart)
- Engine identification/disassembly (slides of various engine types for illustration)
- Brake identification on disassembly (bring in brake)
- Carburetor (members to bring in various types)
- Fuel pumps - disassembly/rebuild (bring in parts and do it!)
- Rear axle identification/disassembly (bring in examples)
- Columbia overdrive identification (bring in various types, if possible)
- Instrument and gauge identification (encourage members to bring in examples)
- Wiring identification and installation
- Stainless steel: repair and buffing (demonstration)
- Hubcap repair (demonstration)
- Diecast metal repair (demonstration)
- Overheating: causes and cures (discussion/personal experience and cures)
- Body work (demonstration - outside professional)
- Radio repair (professional radio restorer)
- Painting (automotive paint retailer or professional painter)
- Pin striping (professional pinstriper/demonstration)
- Upholstery (demonstration/lecture by professional upholsterer)
- Upholstery materials (encourage members to bring in samples)
- Shock absorber identification/repair (encourage members to bring in examples)
- Chrome plating (professional chrome plater)
- Strippers (professional stripper/demonstration)
- Oil/grease types and procedures
- Literature "show and tell" members bring in their literature
- Woodgraining demonstration/professional wood grainer
- Windows/glass (professional glass installer/demonstration)
- Ford parts - what's available (local ford parts dealer)
- Batteries (discussion/examples)
- Convertible top insert and repair (demonstration/lecture)

SPECIAL INTEREST PROGRAMS

- Judging (local members who have judged at V-8 meets can demonstrate judging procedure)
- Parts auction (members bring in "white elephant" ford parts)
- Chinese auction (see above/members "bid" via tickets for specific items)
- Dealer slide/videos
- Factory videos/movies
- Auto related movies/videos (available from libraries "special interest Subjects")
- Videos of past tours/meets (limit time - can get boring very quickly)
- Registration of antique vehicles - (DMV representative or a professional)
- Antique auto insurance (professional insurance agent)
- Antique auto appraisal (professional appraiser)
- "Car of the month" (members bring in their V-8's for program)

REGIONAL GROUP MEETING LOCATIONS

The Monthly Membership Meeting of the Regional Group plays an important role in the success of the local organization. It is important to have this meeting at a location which provides a friendly atmosphere, yet is functional as a location for hosting 20-100 people. Finding such a location can be quite a problem. It can also be an expensive proposition. The following qualities should be available at a meeting location.

ACCESS AND SECURITY: Meeting location should be centrally located. This makes it equally accessible to the entire membership. Easy access by freeway or major surface street makes finding the location easier. Parking in sufficient and secure quantity is important, especially if members are expected to drive their V-8's to the meeting. Provide "preferred" parking for V-8's as an encouragement to members who drive their V-8's to the meeting.

SIZE: Current average attendance at your meetings will dictate the size of room required. Figure 10-20% more for visitors. Room size may also be a factor should you be renting a facility.

FACILITIES: There should be sufficient chairs available for all members in attendance. If you will be showing slides or movies, there should be a screen available. If possible, provide your own projection equipment. Any equipment provided by a rental facility will be added to your bill for room use. If you can provide your own, you will save money.

There should also be available a podium and public address system, if there is a charge for this equipment, it will be worth it. It's important everyone hears what is being said and can be involved in business being conducted. If you are currently paying for a public address system, consider a portable, battery powered unit which can be purchased and become property of the Regional Group. This makes a Public Address system available for virtually any Club event.

REFRESHMENTS: As a courtesy, your meetings should provide refreshments. The meeting facility should have an area set aside for refreshments. This means power for coffee pots and tables for whatever refreshments you provide. Don't forget - not everyone drinks coffee!

Providing your own refreshments, paper goods, coffee pot, etc., will mean savings to the Group. If there is a kitchen area available, it will make the job easier for the person responsible for refreshments. Remember, you will probably be responsible for cleaning up. It's a good idea to leave the facility just as you found it.

It is an excellent idea to have one person(s) responsible for refreshments. Some Regional groups have each month's refreshments provided by a different member. To make sure everyone does their job, it is a good idea to have someone responsible to ensure refreshments are provided. See also Page 9, Refreshments section.

RESPONSIBILITIES: Whether the Regional Group rents or is fortunate enough to have the use of a facility for free, it is important to know what your responsibilities are. That means setting up the room, taking it down when finished and cleaning up after the meeting.

It is a good idea to leave the area cleaner and neater than you found it. This will most certainly reflect on the quality of your group.

WHERE TO FIND A MEETING LOCATION

BANKS/FINANCIAL INSTITUTIONS: Many banks/savings and loan organizations have rooms available for public meetings. Usually these are free. However, some may require a fee. These rooms, normally, are available after business hours with the group being responsible for closing the building when the meeting is over.

SCHOOLS: Some schools may have rooms available for organizations. However, since most meetings are held at night, it may be necessary to pay not only for a room, but for a school representative to be on hand to close up after the meeting;

BUSINESSES: Often an auto restoration business may have space available for your meetings. This could be an antique parts supplier in your area or a local Ford dealership. Remember, they will be doing you a favor by opening their business "after hours" for your meeting and may limit the length of your meeting. Security and insurance may also be a problem with members wandering around the business.

RESTAURANTS: A restaurant may be a good place for your meeting, many provide meeting space free of charge or for a minimum fee provided your members have either dinner or coffee and dessert during the meeting.

If you approach a restaurant for use of a room, make sure they will guarantee use of that room on your scheduled meeting date each month. Restaurants are notorious for changing reservations at the last minute which could play havoc with your scheduled meeting. You may have to "guarantee" a certain amount of money in lieu of a "flat fee" for use of the room.

Scheduling your meeting on the restaurant's "off night" may be to your advantage. However, if business gets better, you could find yourself without a meeting place.

CHURCHES: Churches have plenty of available rooms for use by groups as well as large parking facilities. There will probably be a minimum charge for use of the room. There may also be kitchen facilities available. If a member of your Regional group is a member of a Church, they may be able to arrange use of a room at a reduced rate.

HOTELS/MOTELS: These may have rooms available for groups, Fees range from moderate to expensive depending on room size as well as additional services you may require. Access and parking will be easy for the member. Refreshments purchased through the Hotel/ Motel will be expensive. Normally, they do not permit groups to provide their own refreshments requiring they be purchased from the Hotel/Motel.

PARKS AND RECREATION: Large cities have Parks and Recreation departments. There may be meeting rooms available in Recreation Centers for groups holding public meetings. These may require a nominal fee for use of the facility.

NON-PROFIT ORGANIZATIONS: Non-Profit organizations, i.e., Goodwill, Salvation Army, may have meeting rooms available for rent. They need to generate funds and often have space available that is not used evenings.

MEMBERS: Don't overlook the membership. Some may live in condominium communities, trailer parks or retirement apartments which have meeting space available in their Community/Recreation centers. These may be available for a nominal charge or free through the member who lives there.

REGIONAL GROUP NEWSLETTERS

Besides the V-8 TIMES, the most important publication to a member is the newsletter from the Regional Group. This one publication comes directly into the member's home providing information on V-8 activities locally as well as nationally.

It is vital to a regional Group to have an effective newsletter - one which is consistently good in content and arrives on time each and every month!

THE EDITOR - Ranking in importance to a Regional Group President is the newsletter Editor, it is his/her job to compile bits and pieces of information and put them together into some sort of cohesive package for the members.

This is a "thankless" job but someone has to do it. Hopefully, it will be a dedicated individual willing to invest many hours writing, clipping, pasting, publishing and mailing the newsletter to the membership on a regular basis. The job of Editor is not one which should be "pushed" onto an unwilling member. Choose a newsletter Editor carefully. It will save many "headaches" further down the road.

Remember to support your Editor whenever possible. The newsletter is only as good as the members make it. Remember part of the editor task is to fold, address, and mail each copy of the letter monthly. That can become quite tiresome and cause many to lose enthusiasm for the job. Consider getting help from the membership for this effort. An alternative is to pay the printer to fold and collate the newsletter.

NEWSLETTER EXPENSES

Besides being a time-consuming job, publishing a newsletter is also expensive. Depending on how your newsletter is reproduced, it can cost as much as \$1 plus per member per issue to publish and mail!

It is the job of the Editor to keep expenses to a minimum, if possible. This means more work on their part. It is important for the Editor to be somewhat knowledgeable on methods of reproduction so they can design the newsletter according to the Regional Group's budget. The Editor should know how much can be spent on producing and mailing each newsletter. It is a good idea for the editor to determine if any of the Regional Group membership would like their newsletter sent via the Internet. Significant printing and postage expenses can be avoided in this manner.

One of the first answers to raising funds for the newsletter is the sale of ads. This is a viable solution, but requires a lot of sales work from members to get out and sell ads! Keep in mind your ad rates must be reasonable. Most newsletters charge around \$25 per year for a business card (2 x 3 1/2 inch) ad.

If the Regional Group decides to sell ads to financially support the newsletter, an Advertising Committee should be established to spare the Editor of another "thankless" job.

NEWSLETTER FORMAT & PUBLISHING

Many Regional Group Newsletters are similar in format. For an Editor, it is an excellent idea to "exchange" newsletters with other Regional Group Editors. These are excellent sources for information and ideas as well as materials which can be reproduced. If materials are reproduced, please credit the newsletter from where the information came.

While editing and publishing a monthly newsletter is a time-consuming and expensive process, it is certainly one which the Regional Group should give top priority. The newsletter provides direct contact with its membership. For many inactive members, this may be the only contact they have with the Regional Group.

It is also important that the newsletter be published consistently each and every month, preferably so the member received it BEFORE the monthly General Meeting. This may encourage members to attend upcoming Club activities.

Working with the Editor, it can be determined when the newsletter should be in the hands of its members. The Editor can then establish deadlines and allow time to print and mail the newsletter to achieve this goal.

A Regional Group newsletter can be a simple Xeroxed, typed letter or a printed, professional looking magazine. Using today's computers and publishing software, it is possible to produce very impressive and graphically interesting newsletters.

Many Regional Groups now distribute their newsletters as PDF files via e-mail to those members who are willing to accept electronic distribution. Some also publish their newsletters on their club website.

The basic premise of the newsletter is the same - provide an effective means of communication with its membership. If it does this, it does the job!

REGIONAL GROUP TOURS

Driving the Early Ford V-8 is one of the main objectives of the Early Ford V-8 Club of America. Tours are a group activity designed to encourage members to get their flatheads out of the garage and drive them.

Tours can be as short or as long as you desire. However, they should be fun and entertaining. Remember, members enjoy "kicking" tires" as well as driving. Do plan plenty of spare time for the "kicking tires" activity.

Just because winter sets in doesn't necessarily mean tours have to stop. Try going by bus or train, as a group, for a good mid-winter break.

MINI-TOURS

A "Mini-Tour" is a short tour designed for a pleasant drive with an emphasis more on fellowship among members and their guests rather than on driving the Early Ford V-8. Here are some suggestions:

- Ice cream parlor
- Pizza run/spaghetti dinner
- Old fashioned picnic
- Garage tour of members' garages
- Progressive brunch
- Wine tasting tour
- Running board lunch tour
- Berry, apple, etc., picking tour, picnic or dinner
- Apple cherry blossom time tours
- Pancake breakfast
- Theme dinner party (Sock Hop, 40's, costume, etc.)
- Photo tour (Get good picture taken of your V-8)

TOURS

- Poker run (Get card at each stop/Best hand wins)
- Mystery tour (Directions given at each stop/Destination unknown)
- Ford or other assembly plant tours
- Inter-car club picnic

- Brewery tours
- Parades
- Tour to old car museum or collection
- Driving contest/rodeo (various driving competitions)
- Mileage tour (low wins/high gets "booby prize")
- Tune-up tour (combine with garage tour)
- Vintage aircraft show
- Steam threshing bee
- Christmas tree tour/brunch

OVERNIGHT TOURS

Overnight tours extend the experience and fellowship of traveling with your V-8 and other V-8'ers. It's also an excellent way to drive your V-8 on a "long" trip with support along should you have car troubles.

- Tour to national meets
- Tour to local or regional tourist attractions or parks
- Tour to visit other regional groups
- Join other regional groups for a combined tour visit historical areas
- Modern resort - dinner/dance
- Small town with quaint/historic hotel
- Rustic/old resort area
- Touring older highways
- Tour to train/trolley or vintage airplane rides
- Tour to distant car show
- Motel tour (40's - 50's two or three nights)

FUNDRAISING IDEAS

No matter how you try to "cut" corners, it takes money to make a successful Regional Group. There are many ways your Regional Group can raise funds for the Club treasury. Here are a few suggestions:

MONTHLY RAFFLE: Prizes are donated/purchased. Members buy raffle tickets. Those wearing Club jackets, shirts or name badges get extra tickets for same price. Naturally, cost of prizes should NOT exceed income from sale of raffle tickets.

CHINESE AUCTION: Members bring in unwanted old Ford parts or auto-related items. Each is placed on table with ticket cup. Members buy tickets and place them in cup next to item they want. Tickets are drawn from cup to determine winner. Creates a lot of interest and is a lot of fun!

SHOPPING MALL CAR DISPLAYS: These can be money makers for your Group. Unfortunately, malls can get car displays for free and many car clubs are willing to donate their time. If contacted for a possible show, explain your members are giving up a day of their time to display their cars. You also may have to "hustle" to deliver the number of cars requested by mall.

ADVERTISING FOR FORD DEALER: Local Ford dealers often may require services of your club to display antique Fords at their dealership and make a contribution to your treasury. Be sure terms of display, hours, etc. are determined BEFORE committing to the show.

SELL ADVERTISING IN NEWSLETTER: This fund-raiser is to help offset costs of the Club newsletter. Members sell business card size ads. Keep costs reasonable (\$20-\$25 a year). Remember potential advertisers are besieged with people trying to sell them ads for something. Price your ads according to your membership. At the \$20-\$25 range, this is, basically, a donation from the business.

CREATE AND MARKET ITEMS OR PARTS AS CLUB PROJECT: This can be a money maker if you produce the right product. This requires substantial initial investment to produce items before sale. Also requires advertising to let public know what you have. Can take "pre-orders" to help pay for production. Set this money aside so it will be available when time comes to pay the manufacturer or to return if item is not produced. If product is V-8 related, advertising is available at a reduced rate for Regional Groups in the V-8 TIMES.

RENT CARS FOR WEDDINGS/SHOW AND PROMOTIONS: Requires understanding V-8 owners who will let their cars be subjected to abuse. Also be willing to turn over portion or all of their earnings to the Club. Try to have as much control over use of the V-8's as possible, Insurance may also be a problem. The National Policy does NOT cover cars being used for hire.

NOTE: *Be sure to check member's insurance policy as you might not be covered in a "fee situation."* This will certainly require substantial Liability Insurance for the vehicle owner.

ALL FORD PICNIC: Sure-fire winner. Gathering of 1903-present Fords. Good, accessible location is essential. The event should be able to accommodate 100+ vehicles in pleasant setting. Provide dash plaques, raffles, etc. as money makers. Also good venue to recruit new members. National will supply Certificate of Insurance for your event.

GRAB BAG: Everyone brings one wrapped gift (Worth \$1-\$5). Members pay \$1-\$3 for their choice of bag.

PIZZA PARLOR: Hold car show for percentage of food sales during show. Can be a good fund raiser for "worthy" cause. Good publicity for your Club and exposure of the Early Ford V-8's to the general public.

GARAGE SALE: Both auto and non-auto related items. Great Club project. Members donate items for sale. Again, good advertising will pay off in sales.

CANDY BAR SALES: If you're really desperate for money, selling candy can be way to go. Candy usually sells itself, profits average 30-40% on each sale. Members are responsible for selling bars. Someone **MUST** be in charge of inventory and collection of money.

CHARITABLE ORGANIZATIONS: Work with a charitable organization. Put on a show. They charge admission and you get percentage of moneys raised or donate your fee. No need to feel bad about receiving money for your efforts to aid a charity. They are always seeking ways to raise funds, by providing your cars, they provide publicity and location for show plus handle logistics of making arrangements. Chances are they may be able to obtain a location which would otherwise be unavailable to your Regional Group.

PHOTO TOUR: Contract services of professional photographer or good amateur photographer from your Group. Have a "Photo Day" for your V-8's. You might even be willing to find a photographer willing to donate time to photograph the V-8's. Percentage of profit from print sales goes to Club Treasury.

THE V-8 TIMES

Award Winning Bi-Monthly Magazine
Of the Early Ford V-8 Club of America

Probably no other item or service provided by the National Club plays a more important role to the membership than the V-8 TIMES.

This bi-monthly, award-winning magazine is the lifeblood of the National organization. It keeps thousands of V-8 Club members around the world informed on activities of the Club plus providing articles of interest in the Ford Motor Company during the 1932-1953 eras.

It can also be very important to your own Regional Group. There are a number of services available to any Regional Group, in good standing, from the V-8 TIMES:

REGIONAL GROUP NEWS: This section allows you to publish information about activities of your Regional Group. Here you can tell other Regional groups what you have done. Short articles about your activities: new officers; swap meets; tours; activities; are always welcome. You are welcome to submit pictures along with these articles. However, if possible, they should be **GOOD QUALITY** black-and-white prints. (Color prints are acceptable in some cases), Standard print sizes are acceptable up to 8 x 10 inches.

TOURING AND SOCIAL EVENTS: Regional Group sponsored activities such as National Tours, open to all National Members, are listed in each issue of the V-8 TIMES. The purpose of the Touring/Social Calendar is to encourage V-8'ers in your immediate area to attend and, perhaps, become part of your organization.

REGIONAL MEET: Should your Regional Group be hosting a National Meet of the Early Ford V-8 Club, you will receive **FREE** advertising of the event. This will also include publication of "Information request" postcards included in the V-8 TIMES for members to request information about your upcoming meet.

NATIONAL INSTALLATION BANQUET: Should your Regional Group host the National Installation Meeting and Banquet held in January or February of each year, you are eligible for **FREE** advertising of the event in the V-8 TIMES. Contact your National Director for information on what is required as far as meeting rooms, etc.

ADVERTISING DISCOUNTS: In addition to the **FREE** listing in the Social/Touring events calendar, Regional Groups, in good standing, are also eligible for discounted display advertising in the V-8 TIMES to promote their activities. This also applies to Regional Groups selling merchandise as a fund raiser.

For complete details and discounts available to Regional Groups, contact the Editor of the V-8 TIMES listed in each issue.

ARTICLES - The V-8 TIMES Editor always welcomes articles and photographs of general interest on Early Ford V-8 related items.

SUBMITTING MATERIALS TO THE V-8 TIMES

WRITTEN COPY:

All copy submitted to the V-8 TIMES Editor should be typed (double-space), if possible, and **MUST** be clearly legible. Electronic submission is preferred.

PHOTOGRAPHS:

DIGITAL PHOTOS: Today digital photos are becoming the norm, replacing slides and prints. Digital photos work well for the V-8 TIMES provided they are a high resolution photo. Photos need to be 1-2 megabytes compressed as a .jpg file. These can be sent via e-mail to v8times@cox.net

BLACK-AND-WHITE: Both black-and-white and color prints are acceptable for black-and-white reproduction in the V-8 TIMES. These can range from "snapshots" to 8x10 prints. However, they should be clear, sharply FOCUSED and have good contrast. Keep in mind the simpler the picture, the easier it is for the viewer to see what you have to say.

COLOR: GOOD color prints may be submitted for consideration. These should be sharp, and have good color - not TOO light or TOO dark! Keep in mind the V-8 TIMES is a "vertical" format so make your pictures vertical for full-page consideration. Be aware the bigger the image in your picture, the better it will be when enlarged for publication.

DEADLINES: Deadlines for the V-8 TIMES are the 20th of the month preceding the upcoming issue. Thus, February 20th would be the deadline for submissions to be included in the March/April issue. As always, the V-8 TIMES Editor has final say over materials and how they appear in the magazine.

PLAN AHEAD: The Editor must have any information you want published as far as in advance of an event as possible. Normally, the V-8 TIMES reaches the V-8 Club membership around the first week of the second month of a particular issue. Thus, the January/February issue would arrive in a member's mailbox around the first week of February.

If you are promoting an event, try to have the information to the Editor at least six months in advance so it can be published more than once. All materials submitted are for consideration, questions, etc. should be sent directly to the V-8 TIMES Editor as listed in each issue.

**V-8 Times
P. O. Box 16630
San Diego, CA 92176-6630
E-Mail: v8times@cox.net
(619) 283 8117 (Answering Machine)**

NON-PROFIT STATUS

NATIONAL CLUB: The National Early Ford V-8 Club is chartered as a Non-Profit Organization under section 501(c)(7) of the U.S. Internal Revenue Code and has its own Federal Tax Identification Number.

REGIONAL GROUPS: No Regional Group is allowed to use the National Club's Federal Tax Identification Number. Each Regional Group is established as a separate entity on its own. Under the rules of the National Early Ford V-8 Club, each Regional Group must establish their own Federal Tax identification if they are going to engage in fund raising events.

If a Regional Group wishes to register itself as a non-profit organization, the National Club suggests that the Regional Group consult their attorney.

THE EARLY FORD V-8 FOUNDATION

"Preserving 1932-1953 Early Ford V-8 History for Future Generations"

The Early Ford V-8 Foundation, established in 1992, is a non-profit, educational foundation organized under section 501(c)(3) of the U.S. Internal Revenue Code. As such, it can provide tax benefits, unlike the Early Ford V-8 Club, to individuals and organizations making donations of money or V-8 memorabilia. Individuals and organizations are advised to check with their tax advisor about the deductibility of specific donations made to the Early V-8 Ford Foundation.

Since its founding, several Regional Groups have made significant donations of cash as well as performed restoration of various items of V-8 memorabilia now on display at established auto museums across the country.

Many Regional Groups are involved in fund raising activities which generate considerable income for their Club treasury. A number of Regional Groups support various charitable organizations with donations during the calendar year.

If your Regional Group is in a position where it may contemplate making a contribution to ANY tax-exempt organization, please consider supporting the Early Ford V-8 Foundation.

The Early Ford V-8 Foundation purchased two-and-a-half acres in Auburn, Indiana for the purpose of building a museum devoted to the 1932-1953 Ford Motor Company products and history. The Phase I Building was dedicated September 1, 2009. The Foundation is currently working on the next phase of the building project.

If your Regional Group would like more information or be interested in a restoration project or assisting the Early Ford V-8 Foundation in any way, please contact:

EARLY FORD V-8 FOUNDATION
P.O. Box 284
Auburn, Indiana 46706
Phone: 260-927-8022

E-MAIL: info@fordv8foundation.org

WEBSITE: www.fordv8foundation.org

WEBSITE

The Early Ford V-8 Club of America has maintains a Website to assist in communicating with our Members and any new visitors to our site.

Website Address: <http://www.earlyfordv8.org>

Our website has many features, including:

Forum	The Forum provides users the ability to ask questions and communicate about our great Ford motor vehicle V-8 hobby.
Classified	Users can post their items FOR SALE or WANTED: Automobiles, Memorabilia, Parts or Tools
Membership Update/Renewal	Update your information, Renew or Join the club online.
National Club Information	Current News History Membership Benefits Staff Roster – Early Ford V-8 Club officers and staff Past Presidents FORMS: (in pdf format for easy downloading) <ul style="list-style-type: none">✓ Certificate of Insurance Request Form✓ Judging Forms✓ Mail-In Membership Form✓ National Judging Manual and Instructions✓ National Tour Program Guidelines✓ Regional Group Handbook✓ Early Ford V-8 Club By-Laws✓ RG Officer and Director Annual Update (and we plan on adding other forms from time to time)
Calendar of Events	National and International Meets and tours (Registration Forms are posted here for your convenience), and Social Calendar of Events
Regional Club Directory	A listing of ALL Regional Groups (national & international) With your local RG President's Name and Contact Info listed for potential new members to contact your local group.
Gallery	Photos of our Member's Automobiles, Trucks & Tractors worldwide. Members may submit photos of their vehicles!
V-8 TIMES	Cover Gallery and Searchable Index of Articles

. . . and there's more, see next page

Online Store	Purchase those GREAT V-8 Accessories and our great Ford Books and Back Issues of the V-8 Times as available.
Ford Book Corrections	A section dedicated to the Ford Books in publication.
Car Information	Car Codes, Tech Tips & Notes and Grille Line Drawings
V-8 Engine	
Links	Website address LINKS to our: <ul style="list-style-type: none"> • Friends, • US Regional Groups, and • International Regional Groups, • Vendors
Contact Information	Information on how to contact the Early Ford V-8 Club of America for Membership, Accessories Questions and website questions.

The EFV8CA Website is provided as an informational and marketing tool to help our members and others who are interested in this great hobby. We strive to update the Website often. If your Regional Group has any changes in their website or address/telephone contact information, please contact us as soon as possible info@efv8.org to let us know. Thank you.

COMMUNICATION IS IMPORTANT

Annual Reporting Of Regional Group Officers & Directors:

In order to update our Annual Roster of Members, we rely on the local Regional Groups to send us their information by January 31st annually. Please complete the form sent to you by your assigned National Director as soon as possible after your officers are known for the upcoming year. Email addresses are also helpful. You can also download the form online at the Club website, www.earlyfordv8.org. Click on Forms to obtain the **RG Officers & Director Contact Info Form, Annual Update** form.

National Board Meetings:

Your National Directors meet annually “Face-to-Face” in January/February for a Board of Directors and Executive Staff Meeting to conduct regular business for the Club. Our Treasurer, V-8 TIMES Editor and National Chief Judge also attend the Face-to-Face Meeting. This is usually a three-day meeting and is held most often in sun-belt states across the U.S. as travel and tours are easier there in the winter-time. If we do not have a volunteer Regional Group to handle the arrangements, then the Board works out a central place to meet in one of the larger U.S. cities. Three additional quarterly meetings are usually held by conference call.

Face-To-Face Annual Board of Director Meeting:

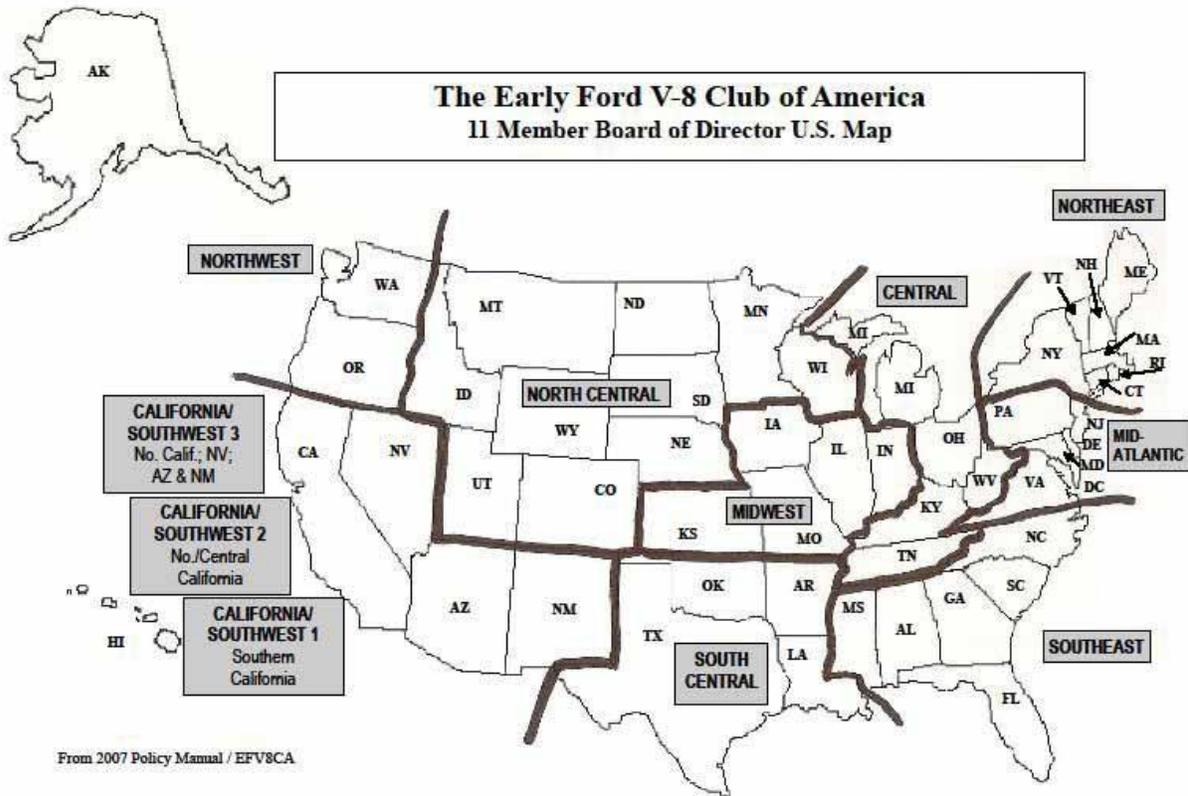
In the past, Regional Groups have volunteered to “host” the Face-to-Face meeting and provide a host city meeting place hotel and meeting rooms and often arranged for a local tour for attendees. Regional Groups are welcome to volunteer to host the Face-to-Face Annual Board Meeting by contacting their National Director to obtain details of what is required. They usually want U-shaped meeting tables set up for 16 and chairs for anyone else that wants to attend (usually 20 chairs will do). Some clubs offer a Welcome Reception event.

National Board of Director Meeting Minutes Summary Distribution:

Each National Board Member is asked to forward a Summary of the Meeting Minutes to your Regional Group for publication in your newsletter and distribution to your local members. We want to communicate with the regional groups as best we can with regard to our club.

NATIONAL DIRECTOR REGIONS

National Directors are assigned specific territories and coverage of Regional Groups. You can find this list in your current Roster. A map showing the U.S. regions is shown below:



International Representatives:

International Representatives are assigned to cover Regional Groups in countries outside the United States. Information can be found regarding the International Representatives and the countries they represent by looking in your current Roster.

YOUR ORGANIZATION

The Early Ford V-8 Club of America, an international organization, is YOUR organization. Encouraging preservation and restoration of these 1932-1953 Ford Motor Company vehicles is our primary goal. We are here to support and aid the Regional Group in any way possible to help make it a successful organization. If you succeed, we all benefit.

If you have further questions, please contact your National Director (Board Member). You will find contact information for the current Board Members and Directors in your Roster or on the website: www.earlyfordv8.org.

We hope you find this Regional Group Handbook useful and helpful. Best wishes for your future success with your local Regional Group!

Thank you.

Board of Directors
Early Ford V-8 Club of America