

New Member Tour Guidelines

Final 5/26/17

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1. Purpose: To outline the process of the New Member Chair(s) responsibilities for organizing the annual New Member Tour.
2. Scope: The New Member Tour Leader is to organize a one day tour and lunch for SVR members who have been members for two years and under *and the member(s) has not been on a New Member Tour before.*
3. Procedures:
 - a. Schedule an appropriate date by attending the January Planning Meeting (or soon after).
 - b. Work with the Social Director to:
 1. Ensure calendar is free of other potentially conflicting events.
 - c. Develop a comprehensive budget.
 - d. At least two months before the event, prepare a budget and forward to the Social Director so they can present to the Board for approval. I
 - e. Work with Membership Director to:
 1. Obtain list of new members from membership director.
 2. Work with Drifter editor to place an advertisement and arrange for eBlasts to promote the event.
 - f. Work with Tour Chair and Leader to:
 1. Complete arrangements for a tour whose route is within the region. The route should be no longer than 3-4 hours in length.
 2. Complete written directions that are clear and easy to follow.
 3. Ensure PCA waivers are signed **at the beginning of the tour. Allow enough time for this so it doesn't impact the tour.**
 4. Complete post event reports.
 5. Complete observer's report for tours
 - g. Work with Competition and Safety Chair to:
 1. Confirm the route meets safety protocols.
 2. Determine the necessary safety equipment is on the tour. (First Aid, Tow Strap, Flares, etc.)
 - h. Make arrangements for a lunch stop at a place of interest.
 - i. Work with the Drifter team to create the New Member Tour flyer.
 - j. Arrange for Club Officers and chairs to attend and develop a short program to inform the new members about the different and varied activities that the club schedules
 - k. Contact the Vice President for Insurance three weeks before the event date.
 - l. Arrange for Tour lead car and back door (sweep) car. Consider additional lead car and back door car if tour exceeds 20 cars.
 - m. Provide post event report to the Board.
 - n. Arrange for, or write an article for The Drifter club newsletter.
4. Succession:
 - a. Provide information about previous new member tours as historical evidence.
 - b. Assist in arranging next new member tour if possible.
 - c. Provide these procedures to successor.