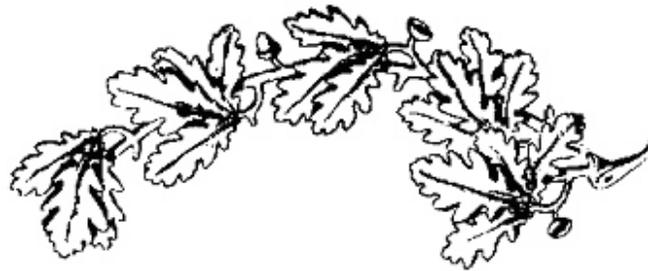


Clan Wallace Society Worldwide



Cirean Ceann Cinnidh



Convenor Handbook

April 2004

Change Control Page

The Convenor Handbook was originated in 1990 by Charlie Wrenn, our past Executive Vice President. Many changes were made over the years to revise names, addresses, and add helpful guidance. Beginning with the June 1997 revision, a Change Control Page has been added to record the history of the updates and track changes.

- 1) Revision Date: June 1997
Author: Charlie Wrenn, Executive Vice President
Section(s): VIII, Appendix.
Page Number(s): 6 - 9, and 13

Summary of Change(s):

- a. Page 6 Name and address changes
- b. Pages 7 - 9 Sources of books and e-mail addresses added
- c. Page 13 Suggested equipment checklist added

- 2) Revision Date: June 2001
Author: Wayne Jones, Secretary
Section(s): Purpose, VIII, and Appendix.
Page Number(s): 6, 11

Summary of Change(s):

- a. Font changed to Times New Roman
- b. Purpose: Address changed to Secretary
- c. Page 3: Item regarding Manrent removed
- d. Page 6: Name and address changes
- e. Page 10: Manrent verbiage removed

- 3) Revision Date: July 2002
Author: Wayne Jones, Secretary
Sections(s): I, II, and Appendix

Summary of Change(s):

- a. Page 1: Section I and II updated with information regarding the availability of the Society Convenor Kit
- b. Throughout: Minor verbiage changes
- c. Appendix: 1) Convenor Kit Contents List
2) Sources of Scottish Fair List

- 4) Revision Date: April 2004
Author: Wayne Jones, Executive Vice President
Sections(s): Purpose, IV, V, IX, XI, Appendix

Summary of Changes(s);

- a. Purpose: Officer and email references changed.
- b. Page 2: New section on Planning
- c. Page 3 Interactions With Visitors
- d. Page 4: 1) Follow-up Letters and Games Reporting
2) Expenses
- e. Page 5: Membership Chairman's address information
- f. Page 6: President's address information

g. Page 16: Contents of Convenor Kit

Clan Wallace Society - Worldwide

PURPOSE

This Handbook was written to assist new Convenors with sponsoring a Clan Wallace Society tent at Scottish Games, Festivals, and gatherings. In order to maintain centralized management and quality of Convenor Handbook content, suggestions for changes or additions to this Handbook should be sent to the Executive Vice President (EVP). The current EVP is:

Wayne Jones
203 Wilson Drive
Charles Town, WV 25414-4048
Phone (304)725-0414
Email: waynej3@earthlink.net

NOTE: The Society Officers and Membership Chairman names and addresses are subject to change with each Board of Directors election. Please refer to your Newsletter for current Officer and Membership Chairman addresses.

Clan Wallace Society - Worldwide

TABLE OF CONTENTS

I.	REFERENCE MATERIALS.....	Page 1
II.	TENT AND EQUIPMENT	Page 1
III.	HOW YOU SHOULD DRESS	Page 2
IV.	PLANNING	Page 2
V.	SETTING UP	Page 2
VI.	ORGANIZING YOUR TENT.....	Page 2
VII.	HOSPITALITY	Page 3
VIII.	INTERACTIONS WITH VISITORS	Page 3
IX.	FOLLOW-UP LETTERS AND GAMES REPORTING.....	Page 4
X.	EXPENSES	Page 4
XI.	LOCAL ACTIVITIES.....	Page 5
XII.	SPECIAL CONSIDERATIONS.....	Page 5
XIII.	MEMBERSHIP INFORMATION.....	Page 5
	APPENDIX - Books.....	Page 7
	Other Publications.....	Page 7
	Sample Visitor Follow-up Letter	Page 10
	Sample Response Letter for Games Invitations.....	Page 11
	Membership Application.....	Page 12
	Visitors Registration Form.....	Page 13
	Scottish Event Data Sheet	Page 14
	Equipment Checklist	Page 15
	Convenor Kit Contents	Page 16
	Convenor Source List	Page 17
	Clan Wallace Society Name Tag Order Form	Page 18

Clan Wallace Society - Worldwide

I. REFERENCE MATERIALS

Because it takes time to collect materials and equipment to stock a tent, the Society has assembled a Convenor Kit to help new Convenors begin representing the Society at Scottish Games. The Kit contains the four books on William Wallace (for display and sale purposes only), and many flyers with information on William Wallace. The Kit can be bought at a great Scottish savings (under \$100), or can be borrowed until Convenors can build their own collection of materials (see page 16.)

New Convenors should obtain books on the history of Scotland (questions will not always be about the Society), and a biography of Sir William Wallace. You should also purchase "Tartan for Me" and a book containing the Scottish Tartans, because many visitors ask about their name and Clan affiliation. If you can not answer their questions, it is hospitable to point them to the Tartan Information Tent that is present at most Festivals.

II. TENT AND EQUIPMENT

To set up a Wallace tent, you will need some equipment. Although tents, tables and chairs can be rented at most Festivals, it is more economical over the long run to buy them. Used or "Yard Sale" items in good condition work fine. (A Wallace Banner and the Saint Andrews flag are included in the Convenor Kit.)

Everyone usually owns lawn chairs. Card tables, although probably not large enough, work as a temporary measure. Office Max has a plastic 6 foot bi-fold table for about \$70. Costco and Staples also have 4' and 6' heavy duty tables ranging from \$45 to \$60. If you don't have a tent, a nylon tarp is recommended. Tie it down tightly to contend with summer storms and high winds. The 12' X 16' size is most practical. Poles can be made from electrical conduit cut to size to fit your car. Join them with hardwood dowels sanded to fit easily into the upper sections. Purchase nylon cord for attachment to purchased stakes. Aluminum poles available for sale in sporting goods stores often bend and do not withstand wind very well.

Make the poles long enough to give ample clearance at the front of the tent so people won't have to bend to enter. A center ridgepole, higher than the front and rear, affords more comfort for standing. It also prevents water from gathering during rain. Large plastic boxes with tops that seal can be used for tent materials, books, etc. If you don't have plastic boxes, cardboard boxes, painted red or yellow and sealed with exterior varnish will work temporarily. Use anything to keep your books and other materials from getting wet, even plastic garbage bags wrapped around cardboard boxes will work.

If you are participating at a two-day Festival, pack materials in the boxes, place them under the table, and cover the table with a tarp (large enough to extend to the ground all around the table) at the end of first day. Stake the tarp to the ground with tent stakes. This will keep the table from being blown over by wind, and protects the materials from dew and rain.

Clan Wallace Society - Worldwide

III. HOW YOU SHOULD DRESS

It is highly recommended that you have a kilt made before you sponsor a Game. The kilt will last a lifetime. An inexpensive way to clean it is to open it fully, pin it to the clothesline and use the garden hose to wet it thoroughly. The weight of the water pulls the pleats perfectly. If soiled, use waterless hand cleaner (such as GO-JO). Work it into the fabric and rinse well. Professional cleaners will charge \$25 to \$35 to clean a kilt, but telling them that it is a ladies skirt may save on cost.

IV. PLANNING

One week before you depart for a Celtic Festival or Scottish Games, review your supply of flyers, brochures, and forms to ensure you have enough to hand out to visitors. This will give you time to copy flyers before departing. Stage tent display materials in an open area to make sure you have everything you want to take along. Review items against the Equipment Checklist on page 15, and check them off as you load them into your vehicle. Finally, keep a tally of depleted items at the Games so you can copy them when you return and restock them to be ready for the next Games.

V. SETTING UP

If you are renting equipment from the Games coordinator, all should be set up when you arrive at the Games. All you need to do is arrange your tent display. If you are using your own tent equipment, there are a few things to consider.

If you set up on the morning of the Games day, keep in mind that most Games coordinators will want vehicles off the grounds by 8 to 8:30 a.m., even if the gate does not open to the public until 10 a.m. This means that you must be dressed, have had your breakfast, and get there very early and be set up in order to meet this time requirement. Remember that it will take more time if it's raining.

The good news is that most coordinators will allow you to set up in the afternoon the day prior to the Games, which makes it very convenient. You can set up your tent, flag poles, and unload your tent materials and cover them with a tarp until Games day the next morning. This will allow you ample time on the morning of Games day to have breakfast, clean up, dress, and arrive at the Games before the gates open to the public. When you get there, all you need do is unpack your materials and set up your tent display.

VI. ORGANIZING YOUR TENT

The table should be placed at the front of the tent. On the table should be Society brochures, books and a visitor register. The register can be cheaply made with a binder and copies of the sign-in sheets from page 13 of the Handbook. Have some items to use as paperweights. Painted rocks are fine and are great for holding down papers, or get a little fancy and cover half bricks with Wallace tartan. Do not use the table at the front of the tent for food or drink because that may put you at risk of getting

Clan Wallace Society - Worldwide

materials soiled. Eat at the rear of the tent. A card table or TV trays serve that purpose well.

Flags are excellent but not a necessity at your first Game. Purchase equipment, books, weapons, and other display articles over a period of time to ease the burden of cost. Flag poles can be made from closet poles or large dowels to cut expense. Tartan flags can be made from one yard of fabric. Sew a side seam to fit over the dowel and secure it with tacks. The American flag (The Maple Leaf or Provincial flag in Canada) is usually displayed. The St. Andrews flag, (included in the Convenor Kit), is available at Scottish-Irish stores or from vendors at Festivals. Although some Clan Societies display the red and yellow Rampant Lion flag, the Scottish Royal Flag, it is not proper etiquette to do so. There are now flags that look similar (Colors are different), and these can be displayed.

Clan badges and signs can be made from wood. They are also nice to carry in the Parade of Tartans. Use your imagination and the possibilities are endless. **A word of warning;** if the Clan Chief's Coat of Arms is displayed, there must be a sign to indicate that it is his, and not yours. Coats of Arms are personal property and for the exclusive use of the person to whom they belong. In Scotland, it is unlawful to display or wear someone else's Coat of Arms. Only the Clan Badge (shown on the cover of this handbook) may be worn or displayed by Clan members. On occasions when the Chief is present at a Game, you may fly his banner bearing his arms.

VII. HOSPITALITY

Games are friendship activities. **If allowed in the state in which Games are held,** it's a good idea to have a bottle of scotch and some beer so you can offer refreshment to fellow Clansmen or visitors from other Clans. If a pipe band plays at your tent, it is customary to offer the Drum Major and Pipe Major some scotch or beer. But be discreet. Some Games held on public property (schools and parks) do not allow alcohol, so check local regulations. Don't forget the non-drinkers and have some sodas or iced tea. You can also provide snacks if you desire.

VIII. INTERACTIONS WITH VISITORS

Visitors to your tent will not always be Wallaces. Some will only be curious and want to see your displays. Others will want to know if their surname is Scottish, or to which Clan they belong and which tartan they can wear. Others will want to know about Sir William Wallace, Scottish history in general, or any number of subjects.

First impressions mean a lot when it comes to recruiting new members, and the Clan Wallace Society has a reputation of being helpful. Always greet visitors with enthusiasm and introduce these prospective members to the other folks at your tent. Ask them if you can help them find what they are looking for even if they are from another Clan. If they ask a question that you cannot answer, have them sign the visitor register and put their question in the comments. Tell them you will research the answer and get back to them. None of us are experts on all the subjects about which

Clan Wallace Society - Worldwide

visitors will ask. You can always contact fellow Convenors or members or the Board of Directors for the answer.

Some visitors to your tent may ask if there is a Clan Wallace Website on the Internet. The official Clan Wallace Society Websites can be found at: <http://www.clanwallace.org>. It contains historical information about William Wallace, the Family of Wallace, the Society, and links to other sites. The Members Page contains a listing of Clan Wallace Society Officers, Convenors, a picture album, the Society Games schedule, and a membership application.

IX. FOLLOW-UP LETTERS AND GAMES REPORTING

It is highly recommended that a follow-up letter (see page 10) be sent promptly after the Games to thank visitors for their interest in the Society and to once again invite them to become a member. Also inform them of any other upcoming Games and Festivals in their region. Since the visitor probably got the tri-fold pamphlet at the Games, don't send them another one with the letter. One out of ten may join, so an additional nine applications would be wasted. Send them instead the one page membership form on page 12. Keep applications on hand at the Games because they are often requested. If they are given to a visitor, make sure a note of it is made on the visitor register and word the follow-up letter accordingly. (The tri-fold pamphlet will be revised to omit the membership section, so the one page membership form will be the form potential new members will use to join the Society.)

Provide a short, newsy article in Word format, with photos in .jpg format, to the Newsletter Editor about the Games at which you convene. This will let the membership know about your convening activities, and let them see you, your helpers, and some of your visitors at your tent. Any Newsletter will provide a sample Games report.

If any visitors are from outside an area where you convene, check to see if there is a Convenor in their area. If so, notify that Convenor about your visitor from their area so they can contact them as an incentive to become a member of the Society.

X. EXPENSES

The Clan Wallace Society does not provide financial aid and you do not receive any direct (material) benefit from setting up a Wallace tent. The Society was formed for the purposes of promoting the Wallace heritage and historical education, and is non-profit and exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code, as granted in June 1966. Some of your expenses may be deducted from your Federal, and from some State, income taxes. Keep records of anything you purchase for use at the Game. The list below contains examples of deductible expenses:

Clan Wallace Society - Worldwide

- Convenor Kit
- Fees charged to set up at the Games
- Clan tent materials (tent, tables, flags, flagpoles, banners, books, posters, Scottish period swords and weapons)

Please consult with your accountant to determine whether expenses are deductible. Convenors can use the sample Scottish Event Data Sheet on page 14 to track Games expenses. You may get a copy of our tax-free status letter from the IRS by contacting the Society President.

XI. LOCAL ACTIVITIES

If you are lucky enough to have a fairly large group of members in your area, you may at some point want to do a local Newsletter. Keeping members informed of upcoming events keeps them interested. Some areas have informal meetings in pubs or homes of members. Some attend Burns Night Dinners, Tartan Balls, Pipe Band Concerts or other activities as a group. The Baltimore St. Andrews Society and the Clan Wallace Society members of that area hold a Memorial Service for Sir William Wallace at his statute in Baltimore each August on the Sunday closest to the day he was put to death. Perhaps your nearest St. Andrews Society could hold such a service at a local church with participation of the members in your area.

One of the primary goals of setting up Wallace tents at a Game is for membership recruitment. If you foster other activities, interest will remain high among current members. An annual picnic could be held at your areas featured Game of the year. You may also want to retain a list of local members so you can contact them for activities, or in the event that you decide to do an area Newsletter.

XII. SPECIAL CONSIDERATIONS

Sale of any item not specifically designated as Wallace may be forbidden by Games Associations. Clan Wallace is a non-profit organization and is listed as such with the IRS. If items such as crafts of Wallace tartan, doll kilts of the same are donated, they can be sold to offset the cost of the Games or equipment. Convenors need to check the ruling at each Game. Some are more lenient than others. Most critical is the IRS rulings for non-profit organizations. **It must be understood that items sold from Wallace tents are sold by individuals, and not the Society.**

XIII. MEMBERSHIP INFORMATION

There are currently two types of memberships in the Clan Wallace Society. LIFE membership is \$50.00, U.S. Funds, and COUNCIL membership is \$100.00, U.S. Funds. Only COUNCIL Members may run for the Board of Directors and vote in the elections for Directors. Members may upgrade from LIFE to COUNCIL at anytime. Membership cannot be transferred to another person.

Clan Wallace Society - Worldwide

All membership fees and contributions to Clan Wallace Society are tax deductible. The LIFE and COUNCIL memberships are one time fees, and there are no annual dues. Page 12 of this Handbook contains the Membership Application. The completed application, along with the new member's personal check or money order, payable in U.S. Funds and made out to the Clan Wallace Society, should be sent to:

Clan Wallace Society - Worldwide
Chairman Membership Committee
728 East 19th Street
Marysville, CA 95901-4438

As with Society Officers, the Membership Chairman is subject to change. You will be notified about these changes, or you can refer to the current Newsletter for any changes in addresses.

All general correspondence should be sent to:

John R. Wallace, President
Clan Wallace Society - Worldwide
4327 Gadwall Place
Virginia Beach, VA 23462-4810

As with other Society Officers, the Society President is subject to change with each Board of Directors election. Members will be notified of these changes in the Winter Newsletter.

Changes in the status of the President, Board of Directors, and Membership Chairman can also be found at the Clan Wallace Website at <http://www.clanwallace.org>.

APPENDIX

BOOKS

The following books will be helpful, and can be purchased from Unicorn

Tartan for Me
So You Want to Wear the Kilt
Kith & Kin

Unicorn Limited
P.O. Box 397
Bruceton Mills, W. Va. 26525
Phone: (304) 379-8803
Fax: (304) 379-8923
E-mail: mcleod@scotpress.com
Home Page: <http://www.scotpress.com>
(Send for free catalog)

Recommended Publication - William Wallace, The Kings Enemy
Can be ordered from Barnes & Noble 1-800-843-2665
Internet Web: <http://www.Barnes&Noble.com>

OTHER PUBLICATIONS

The Highlander Magazine
Circulation Department
P. O. Box 804806, Chicago, IL 60680 USA

The Scottish Banner
734 Cayuga Street
Lewiston, NY 14092 USA
Internet Web: <http://www.aol.com/scotbanner/scotbann.html>

The Family Tree
Odom Library
P.O. Box 1110
Moultrie, GA 31776-4809 USA
E-mail: hugh.waters@lost.com

Clan Wallace Society - Worldwide

The Scots Magazine

2 Albert Square

Dundee, Scotland, DD1 9Qj UK

E-mail: scotsmagazine@dcthomson.co.uk

Internet Web: <http://www.dcthomson.co.uk/mags/scots>

Scottish Field

P.O. Box 1

Oban, Argyll, Scotland PA34-5PY UK

Scottish Journal

P.O. Box 3165

Barrington, IL 60011 USA

E-mail: angusray@scottishjournal.com

Internet Web: <http://www.scottishjournal.com/>

Scottish Life Magazine

36 Highland Avenue

Hull, MA 02045 USA

British Heritage

P.O. Box 8200

Harrisburg, PA 17105-8200 USA

Celtic Heritage

Clansman Publishing, Ltd.

P.O. Box 8805

Station A

Halifax, NS B3K 5M4 Canada

<http://fox.nstn.ca/~celtic/>

Scottish Tales Magazine

15 Vley Road

P.O. Box 2388

Scotia, NY 12302-0388 USA

E-mail: scotia.publishing@worldnet.att.net

Internet Web: <http://www.clan.com/publishing/scotia>

Clan Wallace Society - Worldwide

U. S. Scots

P.O. Box 20217

E-mail: dlaird@infinet.com

Internet Web: <http://www.infinet.com/~dlaird/usscots/usscots.html>

Scots, The Journal of the Scots Heritage Society

P.O. Box 2693

Moultrie, GA 31776-2693

Clan Wallace Society - Worldwide

SAMPLE VISITOR FOLLOW-UP LETTER

(Date)

(Name)

(Address)

(City, State, Zip Code)

Dear (Name of Visitor),

Thank you for visiting the Clan Wallace tent at the *(Name of Celtic Festival or Scottish Games)*. We enjoyed your visit and hope you received a good introduction to the Clan Wallace Society and the Wallace heritage.

The Clan Wallace Society would like to invite you to become a member of our society. There are two types of individual membership: (1) Life Member \$50 US Funds; and (2) Council Member \$100 US Funds. Where most Clan Societies charge an initial membership fee followed-up by an annual dues, our Society currently has only a **one time** membership fee. Clan Wallace has no annual dues, and upgrade from Life to Council member can be done at any time.

We would happy to have you as a member. I have enclosed additional membership forms for your convenience. A Clan Wallace Society membership is also a grand idea for a birthday and Christmas gift. I have also enclosed some Wallace flyers for your reading enjoyment. If some are duplicates of what I gave you at *(name of Game)*, please share them with family and friends.

I would also like to inform you of the upcoming Games at which I think you will enjoy *(provide location of future Games in their region)*. You may also want to check out the Clan Wallace Website at <http://www.clanwallace.org>, which contains historical information about William Wallace, the Family of Wallace, and the Society. The Members Page contains a listing of Clan Wallace Society Officers, Convenors, a picture album, the Society Games schedule, and a membership application.

Thanks again for visiting with us.

Yours Aye,

Clan Wallace Society - Worldwide

Convenor Name

Sample Response Letter for Games Invitations

(Date)

(s Name)

(s Address)

(City, State, Zip Code)

Dear *(Games Coordinator Name)*

Thank you for inviting the Clan Wallace Society - Worldwide to your Celtic event. I regret to inform you that we will be unable to have a representative participate at *(or I will be unable to attend)* your Games on *(date, year)*, due to *(give conflict or reason for not being able to attend)*. Although we/I will be not able to attend this year, please keep us in mind for next year, because the Wallaces want to participate.

Thank you once again for inviting Clan Wallace. I wish you the best of luck with your Games and hope the weather will be favorable and the crowds large.

Pro Libertate,

(Convenor Name)

(Address)

(City, State, Zip Code)

Clan Wallace Society - Worldwide Membership Information

Membership is broadly extended to those of the Clan and Family of Wallace, those related to them by blood or marriage or common heritage or those having a common interest in the purposes of the Society.

Clan Wallace Society currently has two (2) types of Membership:

1. LIFE Member - those contributing \$50.00 US Funds each to the Corporation; and
2. COUNCIL Member - those contributing \$100.00 US Funds each to the Corporation.

These are one time membership fees with no annual dues. COUNCIL Members have the right to run for the Board of Directors and vote in the annual elections. All memberships are non-transferable.

(ALL FEES AND CONTRIBUTIONS TO THE CLAN WALLACE SOCIETY AND CLAN WALLACE ARE TAX DEDUCTIBLE UNDER A RULING BY THE INTERNAL REVENUE SERVICE.)

Check one: Life Membership Council Membership

Name: _____

Street Address: _____

City: _____ State or Province: _____

Zip Code (9 digits): _____ Country: _____

Phone (Home): _____ (Business): _____

The following publications are available for purchase. All publications are postpaid.

- | | | |
|--|---------------------|--------------------------|
| 1. Seaver's Wallace Genealogical Data - 1927 | \$15.50 | <input type="checkbox"/> |
| 2. Mitchell's Wallaces of Elderslie - 1884 | \$10.50 | <input type="checkbox"/> |
| 3. The Clan Wallace, 3 rd Edition | \$20.00 | <input type="checkbox"/> |
| 4. The Wallace Family in America | \$10.50 | <input type="checkbox"/> |
| 5. Book of Wallace | Members \$60.00 | <input type="checkbox"/> |
| | Non-members \$75.00 | <input type="checkbox"/> |
| 6. On The Trail of William Wallace | \$9.00 | <input type="checkbox"/> |

Please make your check, bank draft, or money order (payable in U.S. Fund) to the Clan Wallace Society. When joining the Society, payments for both membership fees and publications can be sent to:

Clan Wallace Society - Worldwide
Chairman Membership Committee
728 E. 19th Street
Marysville, CA 95901-4438

CLAN WALLACE SOCIETY - WORLDWIDE VISITORS REGISTRATION FORM

LOCATION: _____ DATE: _____
Please Print

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ Email: _____

Comments: _____

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ Email: _____

Comments: _____

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ Email: _____

Comments: _____

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ Email: _____

Comments: _____

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ Email: _____

Comments: _____

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ Email: _____

Comments: _____

SCOTTISH EVENT DATA SHEET

EVENT NAME: _____

EVENT DATE: _____ LOCATION: _____

DEPART DATE: _____ DATE RETURN: _____

1. LODGING

HOTEL: _____

LOCATION: _____ COST: \$ ____.

2. MEALS/MISC. FOOD

<u>DAY</u>	<u>DATE</u>	<u>MEAL/COST</u>	<u>RECEIPT (circle one)</u>
------------	-------------	------------------	-----------------------------

(1)	_____	BREAKFAST: \$_____	Y N
-----	-------	--------------------	-----

	_____	LUNCH: \$_____	Y N
--	-------	----------------	-----

	_____	DINNER: \$_____	Y N
--	-------	-----------------	-----

(2)	_____	BREAKFAST: \$_____	Y N
-----	-------	--------------------	-----

	_____	LUNCH: \$_____	Y N
--	-------	----------------	-----

	_____	DINNER: \$_____	Y N
--	-------	-----------------	-----

TOTAL MEALS COSTS: \$_____

3. TRAVEL COSTS

AUTO: ODOM MILES START: _____ ODOM MILES END: -

TOTAL MILES HOME TO HOME: _____ @ \$.xx PER MILE **TOTAL:** \$_____

4. S COSTS

↗
(xx = tax year rate)

FEES: \$_____ RENTALS: \$_____ TICKETS: \$_____ **TOTAL:** \$_____

5. TOTAL REPORTABLE COSTS

(1) TOTAL REPORTABLE LODGING COSTS: \$_____

(2) TOTAL REPORTABLE MEALS COSTS: \$_____

(3) TOTAL REPORTABLE MILAGE COSTS: \$_____

(4) TOTAL REPORTABLE GAMES COSTS: \$_____

GRAND TOTAL REPORTABLE COSTS \$_____

EQUIPMENT CHECKLIST

TENT	PICTURE ALBUMS
CABANA	SOCIETY BROCHURES
LARGE TABLE; or	TARTAN FOR ME
CARD TABLE; and/or	FOUR BOOKS OF WALLACE
PICNIC TABLE	MEMBERSHIP INFORMATION SHEETS
CHAIRS	PAPERWEIGHTS
WALLACE TARTAN TABLECLOTH	LOCAL AREA INFORMATION SHEETS
FLAGS	FOOD
FLAG POLES	VISITOR LOG-IN SHEETS
MALLET, WOOD BLOCK	OTHER BOOKS
BUNGEE CORDS	NEWSLETTERS
DUCT TAPE	BUSINESS CARD HOLDER, CARDS
TARPS	SCOTCH
SWORD(S)	THERMOS JUGS
CLAN BADGE	BEER
NAME BANNER	ICED TEA
CLAN SIGN	WINE COOLERS
TRASH BAGS	CAMERA, CAMCORDER
ICE CHEST	AUDIO RECORDER, TAPES
ICE	SNACKS
DRINKING WATER	SOFT DRINKS
RAIN GEAR	WASHCLOTH & TOWEL (FOR THOSE HOT DAYS)
TENT DISPLAYS	*

* (Items should be added based on individual preferences)

Contents of Convenor Kit

Books and Banners	Cost
Wallace Tartan Tablecloth	(20.00 value) *
Wallace Banner	\$32
St. Andrews Flag of Scotland	\$24
Tartan for Me	\$17
Clan Map of Scotland	\$12
The Clan Wallace – 3 rd Edition	(\$20 value) **
Wallace Genealogical Data –1927	(\$15.50 value) **
The Wallace Family in America	(\$10.50 value) **
The Wallaces of Elderslie – 1884	(\$10.50 value) **
Braveheart - by Randall Wallace (3)	(\$18 value) *
Scottish Lion Import Shop Catalog	*
J. Higgins, Ltd. Catalog	*
Flyers	
Folders for filing all flyers and forms	*
Making of Clan Wallace Society – by Charles B. Wallace	*
Brochure on “The Book of Wallace” – by Charles Rogers	*
Tri-fold Pamphlet - Clan Wallace Society Worldwide	*
Braveheart – Fact or Fiction	*
The Real “Braveheart” – form The New American – 4/1996	*
The Wallace Beazon of Arms	*
The Wallaces (Roots) – Charles T. Wallace	*
Other	
Scottish Event Data Sheet	*
Clan Wallace Visitor Sign-In Sheet	*
Clan Wallace Society Membership Form (1 pager)	*
Clan Wallace Society Name Tag Order Form	*

Note: Contents of Convenor Kit are subject to change.

* All flyers, forms and the Handbook are provided in hard and soft copy (diskette or CD) at no cost.

** The Wallace Books are provided with the Convenor Kit at no cost by the Society for the primary purpose of display and sale of the books. There are not intended for personal use

or mark-up.

Convenor Source List

The following is an example list of providers of Scottish apparel, jewelry, and books, etc. It also contains sources of other tent equipment. The Clan Wallace Society neither promotes or recommends the purchase of materials from any of vendor listed, or receives any award or compensation for listing them. The vendors listed can as easily be obtained form the many Scottish publications, such as the Highlander or Scottish Banner. We simply offer them as sources that can be used to make price comparisons. All decisions for purchase are the sole responsibility of the individual Convenor.

Company	Fare	Address	e-mail	Phone #
J. Higgins, Limited *	Full array of Scottish apparel	P.O. Box 14341 Lenexa, KS 66285-4341	jhiggins.net	1-800-426-7268
The Scottish Lion *	Varied array of Scottish, Irish, and British Imports	P.O. Box 1700 3424 White Mountain Highway North Conway, NH 03860-1700	scottishlion.com	1-800-355-7268
Walker Metalsmiths	Celtic jewelry	One Main Street P.O. Box 706 Andover, NY 14806-0706	celtarts.com	1-800-488-6347
The Highlander	Scottish Magazine	P.O. Box 760 Vandalia, OH 45377		1-800-607-4410
Geoffrey (Tailor)	Kiltmakers & Weavers		Geoffreykilts@compuserve.com	1-800-566-1467
Barnes & Nobel	Books of all kinds, usually at discount prices	Barnes	Barnes&Novel.com	1-800-843-2665
Unicorn Limited	Books	P.O. Box 397 Bruceeton Mills, WV 26525	Unicorn.com	304-379-8803
Office Max	Plastic bi-fold, 6' tables (\$70)	Check your area phone book		
SAMs Club	10'x10' tents (\$200)	Check your area phone book		
Discount Chains	Lawn Chairs, etc.			

* Catalogs included in the Convenor Kit

**CLAN WALLACE SOCIETY
NAME TAG ORDER FORM**

Name tags can be viewed online at www.cpcity.com/jwallace/nametags/order.htm) Use your browser print button to print form. Multiple name tags with different names require a separate form for each name tag.

There are three colors of laser engraved name tags and one color printed name tags available. Please indicate the number and the color/style name tag wanted. Letter designates refer to the online picture.

(A) ___ Gold with black letters laser engraved (B) ___ Color printed on white background

(C) ___ White with red letters laser engraved (D) ___ Red with white letters laser engraved

Please **PRINT** legibly the wording you want on the name tag.

1st Line – name _____

2nd Line – ONLY if you are a CWS
Officer _____

3rd Line – is already specified – no substitutes! _____ Clan Wallace Society

4th Line – city, state or province

Each name tag is \$5.00 US. Shipping in US is \$2.50 for the first name tag, plus \$.50 for each additional name tag. Foreign orders, please contact jwallace@cpcity.com for cost and shipping.

Number of name tags: _____ times \$500 = _____

Shipping: \$2.50 ; plus \$.50 per additional name tag = _____

Total amount of check or money order in US\$ _____

Shipping Address:

Name: _____

Address: _____ City: _____

St/Prov. _____ Postal Code: _____ Country: _____

Please mail the completed form with check or Postal Money Order in US Dollars to:

Clan Wallace Name Tags

**P.O. Box 1059
Bowie, MD 20718-1059**