

Clan Wallace Society



Cirean Ceann Cinnidh



Convener Handbook

November 2016

Change Control Page

The Convener Handbook 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. A Change Control Page was added in the June 1997 revision 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.
Summary of Change(s):
 - a. Page 6: Name and address changes
 - b. Pages 7 – 9: Sources of books and email addresses added
 - c. Page 13: Suggested equipment checklist added

 - 2) Revision Date: June 2001
Author: Wayne Jones, Secretary
Section(s): Purpose, VIII, and Appendix.
Summary of Change(s):
 - a. Throughout: 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
Summary of Change(s):
 - a. Throughout: Minor verbiage changes
 - b. Sections I & II: Updated - Availability of the Society's Convener Kit
 - c. Appendix:
 - 1) Convener Kit Contents List
 - 2) Sources of Scottish Fair List

 - 4) Revision Date: April 2004
Author: Wayne Jones, Executive Vice President
Section(s): Purpose, IV, V, IX, XI, and Appendix
Summary of Change(s):
 - a. Purpose: Officer and email references changed.
 - b. Page 2: New - Planning
 - c. Page 3: New - Interactions With Visitors
 - d. Page 4:
 - 1) Follow-up Letters and Games Reporting
 - 2) Convening Expenses
 - e. Page 5: Membership Chairman's address information
 - f. Page 6: President's address information
 - g. Page 16: Contents of Convener Kit
-

5) Revision Date: January 1, 2006
Author: Wayne Jones, Director of Special Projects
Summary of Change(s):

- a. Page 7: New - Membership Structure
- b. Page 11: Revised verbiage in Follow-up Letters
- c. Page 13: Depiction of New Membership Form

6) Revision Date: March 2007
Author: Wayne Jones, Executive Vice President
Summary of Change(s):

- a. Page 6: Revised - Subsections "B" and "C" to reflect the free book membership promotion for Life and Council Members.
- b. Page 7: Listing of the new President.
- c. Page 11: New - Sample Visitor Follow-up Letter to reflect the free book promotions for Life and Council Members.
- d. Page 13: New - Membership Form reflecting free book promotions for Life and Council members.
- e. Page 17: New - Convener Kit List

7) Revision Date: January 2009
Author: Bob Wallace, Executive Vice President
Wayne Jones, Director of Special Projects

Summary of Changes:

- a. Full Document: "Convenor(s)" to "Convener(s)" throughout
 - d. Section I: Revised - Reference Materials
 - c. Section II: Revised - Tent and Equipment
 - d. Section IV: Revised - Planning
 - e. Section VI: Revised - Organizing Your Tent
 - f. Appendix "B": Suggest Reading List
 - g. Appendix "C": Example Tent Arrangements
 - h. Appendix "F": New - Membership Form
 - c. Appendix "J": Revised - Convener Kit Contents List
 - d. Appendix "K": New - Wallace Print Order Form
 - e. Appendix "M": Revised Name Tag Form
-

- 8) Revision Date: March 2010
Author: Wayne Jones, Past Executive Vice President
Sections:

Summary of Changes:

- a. Full Document: Numbering scheme changed
 - b. Section 1: New - Introduction
 - c. Section 2.1: Revised - Tent and Equipment
 - d. Section 2.3: Revised - Planning for Convening
 - e. Section 4: Revised - Interactions With Visitors
 - f. Section 4.1: Revised - Follow-up Letters
 - g. Section 4.2: New - Games Reporting (made separate from 4.1)
 - h. Appendix "D": Revised - Example Follow-up Letter
 - i. Appendix "F": Revised - Membership Form
 - j. Appendix "G": New - Rewards Program Brochure
- 9) Revision Date: March 2014
Author: Wayne Jones, Past Executive Vice President
Summary of Changes:
- a. Appendix "F": Revised - Membership Form
- 10) Revision Date: January 2015
Author: Wayne Jones, Past Executive Vice President
Summary of Changes:
- Full Document: Removed - "Worldwide" from title in Clan Wallace Society
 - Introduction: Revised to reflect books for new Life members
 - Section 8: Revised Membership Promotions
 - Appendix "F": Revised Membership Application
 - Appendix "G": Revised Rewards Program Flyer
- 11) Revision Date: November 2016
Author: Wayne Jones, Past Executive Vice President
Summary of Changes:
- Purpose: Revised Officers
 - Section 5: Revised to show financial aid to Conveners
 - Section 8.F: Added "special membership offerings alert" from the Board, and changed contact information
 - Appendix "D": Changed names of free books for Life membership
 - Appendix "G": Revised Rewards Program Flyer
 - Appendix "K": Revised Contents of Convener Kit
 - Appendix "L": Clan Wallace Society Print Order Form
-

PURPOSE

This Handbook was written to assist new Conveners in sponsoring a Clan Wallace Society tent at Scottish Games, Celtic Festivals, and Gatherings, and in promoting and expanding the membership, wherein funds are raised to assist in fulfilling the Society's missions and goals. It will, hopefully, instill a sense of ownership in the Society and its Scottish heritage, achievements and historical values.

In order to maintain centralized management and quality of Convener Handbook content, suggestions for changes or additions to this Handbook should be sent to the Director of Convener Affairs (DCA). The current DCA is:

Russ Harper
111 Hilary CT
Lewisville, NC 27023-9547
Email: *convener_affairs@scottish-harpers.com*

The Director of Convener Affairs will review suggestions and make recommendations to the Executive Vice President and the President in cases where changes should be made.

The President's current address is:

Russ Harper
111 Hilary CT
Lewisville, NC 27023-9547
Email: *president@clanwallace.org*

NOTE: The Society Officers, Membership Chairman, and Program Director names and addresses are subject to change with each Board of Directors election. Please refer to your Newsletter or *clanwallace.org* for current information for the Owner of these offices.

<p>NO CHANGES SHALL BE MADE TO THIS HANDBOOK WITHOUT THE PERMISSION AND APPROVAL OF THE EXECUTIVE VICE PRESIDENT AND THE PRESIDENT.</p>
--

TABLE OF CONTENTS

1.	INTRODUCTION	Page 1
2.	GETTING STARTED	Page 1
2.1	Tents and Equipment	Page 2
2.2.	How You Should Dress.....	Page 2
2.3	Planning For Convening	Page 3
3.	SETTING UP FOR CONVENING	Page 3
3.1	Organizing Your Tent	Page 3
3.2	Hospitality	Page 4
4.	INTERACTIONS WITH VISITORS	Page 4
4.1	Follow-up Letters	Page 5
4.2	Games Reporting.....	Page 5
5.	CONVENING EXPENSES	Page 6
6.	LOCAL ACTIVITIES.....	Page 6
7.	SPECIAL CONSIDERATIONS	Page 6
8.	MEMBERSHIP STRUCTURE	Page 7

APPENDICES

Appendix "A"	Books and Publications	Page 9
Appendix "B"	Suggested Reading List.....	Page 12
Appendix "C"	Example Tent Arrangements.....	Page 14
Appendix "D"	Example Visitor Follow-up Letter.....	Page 15
Appendix "E"	Example Response Letter for Games Invitations.....	Page 16
Appendix "F"	Membership Application.....	Page 17
Appendix "G"	Rewards Program Brochure	Page 19
Appendix "H"	Visitors Registration Form	Page 22
Appendix "I"	Scottish/Celtic Event Data Sheet.....	Page 23
Appendix "J"	Equipment Checklist	Page 24
Appendix "K"	Convener Kit Contents List	Page 25
Appendix "L"	Wallace Print Order Form	Page 26
Appendix "M"	Convener Source List	Page 27
Appendix "N"	Clan Wallace Society Name Tag Order Form	Page 28

1. INTRODUCTION

The Clan Wallace Society (CWS) was formed in the State of Texas in April 1966. The purposes of the Corporation are educational, with particular reference to the history of Scotland, its public figures such as Sir William Wallace, the national hero of Scotland who suffered martyrdom for his country in 1305, and with particular reference to writings for publications, including the reprinting of articles and books now out of print concerning the history of Scotland, and particularly to the Clan and Family of Wallace, and with particular reference toward the collection, restoration, and preservation of places and objects of interest to the public generally, and particularly to the Clan and Family of Wallace. The Clan Wallace Society is “worldwide” in its membership and operations.

These educational functions are carried out with the clear understanding that the results thereof will be made available to the public in general, and particularly to the Clan and Family of Wallace, for their better education concerning the subject matter, and provided further that no private individual shall ever benefit directly from such acts.

Through membership recruitment, Rewards Program contributions, and the sale of Society books, CWS obtains the necessary funds to accomplish these educational goals. These funds enable the Society to continue reprinting of books out of print, such as the Book of Wallace by Rev. Charles Rodgers; The Clan Wallace, 4th Edition; The Wallace Family in America; The Wallaces of Elderslie, and Documents Illustrative of Sir William Wallace - His Live and Times. The funds also allow the Society to make monetary contributions to assist in the restoration and preservation of worldwide Wallace and Scottish History-related places and objects, the major reason the Society was formed in 1966 as a non-profit corporation. In its first project, CWS raised funds for the purchase of five bronze (colored) plates to complete the Wallace Monument in Elderslie. The plaques were placed in 1970. Many other examples of CWS projects can be found in the Rewards Program brochure.

As Conveners, you are the front line ambassadors in obtaining Society funds. At Celtic Festivals and Scottish Games, you have personal contact with current members and potential new members. You have the perfect opportunity to ensure the continual flow of these funds by recruiting new members, and informing them (and current members) about the worldwide Scottish heritage projects CWS has donated to as a result of their membership fees and Rewards Program donations.

2. GETTING STARTED

The Society has assembled a Convener Kit to help new Conveners prepare for representing the Society. The Kit contains membership forms, brochures, and many flyers containing information on Sir William Wallace. The Kit can be bought at a great Scottish savings, or can be borrowed until Conveners can build their own collection of materials. (Many items are available from the Director of Convener Affairs as outlined in Appendix "K".)

New Conveners who choose not to buy a Convener Kit should obtain books on the history of Scotland (questions are not always about Clan Wallace), and a biography of Sir William Wallace. Because many visitors ask about their name and Clan affiliation, the "Tartan for Me" (book of Scottish surnames), and a book containing Scottish Tartans should also be purchased. If you cannot

answer visitor questions, it is hospitable to point them to the Festival Tartan Information Tent. Another good idea is to have a copy of the "Highlander" and/or "Scottish Life" magazine's "Games and Festival" issue, so visitors can see those schedules throughout the year. Also refer them to the Clan Wallace website, where they can choose the links to COSCA; then ASGF for games schedules.

2.1 TENT AND EQUIPMENT

To set up a Wallace tent, only a small amount of equipment is required. Although tents, tables and chairs can be rented at most Festivals, it is more economical over time to purchase them. At a minimum, the Clan tent display must include a sign-in log, Membership Forms, and the Clan Wallace Society Tri-Fold Brochure. They should be prominently displayed, and be immediately available and easily accessible.

Everyone usually owns lawn chairs. Card tables, although small, 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 for about \$60. Other styles of tables are also available. 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 10' x 10', or 10' x 15' sizes are most practical.

Tent 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 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.

At the end of first day of a two-day Festival, pack materials in the boxes, including flags, place them under the table, and cover the table with a tarp large enough to extend to the ground all around the bottom of the table. Stake the tarp to the ground. This will keep the table from being blown over by wind and protects the materials from dew and rain. If you leave the American flag standing overnight, it should be lighted.

2.2 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 \$40 to clean a kilt, but telling them that it is a ladies skirt may save on cost.

2.3 PLANNING FOR CONVENING

Contact the Society Webmaster early in the year. Provide a list of events at which you will be convening during the Festival season so they can be added to the list of Games on the Society's Website. Register with the Clan Coordinator of Games and Celtic Festivals early to ensure Clan Wallace is included in the festival program.

One week before a Celtic Festival or Scottish Games, review your supply of flyers, brochures, and forms to make sure you have enough for visitors. Add a copy of the current Newsletter. **Make sure all flyers and brochures are current and reflect residing officers and key contacts.** 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 in Appendix "I". Check them off as you load them into your vehicle. Finally, keep a count of depleted flyers during the Games so they can be restocked when you return.

3. SETTING UP FOR CONVENING

If you rent equipment at Games, it should be set up when you arrive. All you need do is arrange your tent display. When you use 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 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, flagpoles, 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.

3.1 ORGANIZING YOUR TENT

Many Conveners place tables at the front of the tent, but putting them along the inside walls makes the tent more inviting for visitors. On the table should be current Society brochures, books and a visitor register. The register can be made with a binder and copies of the sign-in sheets in Appendix "G". Have some items to use as paperweights. Painted rocks are fine and are great for holding down papers, or you can 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 materials soiled. Eat at the rear of the tent. A card table serves that purpose well. Appendix "C" depicts three example tent arrangements. Other ideas on tent arrangements can be found in the Newsletter in Convener reports.

Flags are great but not a necessity at your first Game. Buy equipment, books, weapons, and other display articles over time to ease the burden of cost. Flagpoles can be made from closet poles, dowel rods, or items discussed in Section II, 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, is available at Scottish-Irish stores or from vendors at Festivals, and is also available in the Convener Kit. Although some

Clan Societies display the red and yellow Scottish Royal Flag (Rampant Lion), it is not proper etiquette. There are now flags that look similar (Colors are different), and these can be displayed. Remember that looking in at the front of the tent, the American flag goes on the left, and the St. Andrews flag goes on the right. In Canada, the Canadian flag goes on the left.

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. The Society offers a Wallace Clan Badge Flag through the Director of Convener Affairs (see the Convener Kit Contents List). **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. Only when the Chief is present at a Game can you fly his banner bearing his Coat of Arms.

3.2 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 and 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 soft drinks or iced tea. You can also provide snacks if you desire.

4. INTERACTIONS WITH VISITORS

The primary purpose of this Handbook is to assist Conveners in becoming more knowledgeable in the aspects of convening, and enable you to welcome Wallaces and visitors and encourage them to become part of a wonderful family of lifelong friends. Their membership fees will help the Society fulfill its missions and goals and promote the traditional purposes set forth by the founders.

Become familiar with the Society's Website so you can inform visitors and Wallaces where they can find information on Games in which CWS will be participating, what information is available online, and dates and places for future Wallace Gatherings. Inform them that the website contains historical information about Sir William Wallace, the Family of Wallace, the Society, links to other sites, and that the Members Page contains a listing of Society Officers, Conveners, a picture album, the Society Games schedule, and a Membership Application.

Tell them about the membership promotions, benefits of being a member, and about the great traditional and historical spirit of the Society. Explain the educational purposes of the Society and how tax-deductible membership fees, and donations made through the Rewards Program will help restore, conserve, and maintain places and objects of Wallace and Scottish historical interest. Explain to them that they do not have to be a Wallace to be a member of Clan Wallace Society. Give them a copy of the Rewards Program brochure so they can see the projects that Society has supported with membership fees and donations.

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. Make them feel like part of the Wallace family.

Some visitors may 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. Ask them if you can help them find what they are looking for even if they are from another Clan. Invite them to become members of Clan Wallace. 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 visitors will ask. You can always contact fellow Conveners or members or the Board of Directors for the answer.

Always keep membership applications on hand and visible at Games because they are often requested. If they are given to a visitor, make sure a note of it is made on the sign-in log and word the follow-up letter accordingly. The membership form will be the form potential new members will use to join the Society

4.1. FOLLOW-UP LETTERS

It is highly recommended that a follow-up letter be sent to visitors promptly after the Games to thank them for their interest in the Society (see Appendix "D"). This is a matter of Society courtesy, and it gives Conveners another opportunity to invite visitors to become a member. Inform them of 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 follow-up letter. Always send them copies of the Membership Application.

4.2 GAMES REPORTING

Provide a report on your convening activities. Send a short, newsy article in **Word format**, with photos in **.jpg format** as separate attachments, to the Newsletter Editor about the Games at which you have convened. This will let the membership know about the Games you convene, and let them see you, your helpers, and some of the visitors at your tent. You can obtain a sample Games report from any Newsletter.

If visitors are from outside an area where you convene, check to see if there is a Convener in their area. You can let the visitor know about this convener through your follow-up letter. If there is a Convener from the visitor's area, let that Convener know so they can make contact and encourage them to become a member of the Society.

5. CONVENING EXPENSES

Clan Wallace Society was formed for the purposes of promoting the Wallace heritage and education. It is tax 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 a Game. The Clan Wallace Society will provide financial aid to Conveners for Game setup expenses. However, if you submit an expense report to request financial aid, you cannot deduct setup fees on your Federal tax return.

The list below contains examples of deductible expenses (if not reimbursed by CWS):

- Convener Kits
- 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 and assure expenses are deductible. Conveners can use the sample Scottish Event Data Sheet (Appendix "H") to track Games expenses. You may get a copy of our tax-free status letter from the IRS by contacting the Director of Convener Affairs.

6. LOCAL ACTIVITIES

If you are lucky enough to have a fairly large group of members in your area, you may want to consider doing 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 Clan Wallace Society members of that area hold a Memorial Service for Sir William Wallace at his statue 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.

If you foster other activities, interest will remain high among current members. An annual picnic could be held at your area's 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.

7. SPECIAL CONSIDERATIONS

Games Associations may forbid the sale of items not specifically associated with The Family Wallace. Clan Wallace is a non-profit organization and is listed as such with the IRS. If items such as crafts containing the Wallace Tartan are donated, they can be sold to offset the cost of the Games or equipment. Conveners 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 - not the Society.**

8. MEMBERSHIP STRUCTURE

Membership in the Society shall be available to all persons worldwide, regardless of age, race, heritage, or sex. The memberships in this Corporation are not transferable or refundable. All membership fees and contributions to Clan Wallace Society are tax deductible. The LIFE and COUNCIL memberships are one-time fees; there are no additional dues - ever. The Society is composed of the membership categories listed below. Also, be aware of any additional membership incentives that may be available. They will usually be listed on the most current membership form.

A. Annual Membership

A person may become an Annual Member by proper application and contribution of \$20.00 (US) annually to the Society. Annual Members will have no vote, may not nominate Directors for election, and may not hold office or serve on the Board of Directors.

B. Life Membership

A person may become a Life Member by proper application and a contribution of \$175.00 (US) to the Society. Once accepted as a Life Member, no further membership fees are required. Life Members will have no vote, may not nominate Directors for election, and may not hold office or serve on the Board of Directors. Life Members may upgrade to Council Member by proper application and an additional contribution of \$175.00 (US) to the Society.

C. Council Membership

A person may become a Council Member by proper application and a contribution of \$350.00 (US) to the Society. Once accepted as a Council Member, no annual membership fees are required. Council Members are permitted to nominate other Council Members as Directors for election, vote in the annual elections of Directors and in other matters as expressly provided for in these Bylaws, and hold office and serve on the Board of Directors.

D. Senior Discounts

Persons who have reached the age of 60 years will be given a 20 percent Senior Discount off the Life and Council Membership fees, and for a membership fee being paid on behalf of someone who has reached the age of 60. Seniors will not be given a discount for Annual Membership or for memberships that they purchase for other persons under the age of 60 years.

E. Honorary Membership

The President and the Board of Directors may reward a non-member with an Honorary Membership to the Society for their contributions to Scotland, Scottish Heritage, Scottish Organizations, and to the Clan Wallace Society.

F. Membership Promotions

The Society also **periodically** offers the following membership promotions:

- 20% discount for seniors over the age of 60 years
- \$20 discount for Annual member upgrade to Life membership during the first year
- \$35 discount for Annual member upgrade to Life membership during the second year
- \$45 discount for Annual member upgrade to Life membership during the third year
- \$50 anytime discount for Life member upgrade to Council membership
- Free copies of The Wallace Family In 'America and The Wallaces of Elderslie to new Life members (*a \$21 value*)
- Free copies of the Society's four Wallace books to new Council members (*a \$62 value*)

Be on alert for any "special" membership offerings provided by the Board of Directors.

Appendix "F" 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
Chairman Membership Committee
4634 N Beechwood Drive
Macon, GA 31210-2304

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:

Secretary, Clan Wallace Society
P.O. Box One
Trenton, SC 29847

NOTE: 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 "A"

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
Email: 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: <http://www.Barnes&Noble.com>

PUBLICATIONS

The Highlander Magazine

P. O. Box 760
Vandalia, OH 45377 USA
1-800-607-4410
www.highlandermagazine.com

The Scottish Banner

13799 Park BLVD #271
Seminole, FL 33776-3402 USA
1-866-544-5157
www.scottishbanner.com/suscribe

The Family Tree

Odom Library
P.O. Box 1110
Moultrie, GA 31776-4809 USA
Email: hugh.waters@lost.com

The Scots Magazine
2 Albert Square
Dundee, Scotland, DD1 9Qj UK
Email: scotsmagazine@dcthomson.co.uk
Internet: <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
Email: angusray@scottishjournal.com
Internet: <http://www.scottishjournal.com/>

Scottish Life Magazine
P.O. Box 403
Vandalia, OH 45377

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
Email: scotia.publishing@worldnet.att.net
Internet: <http://www.clan.com/publishing/scotia>

U. S. Scots
P.O. Box 20217
Email: dlaird@infinet.com
Internet: <http://www.infinet.com/~dlaird/usscots/usscots.html>

Scots - The Journal of the Scots Heritage Society
P.O. Box 2693
Moultrie, GA 31776-2693

APPENDIX "B"

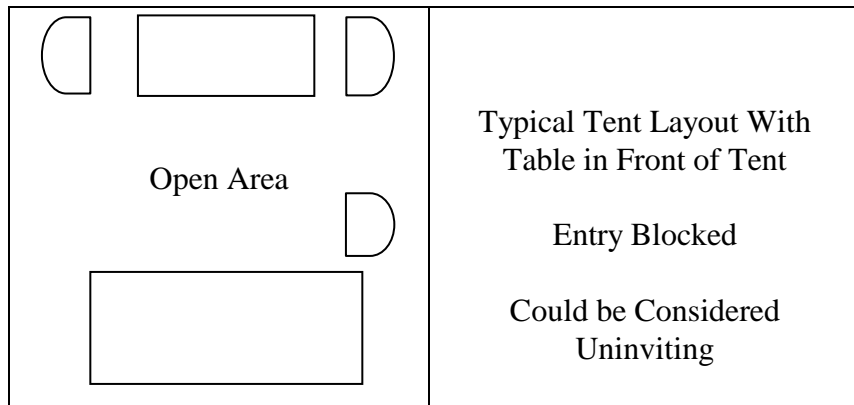
SUGGESTED READING

RECOMMENDED READING			
Title	Author	Publication Information	ISBN #
Wallace, The	Nigel Tranter	Edinburgh: 1975	0-340-21237-3
William Wallace: The King's Enemy	D.J. Gray	(Barnes & Noble, New York: 1991)	0-7607-0226-8
WALLACE REFERENCE			
Title	Author	Publication Information	ISBN #
Authentic Life of Sir William Wallace	Compiled from the Best Authorities	L.G.M.G. (Unicorn Limited).	
Blind Harry's Wallace	William Hamilton of Gilbertford	Elsbeth King, ed. (Luath Press, Edinburgh - 1998)	0-946487-33-2
The Book of Wallace	Dr. Charles Rogers - 1889	Reprinted by the Clan Wallace Society	
Braveheart	Randall Wallace.	Pocket Books, New York: 1995	0-671-52281-7
Life of William Wallace, Hero of Scotland	James Paterson	William P. Nimmo, Edinburgh	
On The Trail of William Wallace	David Ross		
Scotland's Bravest Knight	Seumas MacThomais	Unicorn Ltd., Bruceton Mills, WV: 1995	
Stray Leaves: An English History of Sir Wm. Wallace	Charles Gordon Glass	1873 – Publisher Unknown	
The Wallace and The Bruce Restudied	J.T.T. Brown, ed	Bonner Beitrage Zur Anglistik Herausgegeben Von Prof. Dr. M. Trautmann HEFT VI	
Tales of Sir William Wallace	Tom Scott	Gordon Wright Publishers, Edinburgh: 1997	903065-89-4
Wallace: A Biography	Peter Reese	Canongate Press, Edinburgh: 1995	0-86241-607-8
William Wallace	Andrew Fisher	John Donald Publishing, Edinburgh: 1988	0-85976-154-1
William Wallace: A Scot's Life	Glenn Telfer	Argyll Publishing, Argyll: 1995	1-874640-46-7
William Wallace: Brave Heart	James MacKay	Mainstream Publishing, Edinburgh: 1996	1-85158-823-X
William Wallace Man and Myth	Graeme Morton	Sutton Publishing Limited Printed and bound in England by J.H. Haynes & Co. Ltd, Sparkford	
Your Clan Heritage: Wallace	Alan McNie	Cascade Publishing Co., Jedburgh, Scotland: 1986	
Sir William Wallace		Geddes and Grosset as part of their Pocket series on Scottish Heroes	

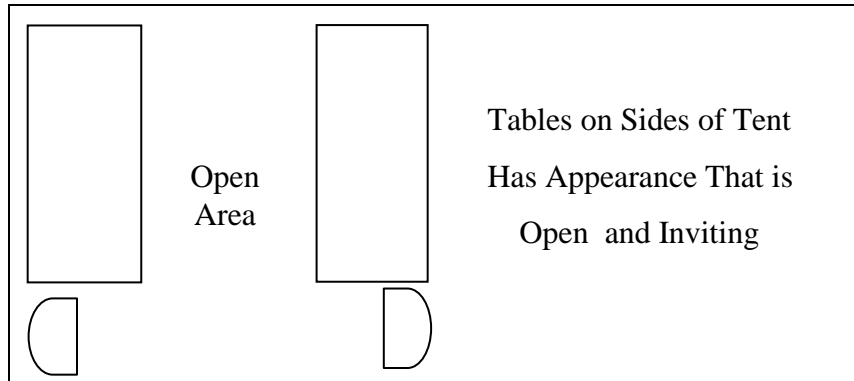
GENERAL INTEREST TITLES			
Title	Author	Publication Information	ISBN #
Scots Kith & Kin		Harper-Collins Publishing, Glasgow: 1953	0-00-435665-9
Scottish Clan & Family Encyclopedia		Harper-Collins Publishing, Glasgow: 1995	0-00-470547-5
District Tartans	Gordon Teall of Teallach & Philip D. Smith, Jr.	Shepheard-Walwyn, London	0-85683-085-2
Famous Scottish Battles	Philip Warner	Barnes & Noble, New York: 1975	0-7607-0004-4
Identifying Guide to Clans & Tartans	Blair Urquhart	Chartwell Books/Quintet Publishing, London	0-7858-0050-6
Scottish Clan and Family Names: Their Arms, Origins and Tartans	Roddy Martine	Trafalgar Square: 1993	1851-58418-8
The Scottish: 100 Portraits of History's Most Influential Scots	Duncan A. Bruce	Carroll & Graf Publishers Inc., New York	0-7867-0770-4
The Mark of the Scots	Duncan A. Bruce	Carroll & Graf Publishers Inc., New York	0-8065-2060-4
So You're Going to Wear the Kilt!	J. Charles Thompson, FSTS	Lang Syne Publishing, Glasgow: 1979	185217-126-X
Tartan For Me! - 8th Edition	Dr. Philip D. Smith	Heritage Books Inc., Bowie, Maryland	0-7884-3318-0
Story of a Nation, Scotland, A Concise History	P. Hume Brown	1908, 1990 (Revised)	
Scotland for Beginners	Jeff Fallow	1999	
Culloden	John Prebble	1961	
The Highland Clearances	John Prebble	1963	
Glencoe	John Prebble	1966	
Periods in Highland History	I.F. Grant & Hugh Cheape	1987	
Born Fighting, How the Scots-Irish Shaped America	James Webb	2004	
A Dance Called America, The Scottish Highlands the United States and Canada	James Hunter	1994, 1996, 1997, 1999, 2000, 2002, 2004	
How The Scots Invented the Modern World	Arthur Herman	2001	
The Scotch-Irish	James G. Leyburn	The University of North Carolina Press	
Scotland, A new History	Michael Lynch	Century Ltd. London England – 1991 (Now PIMLICO of London)	
How Scots Created America	Alastair Connell	June 2008	13-9781604418484

APPENDIX "C"

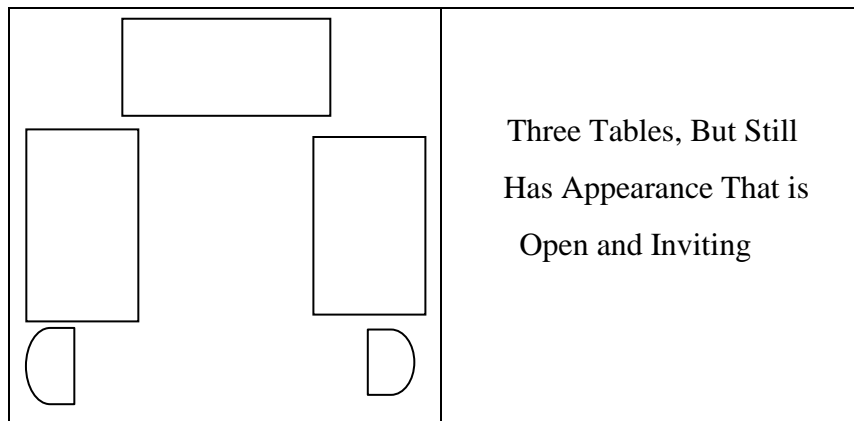
Three Suggested Clan Tent Arrangements



Front of Tent ↑



Front of Tent ↑



Front of Tent ↑

These are a few examples of how you can set up your Clan Tent. They are suggestions and are not meant to infringe upon your creativity as to how you would like your tent display to appear.

APPENDIX "D"

Example Visitor Follow-up Letter

(Date)
(Name)
(Address)
(City, State, Zip Code)

Dear (Name of Visitor),

Clan Wallace Society (CWS) would like to thank you for visiting our tent at the *(Name of the Celtic Festival or Scottish Games)* on *(date)*. We enjoyed your visit and hope you received a good introduction to our Society and the Wallace Family heritage.

We would like to invite you to become a member of our Society. We have three membership types: 1) Annual Member - \$20 US Funds annually; 2) Life Member - \$175 US Funds; and 3) Council Member - \$350 US Funds. The Life and Council memberships are **one-time** fees. Life and Council Members pay no annual dues, ever. As a bonus, Life Members receive The Wallace Family In America and The Wallaces of Elderslie free, and Council Members receive all four Books of Wallace free for joining. There are also cost-saving incentives when Annual members upgrade to Life within the first 3-years of Annual membership. Upgrade from Life to Council Member can be done at any time. Remember that the CWS is a non-profit Corporation, so your membership fees are tax-deductible (if you itemize on your taxes) excluding the value of services received. Membership fees also assist the Society in its many Scottish heritage projects.

A Clan Wallace Society membership is also a grand idea for a birthday or Christmas gift, so I have enclosed additional membership forms for your convenience. I have also enclosed some Wallace flyers for your reading pleasure. 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 that I think you would enjoy *(provide location of future Games in their region)*. You may also want to check out Clan Wallace Society Website at <http://www.clanwallace.org>, which contains historical information about Sir William Wallace, the Family of Wallace, and the Society. The Members Page contains a listing of CWS Officers, Conveners, a picture album, Society Games schedules, and a membership application.

Thanks again for visiting with us.

Yours Aye,
(Convener Name)
(Address)
(City, State, Zip Code)

APPENDIX "E"

Example Response Letter for Games Invitations

(Date)

(Name)

(Address)

(City, State, Zip Code)

Dear *(Games Coordinator Name)*

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

Pro Libertate,

(Convener Name)

(Address)

(City, State, Zip Code)

APPENDIX "F"

Clan Wallace Society Membership Application

The following three (3) categories of Membership are available in the Clan Wallace Society.

1. ANNUAL Members – those contributing \$20.00 US Funds each annually to the Corporation.
2. LIFE Members - those contributing \$175.00 US Funds each to the Corporation.
3. COUNCIL Members - those contributing \$350.00 US Funds each to the Corporation.

(THE CLAN WALLACE SOCIETY IS A 501(c)(3) CHARITABLE ORGANIZATION. YOUR CONTRIBUTION IS TAX DEDUCTIBLE, EXCLUDING THE VALUE OF SERVICES AND GOODS RECEIVED.)

LIFE and COUNCIL 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-refundable and non-transferable. LIFE Members receive The Wallace Family In America and The Wallaces of Elderslie free of charge with membership. COUNCIL Members receive the full set of the four Wallace books free of charge with membership (the first four listed on the back.)

(See back of page for book offerings.)

We encourage you to become involved in your Society by promoting the Society, the family of Wallace, the history of Scotland, and your Scottish community. Please indicate areas of interest:

- Become a Convener at local Scottish events Support and assist your Conveners
- Run for the Board of Directors Serve on a Committee
- Please have a Director contact me regarding _____
- Any other talent _____

(Please print all information clearly.)

Type of Membership: Annual Annual Renewal Life Council

Upgrade: Upgrade to Life Membership Upgrade to Council Membership

Payment Method: Check Cash Money Order

(See back page for membership promotions.)

Name: _____ Birth Year: _____

Street Address: _____

City: _____ State or Province: _____

Zip Code (9 digits): _____ Country: _____

Phone (Home): _____ Email Address: _____ *

Date of Application: _____

* Email address is required to receive the full color copy of the Newsletter.

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, 4 rd Edition | \$25.00 | <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 | Members \$11.00 | <input type="checkbox"/> |
| | Non-Members \$12.00 | <input type="checkbox"/> |
| 7. Documents Illustrative of Sir William Wallace - His Life and Times | \$35.00 | <input type="checkbox"/> |

(Descriptions of books are available at <http://clanwallace.org/books.html>)

Checks for books should be made out to Clan Wallace Society, and mailed to the Membership Chairman at the address below.

Membership Promotions

The Society offers several membership promotions:

- Seniors over the age of 60 receive a 10% discount for Life and Council memberships
- \$20 discount for Annual members who upgrade to Life during the first year
- \$35 discount for Annual members who upgrade to Life during the second year
- \$45 discount for Annual members who upgrade to Life during the third year
- New Life Members will receive a The Wallace Family in America and The Wallaces of Elderslie at no cost
- New Council Members will receive the first four Wallace books listed above at no cost

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

Clan Wallace Society
Chairman Membership Committee
4634 N Beechwood Drive
Macon, GA 31210-2304

Note: Members wanting to receive a black and white hardcopy of the newsletter mailed via Postal Service must submit a request in writing to the Membership Chairman.

Convener: _____ Celtic Event: _____

Rev. 8.4 - 5/15

APPENDIX "G"

REWARDS PROGRAM BROCHURE

Clan Wallace Society (CWS) Rewards Program

Clan Wallace fulfills the principles of its Articles of Incorporation by reprinting out of date books about the history of Scotland, by collecting, restoring, and preserving places and objects of interest to the general public, especially to the Clan and Family of Wallace. An early project was the purchase of five bonze (colored) plates to complete the Wallace Monument in Elderslie, the main reason CWS was formed in 1966. The plaques were placed in 1970.



Wallace Monument in Elderslie

Clan Wallace has officially established a Rewards Program to give contributors the opportunity to assist in the implementations of its stated goals. It provides a positive method for individuals to show their support and entrepreneurial spirit, while receiving in return tangible and attractive tokens of gratitude designed specifically for our Clan Society. Donations of any size can be made, and can be tailored to an individual's ability to give over any time period, and all contributions to the Rewards

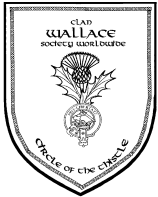
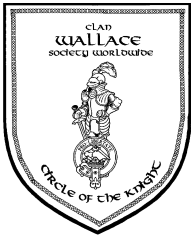
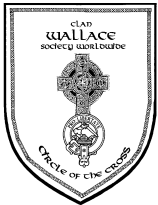
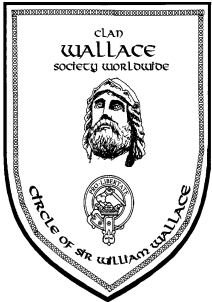

Program are greatly appreciated. Rewards are provided to the contributor as each Reward Level is reached. Larger donations that exceed other Reward levels will result in the higher Reward and all subordinate Reward Level elements being awarded, except for the Certificates. Together, we can achieve Society goals through the Rewards Program and our tax-deductible donations. Every donation, regardless of size, helps the Society accomplish its goals. We invite everyone to participate in the Rewards Program. For more information, go to www.clanwallace.org/rewards/rewards.html.

Rewards Program Administration

All donations are recorded in personal accounts for ongoing action. All donations are welcomed and are cumulative. When a person makes further donations they are recorded in their personal account and they receive those Rewards. Contributors receive a letter from the Society Treasurer acknowledging their contribution, notice of the amount that is tax deductible, and a citation of CWS' Tax Exempt status. Contributors will also receive a Letter from the President congratulating the donor on their Reward, a Certificate, and Newsletter publicity. This tiered level of rewards was developed to thank contributors for their generosity. The five levels of Rewards are depicted at the right.

Members, non-members, and organizations may make donations to the Rewards Program by sending name, address, phone number, and e-mail addresses along with their donation checks in the name of the Clan Wallace Society to:

John R. Wallace, Chairman
CWS Rewards Program
110 Azalea Drive
Walterboro, SC 29488-2605

Reward Level	Reward Level
Circle of the Thistle Lapel Pin  (1 1/4" tall) \$100 to \$199	Circle of the Knight Medal & Small Medal on Tartan Ribbon  \$1000 to \$4999
Circle of the Cross Lapel Pin  (1 1/4" tall) \$200 to \$499	Circle of Sir William Wallace Medallion on Tartan Neck Ribbon In Presentation Box  \$5000 and over
Circle of the Saltire Lapel Pin  (1 1/4" tall) \$500 to \$999	

Restoration/Preservation Projects

Following are successes of member donations to:

- 2005 - Stirling Smith Museum and Art Gallery for Portrait of William Wallace
- 2005 - Wallace Mural - Wallaceburg, ONT
- 2006 - Preserve Wallace Yew Tree at Elderslie damaged by vandalism and lightning
- 2007/2008 - Wallace700 Association in Aberdeen *
- 2008: For Wallace Walkway Paving Stones at Culloden Battlefield Visitors Center and Robert Burns Statue in Milwaukee
- 2009 - For Memorial to Scottish Immigrants and High Desert Pipe Band *
- 2011 - Lyons College Scottish Heritage Scholarship program *
- 2012 - Ellen Payne Odom Genealogical Lib. *
- 2016 - Battle O' the Brae William Wallace Monument in Glasgow, Scotland



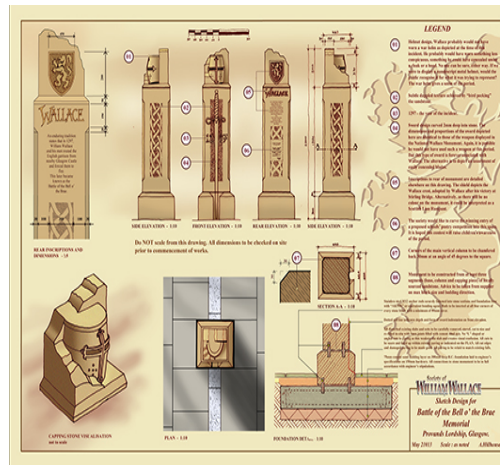
Wallace Mural at Wallaceburg ONT



Memorial to Scottish Immigrants



Sir William Wallace Painting at Smith Museum That CWSW Helped Purchase



Battle O' the Brae William Wallace Monument

* Ongoing

CWS is a Tax-Exempt 501(c)(3), non- profit organization.

Clan Wallace Society



Rewards Program

APPENDIX "H"
CLAN WALLACE SOCIETY VISITORS REGISTRATION FORM

LOCATION: _____ DATE: _____

Please Print Clearly

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: _____

APPENDIX "I"
SCOTTISH/CELTIC 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. GAMES 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 MILEAGE COSTS: \$_____.

(4) TOTAL REPORTABLE GAMES COSTS: \$_____.

GRAND TOTAL REPORTABLE COSTS \$_____.

APPENDIX "J"
EQUIPMENT CHECKLIST

TENT	TARTAN FOR ME
LARGE TABLE; or	FOUR BOOKS OF WALLACE
CARD TABLE; and/or	APRIL "HIGHLANDER" (contains Games schedules)
PICNIC TABLE	WALLACE PRINTS
CHAIRS	MEMBERSHIP INFORMATION SHEETS
WALLACE TARTAN TABLECLOTH	LOCAL AREA INFORMATION SHEETS
FLAGS	VISITOR REGISTRATION FORMS
FLAGPOLES	BOOK BOX (WITH BOOKS)
HARDWARE (HAMMER, WOOD BLOCK)	NEWSLETTERS
BUNGEE CORDS	BUSINESS CARD HOLDER, CARDS
PLASTIC TIES or DUCT TAPE	FOOD
TARPS	SCOTCH
SWORD (S)	BEER
CLAN BADGE FLAG	ICED TEA
CLAN WALLACE BANNER (for front of tent)	THERMOS JUGS
PARADE BANNER	WINE COOLERS
CLAN SIGN	CAMERA, CAMCORDER
TRASH BAGS	AUDIO RECORDER, TAPES
ICE CHEST & ICE	SNACKS
DRINKING WATER	SOFT DRINKS
TENT DISPLAYS	PAPERWEIGHTS
PICTURE ALBUMS	WASHCLOTH & TOWEL (FOR HOT DAYS)
DISPLAY RACKS	RAIN GEAR
SOCIETY BROCHURES	

Note: This list can be expanded to include Scottish apparel and accessories, and your specific display items.

APPENDIX "K"

Contents of Convener Kit

Provided Free by the Society	Cost
On The Trail of William Wallace - by David R. Ross	(\$14.95 value) *
Making of Clan Wallace Society – by Charles B. Wallace	*
Brochure on “The Book of Wallace” – by Charles Rogers	*
Clan Wallace Society Marketing Brochure	*
Rewards Program Brochure	*
Uniting Wallaces Around The World (Tri-fold on Andrew Wallace)	*
Researching Wallace Family Genealogy - Bi-Fold Brochure	*
Braveheart – Fact or Fiction	*
Life Events of Sir William Wallace	*
The Wallace Beazon of Arms	*
The Wallaces (Roots) – Charles B. Wallace	*
Scottish Event Data Sheet	*
Clan Wallace Visitor Sign-In Sheet	*
Clan Wallace Society Membership Form (2 pager, front and back)	*
Clan Wallace Society Name Tag Order Form	*
Scottish Apparel Catalog (J. Higgins, Ltd. provided as example)	*
Folders for filing all flyers and forms	*
Items Available At Cost To Conveners	
The Clan Wallace – 4 th Edition	\$25
Wallace Genealogical Data –1927	\$15.50
The Wallace Family in America	\$10.50
The Wallaces of Elderslie – 1884	\$10.50
Wallace Tartan Tablecloth	\$20
Clan Wallace Badge Flag	\$32
St. Andrews Flag of Scotland	\$24
Tartan for Me	\$31
Clan Map of Scotland	\$12
Documents Illustrative of Sir William Wallace - His Life and Times *	\$35
Total Cost of Convener Kit (if ordered in total)	\$215.50
The Book of Wallace (Two volumes in one hardback book)	\$60
Wallace Prints (2 choices). a) 19”h x 25 3/4”w b) 30”h x 23”w <u>1/</u>	a) \$17.00 b) \$23.95
Clan Wallace Tent Banner (2’ h x 9 1/2’ w)	\$100.00

* All flyers, forms, and the Handbook are provided in hard and soft copy at no cost to Conveners. Conveners buying all “**Items Available At Cost To Conveners**” in a single order of \$215.50, or with the initial Kit order, they will receive free mailing. When items are ordered separately, the Convener will pay the mailing cost as determined by the Postal Service.

1/ See Print Order Form for sizes and finishing details.

Due to special arrangements made with the Stirling Smith Museum, the Wallace prints can only be offered to Conveners for the promotion of Clan Wallace Society and the history of Sir William Wallace.

* Also referred to as the Maitland Papers

APPENDIX "L"

CLAN WALLACE SOCIETY WALLACE PRINT ORDER FORM

The Clan Wallace Society has two Sir William Wallace prints from Sterling Smith Museum that are being made available to Conveners under a special arrangement. **They are reprinted only for Conveners** to use for promotion of Clan Wallace Society, the history of Sir William Wallace and the Family of Wallace. These two are the most common depictions of Sir William Wallace. They must be ordered directly from the printer.

Niddrie Marischal Portrait With Gold Scrollwork

- 19" h x 25 3/4" w - Plastic Covered & Grommets for Hanging - \$17.00
- 19" h x 25 3/4" w - Centered on 23 X 30 paper and Uncovered for Framing \$25.00

19th Century Portrait With Dragon Crest on Helmet

- 30" h x 23" w - Plastic Covered & Grommets for Hanging - \$23.95
- 30" h x 23" w - Centered on 28 x 35 paper and Uncovered for Framing – \$35.00

Clan Wallace Tent Banner

- 2'h x 9 1/2' w - Plastic Covered & Grommets- \$100.00

Shipping

- For one print: Tube \$2.49; Mailing \$2.70; Insurance (optional) \$1.70
- For both prints: Tube \$3.49; Mailing \$6.67; Insurance (optional) \$1.70

Please allow 2 to 3 weeks for delivery.

Shipping Address:

Name: _____

Address: _____

City: _____ State/Province _____

Postal Code: _____ Country: _____

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

**Dick Wallace Map Graphics
3005 Ridge Pass Road
Little Rock, AR 72227-2123**

APPENDIX "M"

Convener 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 vendor listed, nor receives any award or compensation for listing them. The vendors listed can as easily be obtained from 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 Convener.

Company	Fare	Address	Email	Phone #
J. Higgins, Ltd. *	Full array of Scottish apparel	P.O. Box 14341 Lenexa, KS 66285-4341	jhiggins.net	1-800-426-7268
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 & Noble	Books of all kinds, usually at discount prices	Check your area phone book	Barnes&Noble.com	1-800-843-2665
Unicorn Limited	Books	P.O. Box 397 Bruceton 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.			
Highland Line International	Clan Flag - Clan Wallace Crest on Tartan Background	80 Carrington Drive Richmond Hill, Ontario L4C 7X9	www.highlandline.com	1-866-455-6854

* Catalogs included in the Convener Kit

APPENDIX "N"

CLAN WALLACE SOCIETY NAMETAG ORDER FORM

Nametags are displayed online at <http://clanwallace.org/cwstag/index.html>. A copy of the form may be found at <http://clanwallace.org/cwstag/order.htm>. Multiple nametags with different names require a separate form for each nametag.

There are three colors of laser engraved nametags and one color printed nametag available. Please indicate the number and the color/style nametag wanted. Letter codes 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 nametag.

1st Line – Name:

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

3rd Line – (Already specified – no substitutes!): Clan Wallace Society

4th Line – City, State or Province

Note: The Clan Wallace Society is no longer directly accepting orders for nametags. Nametag templates are on file at Shamrock Awards, the engraving shop. Contact them via Internet browser at: <http://www.shamrockawards.com>, or email to ShamrockAwards@verizon.net for additional information.