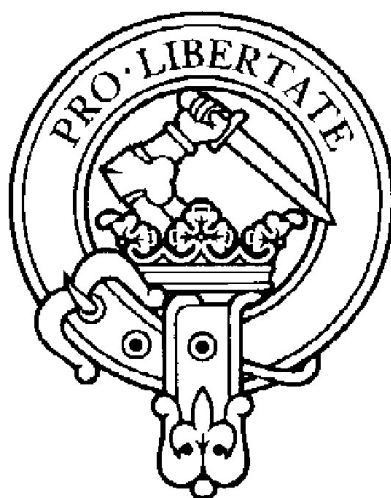


Clan Wallace Society



Cirean Ceann Cinnidh



Convener Handbook

September 2022

Change Control Page

The Convener 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. 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.
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. 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
Section(s): Sections I and II, and Appendices

Summary of Change(s):
Page 1:Section I, II: Updated with information regarding the availability of the Society's Convener Kit
 - a. Throughout: Minor verbiage changes
 - b. 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
 - a. Purpose: Officer and e-mail 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) 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
Section(s): Section XIII and Appendices
- a. Page 5: New membership structure added
 - b. Page 7: New Membership Chairman
 - c. Page 11: New verbiage in Follow-up Letter
 - d. Page 13: Depiction of New Membership Form
- 6) Revision Date: March 2007
Author: Wayne Jones, Executive Vice President
Section(s): Page changes.
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 new Life and Council Members.
 - d. Page 13: New Membership Form reflecting Life and Council free book promotion.
 - e. Page 17: New Convener Kit List
- 7) Revision Date: January 2009
Author: Bob Wallace, Executive Vice President
Wayne Jones, Director of Special Projects
Sections: Page changes and additions.
Summary of Changes:
- a. Full Document: "Convenor(s)" to "Convener(s)" throughout
 - d. Section I: Revised Materials
 - c. Section II: Tent and Equipment, revised
 - d. Section IV: Planning, revised
 - e. Section VI: Organizing Your Tent, revised
 - f. Appendix "B": Suggest Reading List
 - g. Appendix "C": Example Tent Arrangements
 - h. Appendix "F": New Membership Application
 - 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: September 2022
Author: Wayne Jones, Executive Vice President
-

Sections: Throughout
Removed Worldwide, On the Trail of William Wallace, Tartan
Tablecloth, Name Tag, J. Higgins, and Book of Wallace.



PURPOSE

This Handbook was written to assist new Conveners with sponsoring a Clan Wallace Society tent at Scottish Games, Festivals, and Gatherings. 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:

Jean R. Wallace
10 Bernay Dr.
Little Rock, AR 72211
Phone 501.350.0294
E-mail: jrwallace6@sbcglobal.net

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.

No changes are to be made to the Conveners Handbook without the permission and approval of the Executive Vice President and the President.

The President's current address is:

Todd Wallace
6538 Merringer Ave
Reynoldsburg, OH 43068-1028
Phone 614-603-7272
E-mail: twallace2@att.net

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.

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I. REFERENCE MATERIALS

The Society has assembled a Convener Kit to help new Conveners get started in representing the Society at Scottish Games. The Kit contains flyers with 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 Clan Wallace Director of Convener Affairs as outlined in Appendix "J".)

New Conveners who choose not to buy a Convener Kit should obtain books on the history of Scotland (questions are not always about the Society), 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.

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 time to purchase them. Used or "Yard Sale" items in good condition will work fine.

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 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.

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 \$40 to clean a kilt but telling them that it is a lady's skirt may save on cost.

IV. PLANNING

Contact the Society Webmaster early in the year and 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 Clan Wallace Website. Always register with the Clan Coordinator of Games and Celtic Festival 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. 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 tally of depleted flyers at the Games so they can be restocked when you return.

V. 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.

VI. 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 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 the Convenir 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 to do so. 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.

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 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 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 visitors will ask. You can always contact fellow Conveners 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 Website can be found at: <http://www.clanwallace.org>. It contains historical information about Sir William Wallace, the Family of Wallace, the Society, and links to other sites. The Members Page contains a listing of Clan Wallace Society Officers, Conveners, 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 Appendix "D") be sent to visitors promptly after the Games to thank them for their interest in the Society, and to once again invite them 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 letter. Only one out of ten may join, so an additional nine applications would be wasted. Instead, send them the membership application in Appendix "F".

Keep membership 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 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** as separate attachments, to the Newsletter Editor about the Games at which you convened. This will let the membership know about your convening activities, 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 any visitors are from outside an area where you convene, check to see if there is a Convener in their area. If so, notify that Convener about your visitor from their area so they can contact them as an incentive to become a member of the Society.

X. CONVENING 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. It 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:

- 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.

XI. LOCAL ACTIVITIES

If you are lucky enough to have a 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 the 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.

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 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 if you decide to do an area Newsletter.

XII. 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.**

XIII. SOCIETY OPERATIONAL FUNDS

Society operating funds are derived from three sources: 1) Membership Fees; 2) donations made to the Rewards Program, and: 3) the sale of Society books. In obtaining these funds, Conveners are the front-line ambassadors. At Celtic Festivals and Scottish Games, you have face-to-face contact with members and potential new members. You have the perfect opportunity to recruit new members and informing members and potential new members about the worldwide projects that the Clan Wallace Society is involved in and that the Rewards Program supports.

XVI. 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.

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 annual 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 10 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. Grandfathered Membership

All Life and Council Members of Clan Wallace Society who hold a valid membership on January 1, 2006, shall be “Grandfathered” into their current membership levels and shall never be required to pay annual dues. However, should a “Grandfathered” Life Member desire to become a Council Member after this date, he or she will be required to submit proper application and a contribution of \$175.00 (US) to the Society.

G. Membership Promotions

The Society also offers the following membership promotions:

- 10% 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
- Free copies of The Wallace Family in America and The Wallaces of Elderslie to new Life members
- Free copies of the Society's four Wallace books to new Council members

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
5198 S Wallbridge Rd
Deer Park, WA 99006

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:

Todd Wallace, President
Clan Wallace Society
6583 Merringer Ave
Reynoldsburg, OH 43068-1028

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 or Amazon

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: <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
E-mail: hugh.waters@lost.com

The Scots Magazine
2 Albert Square
Dundee, Scotland, DD1 9Qj UK
E-mail: 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
E-mail: 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
E-mail: scotia.publishing@worldnet.att.net
Internet: <http://www.clan.com/publishing/scotia>

U. S. Scots
P.O. Box 20217
E-mail: 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"

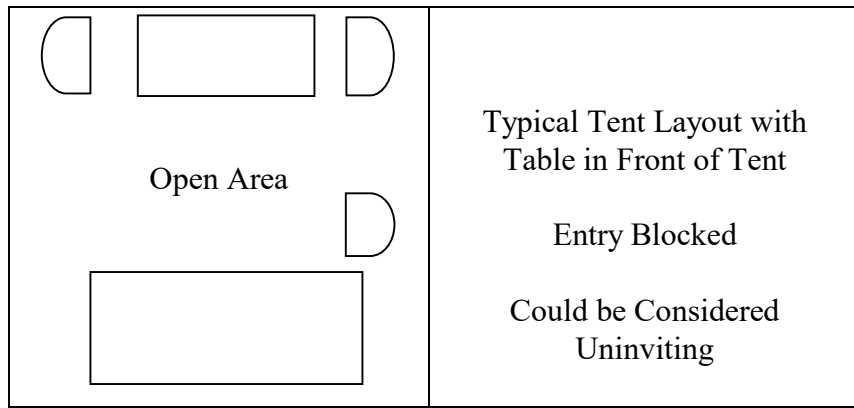
SUGGESTED READING

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
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	Amazon (used)	
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	

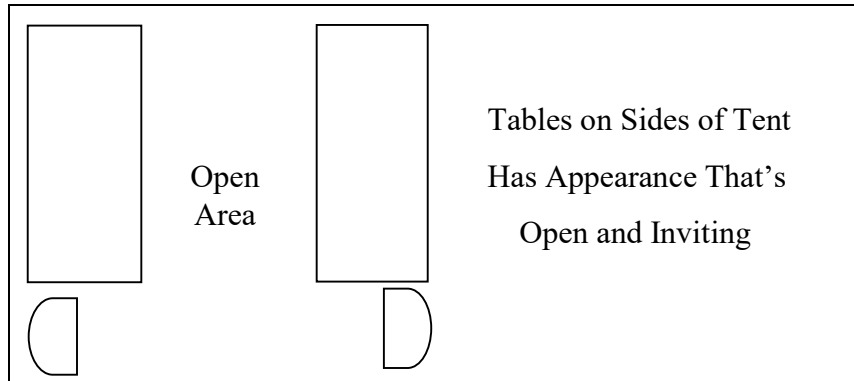
GENERAL INTEREST TITLES			
Title	Author	Publication Information	ISBN #
Scots Kith & Kin		Harper-Collins Publishing, Glasgow: 1953	0-00-435665-9
Scottish Clan & Family Encyclopedia		Harper-Collins Publishing, Glasgow: 1995	0-00-470547-5
District Tartans	Gordon Teall of Teallach & Philip D. Smith, Jr.	Shepherd-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! - 9th Edition	Dr. Philip D. Smith	Heritage Books Inc., Bowie, Maryland and Amazon	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"

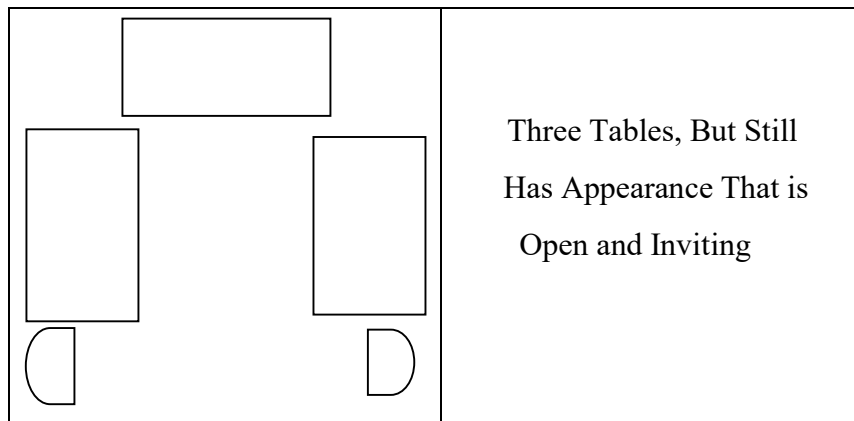
Three Suggested Clan Tent Arrangements



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),

The Clan Wallace Society 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 cost-saving incentives when Annual members upgrade to Life within the first 3-years, and upgrade from Life to Council Member can be done at any time. Remember that the Clan Wallace Society is a non-profit Corporation, so your membership contribution is tax-deductible (if you itemize on your taxes) excluding the value of services received.

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 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 that I think you would 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 Sir William Wallace, the Family of Wallace, and the Society. The Members Page contains a listing of Clan Wallace Society Officers, Conveners, a picture album, the Society Games schedule, 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 the 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. 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:

- | | |
|--|--|
| <input type="checkbox"/> Become a Convener at local Scottish events | <input type="checkbox"/> Support and assist your Conveners |
| <input type="checkbox"/> Run for the Board of Directors | <input type="checkbox"/> Serve on a Committee |
| <input type="checkbox"/> Please have a director contact me regarding _____ | |
| <input type="checkbox"/> Any other talent _____ | |

(Please print all information clearly.)

New: Annual Membership Life Membership Council Membership

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: _____

* If you have e-mail, this will be the default for Newsletter delivery.

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

1. Seaver's Wallace Genealogical Data – 1927 \$15.50
2. Mitchell's Wallaces of Elderslie - 1884 \$10.50
3. The Clan Wallace, 4th Edition \$25.00
4. The Wallace Family in America \$10.50
5. Documents Illustrative of Sir William Wallace –
His Life and Times \$35.00

(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 Director of Convener Affairs at the address below.

Director of Convener Affairs
10 Bernay Dr
Little Rock, AR 72211

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
5198 S Wallbridge Rd
Deer Park, WA 99006

Convener: _____ Celtic Event: _____

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APPENDIX "G"
CLAN WALLACE SOCIETY VISITOR REGISTRATION FORM

LOCATION: _____ DATE: _____

Please Print Clearly

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ E-mail: _____

Comments: _____

Name : _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ E-mail: _____

Comments: _____

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ E-mail: _____

Comments: - _____

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ E-mail: _____

Comments: _____

Name: _____ Member: Yes ___ No ___

Street Address: _____ Phone: _____

City, State, Zip Code: _____ E-mail: _____

Comments: _____

APPENDIX "H"
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 "I"
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 "J"

Contents of Convener Kit

Provided Free by the Society	Cost
The Clan Wallace – 4th Edition	(\$25 value)
Wallace Genealogical Data –1927	(\$15.50 value)
The Wallace Family in America	(\$10.50 value)
The Wallaces of Elderslie – 1884	(\$10.50 value)
Making of Clan Wallace Society – by Charles B. Wallace	*
Clan Wallace Society Marketing Brochure	*
Rewards Program Brochure	*
Uniting Wallaces Around the World (Trifold on Andrew Wallace)	*
Researching Wallace Family Genealogy - Bi-Fold Brochure	*
Braveheart – Fact or Fiction	*
Clan Wallace Trifold	*
Clan Chiefs of Wallace	*
Life Events of Sir William Wallace	*
The Wallace Beazon of Arms	*
The Wallaces (Roots) – Charles T. Wallace	*
Clan Tent Cavaliers	*
Wallace's Execution	*
Clan Wallace Bus	*
Scottish Event Data Sheet	*
Clan Wallace Visitor Sign-In Sheet	*
Clan Wallace Society Membership Form (2 pager, front and back)	*
Folders for filing all flyers and forms	*
Total Mailing Cost to Convener will be determined by the Postal Service	
Items Available At Cost To Conveners	
Documents Illustrative of Sir William Wallace – His Life and Times	\$35
Clan Wallace Badge Flag	\$32
St. Andrews Flag of Scotland	\$24
Clan Map of Scotland	\$12
Tartan for Me 9 th Edition	\$31
Total Cost of Convener Kit (if ordered in total)	\$134.00
Other Items Available at Cost to Conveners	
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

* Items “**Provided Free by the Society**” mailing cost will be determined by the Postal Service. All flyers, forms and the Handbook are provided in hard and soft copy at no cost to Conveners.

When Conveners buy all “**Items Available at Cost to Conveners**” in a single order of \$134.00, or with the initial Kit order, they will be mailed free of charge. When items are ordered separately, the Convener will pay the mailing cost as determined by the Postal Service. Checks for Convener Kits should be sent to the Director of Convener Affairs.

- 1/
- a) Niddrie Marischal portrait with gold scrollwork.
 - b) 19th century portrait with Dragon Crest on Helmet.
 - c) Wallace Prints can be ordered uncovered and without grommets for the purpose of framing.
 - d) Wallace Prints must be ordered directly from the printer source. (See order form on next page.)

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

APPENDIX "K"
CLAN WALLACE SOCIETY
WALLACE PRINT ORDER FORM

Clan Wallace has two Sir William Wallace prints that were acquired from the Stirling Smith Museum. Due to special arrangements made with the Museum, the Wallace prints can only be offered to Conveners for the promotion of the Clan Wallace Society, the history of Sir William Wallace, and the Family Wallace. The two prints are the most common depictions of Sir William Wallace. Prints must be ordered directly from the printer, and checks should be made out to the printer as listed below. Checks for Wallace Prints should also be separate and not part of any payment for other Convener Kit items.

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
10 Bernay Dr
Little Rock, AR 72211

APPENDIX "L"

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	E-mail	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
Amazon **	On The Trail of William Wallace Tartan for Me 9 th Edition		Amazon.com	

* Catalogs included in the Convener Kit

** On The Trail of William Wallace (available used)
Tartan for Me 9th Edition \$31.00

