

**NAME**

**REGIONAL COORDINATOR and  
STATE/PROVINCIAL REPRESENTATIVE  
MANUAL**

**Revised August 2011**

## Table of Contents

Introduction.....	4
NAME - A NON-PROFIT ORGANIZATION.....	6
Information Letter.....	6
NAME NETWORK.....	7
NAME ONLINE REGION INFORMATION.....	8
SUGGESTED RESPONSES TO FREQUENTLY ASKED QUESTIONS ABOUT NAME.....	9
REGIONAL COORDINATOR LIAISON.....	11
DUTIES AND RESPONSIBILITIES.....	11
MINIATURE GAZETTE.....	12
NAME OFFICE MAILINGS.....	13
REGIONAL COORDINATORS.....	14
From CODE OF REGULATIONS SECTION 8: REGIONAL COORDINATORS.....	15
NAME POLICY MANUAL SECTIONS.....	16
FOR REGIONAL COORDINATORS/STATE REPRESENTATIVES.....	16
NAME REGIONAL COORDINATOR DUTIES AND RESPONSIBILITIES.....	18
ONLINE REGION REGIONAL COORDINATOR DUTIES AND RESPONSIBILITIES.....	19
TEAM MEETING GUIDELINES.....	21
REGIONAL COORDINATOR/STATE REPRESENTATIVES.....	22
FORMS AND INSTRUCTIONS.....	22
STATE REPRESENTATIVES.....	23
STATE/AREA REPRESENTATIVE’S DUTIES AND RESPONSIBILITIES.....	24
WELCOME CHAIR JOB DESCRIPTION.....	26
CYBER REPRESENTATIVE’S DUTIES AND RESPONSIBILITIES.....	27
COMMUNICATION WITH CLUB PRESIDENTS.....	28
ANNUAL REPORT GUIDELINES REGIONAL COORDINATOR AND STATE REPRESENTATIVES.....	29
REGIONAL COORDINATOR’S SERVICE RECORD.....	30
AWARDS.....	34
ACHIEVEMENT IN MINIATURES PROGRAM (AIM).....	35
AIM EVEN HIGHER GUIDELINES.....	36
Policy 313: MEMBERSHIP AWARD GUIDELINES.....	37
ACADEMY OF HONOR (AOH) GUIDELINES.....	38
MEL PRESCOTT AWARD FOR CREATIVITY IN MINIATURES.....	40
FOUNDERS AWARD GUIDELINES.....	42
FOUNDERS AWARD RECIPIENTS.....	43
Policy 310: REGIONAL AMBASSADOR AWARD GUIDELINES.....	45
Policy 311: PRESIDENT’S AWARD GUIDELINES.....	46
REGIONAL AMBASSADOR AWARD RECIPIENTS.....	47
Policy 210: RECOGNITION OF SERVICE TO NAME.....	48
EVENTS.....	49
GUIDELINES for PLANNING A LOCAL EVENT.....	50
STATE DAY ADVERTISING.....	51
NAME TABLE AT SHOWS.....	52
GUIDELINES FOR THE NAME TABLE.....	52
CLUB PRESIDENT’S EVENT GUIDELINES.....	54
FINANCIAL ISSUES.....	55
REGIONAL FUNDS GUIDELINES.....	56
FUNDING THROUGH CLUBS AND INDIVIDUAL MEMBERS.....	57
MERCHANDISE ORDERING GUIDELINES.....	58
MEMBERSHIP.....	60

MEMBERSHIP POLICIES .....	61
FORMS .....	64
NAME REGIONAL COORDINATOR’S ANNUAL REPORT .....	65
NAME STATE/AREA/PROVINCIAL REPRESENTATIVE’S ANNUAL REPORT .....	67
AIM EVEN HIGHER FOR REGIONAL COORDINATORS .....	69
AIM EVEN HIGHER FOR STATE REPRESENTATIVES .....	70
RELEASE FORM .....	71
SHOW LIABILITY INSURANCE.....	72
20__ REGIONAL AMBASSADOR NOMINATION FORM .....	74
STATE DAY SCHEDULES FORM .....	75
DONATION REPORT .....	76
MEMBERSHIP ENROLLMENT REPORT .....	77
GENERAL FUND EXPENSE REPORT .....	78

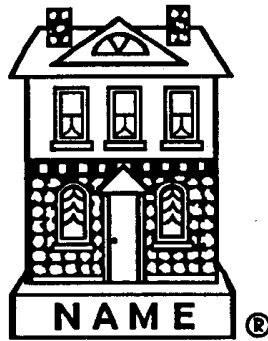
## **Introduction**

The purpose of this manual is to keep, in one place, all of the forms and procedures that the NAME RC's and SR's need to do their jobs. Some of the manual will apply to the Regional Coordinators and many items also apply to State/Provincial Representatives. Hopefully many of the State Representatives will be future Regional Coordinators.

This manual is available on the NAME website for download, or electronic versions of this manual may be requested by contacting the RC Liaison. Please remember to check for updates (you will be notified when updates occur by e-mail) to assure that you are always working with the most recent copy of the manual.

State/Provincial Representatives should also keep in touch with their Regional Coordinators. May regions have their own supplemental manuals that may include their own awards or special workshops. Your Regional Coordinators will be responsible for providing you with the names of members in your State/Province and will be your support system.

## NAME LOGO



The NAME logo is a registered trademark and cannot be altered without Board approval. The O must always appear with it. If the logo is used by an individual, show promoter, shop, etc., the following phrase must be printed under the logo. "A Member of NAME"

# NAME - A NON-PROFIT ORGANIZATION

## Information Letter

The National Association of Miniature Enthusiasts, a non-profit organization, has been organized to serve the miniature collector and builder. Its object is to create, stimulate and maintain a national interest in all matters pertaining to miniature collecting and building, and to encourage new and creative talent.

Any person, or group of persons, who are collectors or builders of miniatures desiring Association membership, may be admitted to the National Association of Miniature Enthusiasts. Membership is accepted in NAME any time during our fiscal year and members will receive six (6) issues of the *Miniature Gazette*, the official publication of NAME.

There are several different types of membership available in NAME, including Individual Memberships, Family Memberships, Life Memberships, etc. These are outlined in this manual in the section titled, "[MEMBERSHIP POLICIES.](#)"

If you require further information, please contact our National Office at the above address.

**“Only Through Sharing Can We Really Enjoy Our Treasures”**

*May, 2011*

# NAME NETWORK

## DESCRIPTION

The NAME Regional Network consists of all Regional Coordinators, State/Provincial Representatives and Club Presidents, working together with the National leadership through the National Office. Individual networks center around the fifteen different domestic and Canadian Regions and the Online Region, with the various Regional Coordinators, State/Provincial Representatives and Club Presidents within each Region working together to form their Network.

## PURPOSE

The Regional Network Program has been established to provide a vehicle for efficient communication between the membership, the Board of Trustees and the National Office. Regional Representatives will be provided with information sources (such as this Manual) and the general membership will be advised on the best method for obtaining current and accurate information on NAME activities. In addition, the Network will provide members with a better opportunity to have their needs transmitted to the Board of Trustees.

By utilizing the Regional Representatives in this manner, two important goals will be accomplished:

1. Increasing the participation by our membership at the local level, and improve understanding of the goals and principles of NAME.
2. Providing an environment through which our volunteer leaders may develop their skills and demonstrate their abilities, through service to the Association.

The Regional Network should provide for the collection of information on any activity of interest to the membership, and its distribution through direct correspondence, the *Miniature Gazette*, or personal contact by our Regional Representatives. Opportunities for individual members to participate more fully in our many activities can also be developed through the Network. New enthusiasts will be more attracted to an Association whose members are active and well informed of the routine operation of the Association. And, by keeping itself better informed of the needs of the members, the NAME leadership can better provide the programs and policies which will create the nourishing environment for all miniature enthusiasts.

The Online Region was formed in 2003 and is available through the NAME website at [www.miniatures.org](http://www.miniatures.org). Membership in NAME is required to join this Online Region.

Please refer to the complete listing of Regional Coordinators, State/Provincial Representatives and Board of Trustees in the *Miniature Gazette* or on the NAME website, [www.miniatures.org](http://www.miniatures.org).



## NAME ONLINE REGION INFORMATION

If you haven't had the opportunity to check out the NAME Online Region yet, we invite you to do so. There are lots of wonderful things on our site and we continue to add, change, adjust, and improve.

We have sections for Chats, Classes, a Club Corner, a Forum, a Mailing List, and a place to post Pictures. We have Swaps, Links, Tips, and a Find a Roommate section.

The Chat section is open to all NAME members. You do not have to wait for one of us to be on for you to chat among yourselves.

We keep a number of Classes online with excellent directions and color photographs – all for free. We have had a class on how to make Sculpey Bears, by Cat Wingler. There has been a Mary Engelbreit style hutch by Barbara Schmidt and Gwen Campbell. There have been a couple of ¼" scale furniture pieces by Shannon Moore. Please avail yourself of these classes. And if you would like to be a Cyber-Teacher, please contact the current Cyber-Rep in charge of Workshops (listed on the website). If you are timid about how to put the class online, the Cyber-Rep and Webmaster will help you. They will do the "putting online". All you have to do is get the information to them. Also, if you have workshop kits, and would like to put the workshop online and have members purchase the kits from you, we can do that too. This is another way to help pay for your habit.

We post club activities on the Club Corner. These are usually strictly for fun. We post a list of items for you to gather and a theme to follow. If you don't have a near-by club to belong to this is your opportunity to do a project that others are doing and to exhibit your finished piece online. You can chat with others on the Chat line to discuss what you are doing. You can post to the Forum or Mailing List and ask questions of the other members. You do the creating and then send us a photo of your wonderful creation and we will put it on display for all to see. This is your time to brag.

Speaking of the Forum and the Mailing List, obviously we have both. Some people like to go to the site to read the posts so we have the Forum. Some people like to have the Mailing List come to them so they don't have to think about it and that is why we have the Mailing List. Whichever suits you, please join us.

There is a Cyber-Rep assigned to take care of the Swaps section (current Rep. listed on the website). We are currently having a swap about every few months. You may choose to do the Swaps in any of the three scales, ¼", ½", and 1". We post a theme and give you a deadline and you send the Cyber-Rep your swaps, then she/he mails them out to everyone. Please join in the fun.

In the Tips section we have links to other interesting Miniature sites. There are some good tutorials on hat making, flower making, furniture construction, and lots of printies.

The Find a Roommate section has been very successful. If you are going to a Houseparty or Convention and need a roommate, you post your particulars and we put you in touch with others of like mind. Remember, only NAME members can see this. We try very hard to keep you protected and secure.

So, if you would like to join us, please go to the NAME website at <http://www.miniatures.org/>. Follow the directions there. Or you can go directly to the Homepage of the NAME Online Region. That address is <http://www.miniatures.org/NAMEOnlineRegion/>. Follow the directions there. Then we will send you your username and password and you're in. If you would also like to join our mailing list, after you have been given your username and password, click on Mailing List on the left hand side of the page and follow the directions there.

# SUGGESTED RESPONSES TO FREQUENTLY ASKED QUESTIONS ABOUT NAME

What does, or will, NAME do for me?

- NAME has brought the hobby out of the closet.
- NAME promotes the hobby and industry.
- NAME publishes the *Miniature Gazette* six times a year.
- NAME provides Houseparties, Conventions and National NAME Day.
- NAME supports State Days.
- NAME gives opportunity to share the hobby.
- NAME honors artists and collectors.
- NAME provides educational opportunities.
- NAME provides instructional sources.
- NAME provides historical contributions.
- NAME provides educational service to community through exhibits and special talks.
- NAME Houseparties and Conventions allow dealers opportunities to sell their miniatures.
- NAME is very supportive of miniature dealers and the miniature trade industry.
- NAME awards its members and volunteers with awards yearly.
- NAME provides lasting friendships through its many activities.

Does the Board of Trustees have their way paid to Houseparties and Conventions?

- No, Only the President has his/her way paid while serving NAME.
- The President is given a complimentary registration by the Houseparty or Convention committee.
- The President receives a complimentary hotel room and a per diem for Houseparties and Conventions. His/Her spouse pays for registration, transportation, lodging and meals.
- All other officers and appointed Board members pay their registration, transportation, lodging and meals though some costs may be reimbursed at the board's discretion and if the annual budget allows.

Why doesn't the *Miniature Gazette* pay for itself with ads?

- IRS regulations pertaining to our particular non-profit status allow NAME to receive only a percentage of its annual income through "Unrelated Business Income" (UBI). Advertising is UBI.

Why doesn't the *Miniature Gazette* have articles like the other miniature publications?

- The *Miniature Gazette* was never meant to be a publication like those publications, which are published for a profit and can afford to hire writers.
- The *Miniature Gazette* is our association newsletter and it is up to the membership to provide good articles.
- The *Miniature Gazette* is a publication showing our member's activities, projects, and news pertaining to our activities.

Where is the National Office? Can anyone visit?

- The NAME Office is located in Carmel, Indiana. The office is open Monday through Friday from 8:30 a.m. until 5:00 p.m. The Museum is open Monday through Friday from 9:00 a.m. until 4:00 p.m. Please feel free to visit when you are in the area. The NAME office also has a Museum with AOH donations, Houseparty and Convention Souvenirs, Centerpieces and other historical donations to the Museum.

How does the Board of Trustees meet?

- The Board of Trustees meets monthly, with the exception of January and during the National Convention. The monthly meetings are by conference call. Face to Face meetings are held at the National Convention and in January of each year.

How are suggestions submitted to the Board of Trustees?

- Ideas or suggestions can be submitted through your Regional Coordinator or State Representative.
- A suggestion may also be submitted in writing to the Board of Trustees by sending it to the National Office.

Do the Board of Trustees, Regional Coordinators or State Representatives get paid for their work?

- No. All of these people are volunteers for the association. They are entitled to reimbursement for postage and telephone bills, but they frequently pay these expenses out of their pocket.
- NAME has two office staff. They work out of the National Office and are paid positions. The editor of the *Miniature Gazette* is also a paid position. At the board's discretion, temporary personnel may also be hired as needed to assist with office work or special projects."

*August, 2011*

## **REGIONAL COORDINATOR LIAISON DUTIES AND RESPONSIBILITIES**

The Regional Coordinator Liaison provides a direct link between the Board of Trustees and the Regional Coordinators for communication and service. The Regional Coordinator Liaison position is assigned to a Member At Large of the Board of Trustees.

The responsibilities of this position are to fill the vacancies of Regional Coordinators with Board approval. State Representatives are appointed by the Regional Coordinators and the names are brought to the attention of the Board through the Liaison. Every two months, following a meeting of the Board of Trustees, the Regional Coordinator Liaison will send a newsletter "Regional Matters" to each Regional Coordinator, State Representative and to the Board of Trustees giving pertinent information from Board meetings.

The Liaison must inspire his/her team members, communicate ideas and provide information to assist Regional Coordinators in carrying out their jobs. Being in direct contact with the Regional Coordinators, the Liaison can assist the Houseparty/Convention Committee with finding committees and sites for Houseparties and Conventions. The Regional Coordinator Liaison will conduct meetings or workshops for Regional Coordinators and State Representatives at the National Convention.

Requirements necessary for this position:

- Must have served as Regional Coordinator or State Representative for a minimum of two (2) years (1 term).
- Will be a member of the NAME Board of Trustees.
- Must be a strong supporter of NAME.
- Resume should include his/her activities and appointments with NAME clubs and/or committees.

Term of Services:

The Regional Coordinator Liaison will be appointed to the Board of Trustees for a term of two (2) years.

*January, 2011*

## MINIATURE GAZETTE

The *Miniature Gazette* is the Official Publication of the National Association of Miniature Enthusiasts (NAME). It is a semi-monthly publication published six times per year. Material published in the *Miniature Gazette* is contributed by individuals and clubs for the reading pleasure of NAME members.

The Editor of the *Miniature Gazette* is Dorothy A. Hansen. Her mailing address is P. O. Box 1285, Monroe, WA 98272-4285, Phone/Fax (360) 794-0980 Pacific Time and email address is [MiniGazette@aol.com](mailto:MiniGazette@aol.com)

The copy and ad deadlines are as follows:

- January/February: October 1
- March/April: December 1
- May/June: February 1
- July/August: April 1
- September/October: June 1
- November/December: August 1

Advertising information:

Request a rate card from the NAME office for color and black-and-white ad prices. Color rates are available for both with and without separation provided by the advertiser. Ads should be sent camera ready. A typesetting/design service is available. Classified ads are \$.65 per word. Abbreviations, initials, name and address are chargeable words.

*August, 2003*

## NAME OFFICE MAILINGS

### **Regional Coordinator Mailings (Policy No. 217-A)**

- NAME can mail letters, flyers and newsletters from the National Business Office.
- Regional Coordinators must notify the National Business Office for placement on the office schedule if a mailing is to occur.
- The cost of mailing will be the current prevailing prices.
- Postage will be at the bulk rate fee.
- For billing, the cost will be deducted from the Regional Coordinator's Promotion or Newsletter Fund.

### **NAME Chartered Club Mailings (Policy No. 217-B)**

- NAME can mail, from the National Business Office, letters, flyers and newsletters from NAME chartered clubs.
- All literature must conform to NAME's Statement of Purpose.
- The club must notify the National Business Office for placement on the office schedule.
- The cost of mailing shall be the current prevailing prices.
- Postage will be at the first class rate.
- A statement of the cost will be sent to the club after the mail is posted.

### **Convention and Houseparty Mailings (Policy No. 217-C)**

- The National Business Office will mail all registration packets, sales contracts, receipts, letters, etc. for all Conventions and Houseparties.
- The cost of mailing will be the current prevailing prices.
- Postage for personalized items, such as receipts, will be mailed first class only. All other mailings may be at the bulk rate fee.
- The cost of printing, labels, envelopes and postage will be paid from the Convention or Houseparty account and charged to the appropriate Convention or Houseparty.

### **Miscellaneous Mailings (Policy No. 217-D)**

- NAME will mail, from the National Business Office, letters, announcements, flyers and newsletters for non-chartered clubs, show promoters and shop owners.
- All literature must be miniature related.
- All literature must conform to NAME's Statement of Purpose. Sales materials are prohibited except when approved by the Board of Trustees. The National Business Office must be notified in advance for placement on the office schedule.
- The National Business Office must be notified in advance for placement on the office schedule.
- The cost of mailing will be NAME's current prevailing prices plus a transportation fee to the post office.
- Postage shall be first class only.
- A statement shall be sent after the mail is posted.

*August, 2011*

# **REGIONAL COORDINATORS**

## **From CODE OF REGULATIONS SECTION 8: REGIONAL COORDINATORS**

### **SECTION 8.1: REGIONS**

Clubs and individual members of NAME shall be grouped in at least fifteen (15) Regions under the supervision of Regional Coordinators.

### **SECTION 8.2: APPOINTMENT AND RELEASE**

#### Section 8.2 (1): Appointment

Members of a Region may submit suggestions for a Regional Coordinator to the Board of Trustees. The Board of Trustees shall appoint the Regional Coordinator, whose term is two (2) years. A Regional Coordinator may be appointed for two (2) consecutive terms.

#### Section 8.2 (2): Release

The Board of Trustees, by a two-thirds (2/3) vote of the current number of Trustees, may release a Regional Coordinator, with or without cause, provided that previous notice has been given, in writing, to all parties concerned, not less than ten (10) days prior to action.

### **SECTION 8.3: DUTIES**

The duties of the Regional Coordinator shall be:

- (a) To encourage formation of new clubs and individual members.
- (b) To appoint state and local representatives as needed to promote interest in the Corporation. These appointments must be reported to the National Business Office to be approved by the Board of Trustees.
- (c) To provide a report to the Corporation at the Annual National Convention on the work accomplished in the Region. (See Forms section of manual)
- (d) To incur no expense or obligate the Corporation in any way without prior approval of the Board of Trustees.

# **NAME POLICY MANUAL SECTIONS FOR REGIONAL COORDINATORS/STATE REPRESENTATIVES**

## **REGIONAL PIN SALES (Policy No. 241)**

Regional pins shall be sold to the Regions for \$3.00 each, the profit to be credited to the Promotion Fund of the Region. Pins sold by the NAME office at shows or by mail order shall have the profits credited to NAME.

*Revised August, 2011*

## **REGION DEFINITIONS (Policy No. 400)**

The United States is divided into geographic areas called Regions, which are identified by a letter and number. The letters NAME are assigned to the Regions with N representing the West Coast of the United States, where the Association began, and continuing in an easterly direction. There shall be a Canadian Region, an International Region and an Online Region. The Canadian Region shall be divided into two (2) geographic areas designated a NAME C-West and NAME C-East.

*Revised Sept. 2009*

## **REGIONAL BOUNDARIES (Policy No. 401)**

The Board of Trustees will consider changing a Regional boundary if 51% of the members in the area wish to change to an adjacent Region. A petition shall be signed which states the reason for the change.

## **REGIONAL COORDINATOR APPOINTMENT (Policy No. 402)**

- An announcement shall be made to the members of a Region when a Regional Coordinator's term is about to expire.
- Members of a Region may submit suggestions for a new Regional Coordinator.
- The Board of Trustees shall appoint the Regional Coordinator, whose term is two years.
- A Regional Coordinator may be appointed for two (2) consecutive terms.
- The Regional Coordinator shall receive a pin identifying them by their office. There shall be no cost to the recipient.
- If a Regional Coordinator vacates this position during the term for which she or he was appointed the RC Liaison shall appoint another to fulfill that term, with confirmation by the Board of Trustees.

## **REGIONAL COORDINATOR'S DUTIES (Policy No. 403)**

- Relay information received and/or instruction given by the Board of Trustees or the National Office to State Representatives and/or Area Representatives.
- Establish fundraisers to further the promotion of NAME in your Region.
- Produce a newsletter with a minimum of two (2) editions per year and quarterly if possible. A newsletter Editor may be appointed to produce the newsletter. It is recommended that the newsletter be sent electronically and, on request, sent by regular mail to those members who do not have Internet access. It is the responsibility of the Regional Coordinator and/or Newsletter Editor, if applicable, to review the newsletters for appropriateness and to see if there are any conflicts with NAME interests. Newsletter contents are to be of general interest to the regional membership and may not be used as a promotional tool unless a paid ad is taken out.
- If possible, attend the National Convention and other meetings in connection with the Convention. Meetings may be an educational seminar or a question and answer period.
- Chair your Regional Meeting held during the National Convention, an hour set aside to meet with members of the Region attending the Convention.
  1. Make the meeting interesting, informative and productive.
  2. A door prize may be given
  3. Include your State Representative in the presentation.
  4. Appoint someone to chair the meeting and give your report if not attending the Convention.
- Encourage clubs to host State Day activities.

- Encourage members to participate in the Achievement in Miniatures (AIM) program.

*Revised August, 2011*

#### **APPOINTMENT OF STATE REPRESENTATIVES (Policy No. 404)**

- A Regional Coordinator may appoint State or Area Representatives to help her/him promote NAME and miniatures in the Region.
- The Regional Coordinator, for affirmation prior to appointment, shall present the name of the State or Area Representative to the Board of Trustees.
- The State or Area Representative's term shall expire at the discretion of the Regional Coordinator or at the end of the Regional Coordinator's term.
- Support Team Members shall be called "State Rep in charge of ....." (Ex: SR in charge of Newsletters) and will have all of the benefits of any State Rep.

*Revised Sept., 2009*

#### **RESPONSIBILITY TO THE GAZETTE (Policy No. 405)**

- Regional Coordinators or Regional Newsletter Editors are asked to send news of their Regions to the *Miniature Gazette* editor for an article in the *Miniature Gazette*
- Regional Coordinators will advise the State/Area Representatives that they shall sign and mail to the **Regional Coordinator Liaison**, the release form for authorization to place name and address in the *Miniature Gazette* as required by the publisher's liability insurance.
- Advise all show promoters of the free show listing in the calendar section of the *Miniature Gazette*.

*Revised Sept., 2009*

#### **SUBMITTING A BID TO HOST A HOUSEPARTY IN THE REGION (Policy No. 406)**

- Contact the Regional Coordinator to clear a date and to discuss the plans.
- Contact the Convention/Houseparty Coordinator to discuss plans. The Coordinator will send an application for a Houseparty to be held in the Region to be filled out **OR** the form can be found online at [www.miniatures.org](http://www.miniatures.org)
- The Houseparty Chairman shall obtain the Regional Coordinator's signature and send the signed form/application to the National Convention/Houseparty Coordinator.
- The Convention/Houseparty Coordinator shall send the form to the Board of Trustees for approval.
- Chairmen will be expected to sign the Houseparty Expectations form.

*Revised Sept., 2009*

#### **REGIONAL FUNDS (Policy No. 409)**

All Regional Funds come under the direction and leadership of NAME's Board of Trustees and in compliance with NAME's Code of Regulations.

#### **REGION DONATIONS (Policy No. 410)**

Any chapter or individual wishing to contribute to a Regional Fund is encouraged to do so. All contributions should be sent to the National Business Office for acknowledgement. The National Business Office shall send a thank you letter to the donor. A copy of the donation shall be sent to the Regional Coordinator. If the donor is not specific, the donation shall be allocated to the Promotion Fund with a bookkeeping entry for the particular Region. *The Regional Coordinator shall have charge of the disbursement of funds allocated to her/his Regional Fund.* Donations must be in compliance with NAME's non-profit status.

*Revised January, 2009*

# **NAME REGIONAL COORDINATOR DUTIES AND RESPONSIBILITIES**

(This list compiled from RC discussions at RC Retreats)

**APPOINT STATE REPRESENTATIVES:** State Representatives are appointed by the Regional Coordinator and affirmed by the Board of Trustees. Send name, address, phone number and email address to Regional Coordinator Liaison. The Board will affirm the State Representatives at its next Board meeting.

## **PROMOTE NAME IN YOUR REGION:**

- Make arrangements for a complimentary NAME table at as many shows as possible in your Region.
- Ask State Representatives and Club Presidents to help man the tables.

## **SELL NAME – SEEK NEW MEMBERS – RETAIN PRESENT MEMBERS!!**

- Encourage formation of clubs.
- Set up exhibits; give a talk on miniatures as a hobby; encourage members to learn new skills—offer workshops, encourage clubs to put on a show, State Day/Fun Day, or Regional; ask local shops to participate in activities; start new clubs; and get everyone involved.

(It is recommended that each region have a State Representative position of “SR/Events Coordinator to help with these responsibilities)

## **WELCOME NEW MEMBERS AND CLUBS:**

- Send welcome letter to all new members and clubs.
- Ask State Representatives to make a personal phone call or letter to welcome new members and clubs.
- Hold “Club Presidents’ Meetings/ Retreats

(It is recommended that each region have a “SR/ Welcome Chair” to assist in carrying out these duties)

## **READ REGIONAL MATTERS AND BOARD SUMMARY:**

- You will receive this newsletter bimonthly from Regional Coordinator Liaison. The State Representatives are also sent this newsletter.

## **COMMUNICATE WITH MEMBERS, CLUBS, TEAM MEMBERS AND BOARD OF TRUSTEES:**

- Answer correspondence promptly. NAME stationery and envelopes are available through the NAME office if needed.
- Be prepared to mail/email names of miniature shops in your area.
- Publish a list of clubs with membership openings, contact person and information at shows and in your newsletter. Permission must be obtained prior to publication of these names and numbers.
- Locate two or three members in the area of a new member and send those names to new miniaturists. Be sure to obtain permission to send these names to a new member.
- Promote cordial relations between clubs.
- Visit clubs when possible and/or be sure your State Reps do this. Club visits are excellent opportunities to get to know the members and have fun at the same time. Encourage two or three clubs in one area to plan a special combined meeting for your visit, to help defray the cost of travel. Take a small project/kit for the club to work on, if possible.
- Send out a Regional Newsletter. (It is recommended that the RC appoint a “Newsletter Editor” for this task.
- Hold annual Team meetings: face to face (preferred), or use the conference call line through the NAME office and charges will be billed to your region.
- Promote National Miniatures month in October and encourage displays
- Send reminders to Team Members regarding their responsibilities and timelines (some regions have established a “Team Newsletter” to be sent out to all team members on a regular basis)
- Educate your team and members on the structure of NAME.

## **SEND ANNUAL REPORT FORMS TO REGIONAL COORDINATOR LIAISON:**

(See Forms section of manual)

**INCUR NO EXPENSE NOR OBLIGATE THE ASSOCIATION IN ANY WAY WITHOUT PRIOR APPROVAL OF THE BOARD OF TRUSTEES.**

**ATTEND THE NATIONAL CONVENTION AND RC RETREATS (IF POSSIBLE)**

**Plan to attend meetings at the National Convention as follows:**

- Regional Coordinator/State Representative Meeting
- Club President/Representative Meeting
- Annual Meeting
- Regional Meeting (Saturday, either before or after Annual Meeting) – Regional Coordinator should have an agenda for this meeting (If unable to attend, appoint someone to chair the Regional Meeting)
- RC Retreat (if held)

## **ONLINE REGION REGIONAL COORDINATOR DUTIES AND RESPONSIBILITIES**

**APPOINT CYBER (STATE) REPRESENTATIVES:** Cyber Representatives are appointed by the Regional Coordinator and affirmed by the Board of Trustees. Send name, address, phone number and email address to the Regional Coordinator Liaison. The Board will affirm the State Representatives at its next Board meeting.

**PROMOTE NAME**

**SELL NAME – SEEK NEW MEMBERS – RETAIN PRESENT MEMBERS!!**

**WELCOME NEW MEMBERS**

**READ REGIONAL MATTERS AND BOARD SUMMARY:**

- You will receive this newsletter bimonthly from Regional Coordinator Liaison. The State Representatives are also sent this newsletter.

**COMMUNICATE WITH MEMBERS, CLUBS, TEAM MEMBERS AND BOARD OF TRUSTEES:**

- Answer correspondence promptly.
- Hold Team meetings
- Promote National Miniatures month in October
- Send reminders to Team Members regarding their responsibilities and timelines (some regions have established a “Team Newsletter” to be sent out to all team members on a regular basis)
- Educate your team and members on the structure of NAME.

**SEND ANNUAL REPORT FORMS TO REGIONAL COORDINATOR LIAISON:**

- Cyber Rep. reports are due to Regional Coordinators by June 1
- **Regional Coordinator’s report is due to Regional Coordinator Liaison by June 15**

**INCUR NO EXPENSE NOR OBLIGATE THE ASSOCIATION IN ANY WAY WITHOUT PRIOR APPROVAL OF THE BOARD OF TRUSTEES.**

**ATTEND THE NATIONAL CONVENTION AND RC RETREATS (IF POSSIBLE)**

**Plan to attend meetings at the National Convention as follows:**

- Regional Coordinator/State Representative Meeting
- Annual Meeting

- Regional Meeting – Regional Coordinator should have an agenda for this meeting (If unable to attend, appoint someone to chair the Regional Meeting)
- RC Retreat (if held)

**ADDITIONAL ONLINE RC RESPONSIBILITIES:**

- Must be able to understand and manage computerized lists. (Good spreadsheet knowledge a must.)
- Confirm that all new applicants of the Online Region belong to NAME
- Send welcome emails that contain sign-in information and other welcoming material to all new Online Region members.
- Keep up the password file.
- Answer all inquiries. Need to have a good understanding of NAME and where to forward questions.
- Oversee the mailing list. Makes sure new members are also members of NAME
- Solicit and post new workshops/group activities.
- Coordinate online activities for NAME.
- Send reminder emails to Online Region members whose NAME membership has lapsed.

*Created 1/2011*

As the Regional Coordinator, you are like the leader of a small business – the “CEO” who needs to promote the “Team Members” to perform their jobs as state reps, welcome committee chairs, etc., maintain the RC files including correspondence to team members, make sure the team members have access to member records for the region, circulate the newsletters, post them to a website, make sure members in your region know about the fun miniature activities available to them – the “Overseer” of all Regional activities.

**THANK YOU FOR BEING A PART OF THE NAME NETWORK  
BOARD OF TRUSTEES – REGIONAL COORDINATORS – STATE REPRESENTATIVES –  
CLUBS AND MEMBERS**

## **TEAM MEETING GUIDELINES**

- Decide on a date and location (preferably central) that encourages 100% participation by the State Representatives.
- Prepare a meeting agenda.
- Review Team Member duties, your expectations and explain NAME policies.
- Brainstorm ideas for:
  - Goals for the Region.
  - Increasing NAME membership in Region.
  - Regional Activities.
  - Fundraising
- Discuss how they, as Team Members, can assist the Regional Coordinator in carrying out the ideas to attain the Regional goals.
- Invite local Board Members to attend
- It is always nice to have a project for everyone to work on so there is some fun involved too.

*Revised July, 2009*

# REGIONAL COORDINATOR/STATE REPRESENTATIVES FORMS AND INSTRUCTIONS

## RELEASE FORM

The Release Form must be signed by anyone having his/her name, address, phone number and e-mail address printed in the *Miniature Gazette* or on the NAME web site.

This form will be sent to each Regional Coordinator or State Representative after they are approved or affirmed by the Board of Trustees. The form will include an area to complete with name and address of your local newspaper. **Return this Release Form to the Regional Coordinator Liaison.** If you have any changes in address or email please contact the Regional Coordinator Liaison and she will pass the information on to the proper places.

The information including your complete address, etc. will be sent to the *Miniature Gazette* Editor, NAME Webmaster and the NAME Office.

## TELEPHONE EXPENSE FORM

The telephone expense form must be turned in, if you wish reimbursement, for NAME related phone calls. A monthly report would be adequate, depending on the number of calls you make.

Keep a copy for your records. State Representatives must have their expense forms approved by their Regional Coordinator.

## POSTAGE EXPENSE FORM

The postage expense form must be turned in, if you wish reimbursement, for NAME related postage. A monthly report would be adequate, depending on the number of letters you write.

Keep a copy for your records. State Representatives must have their expense forms approved by their Regional Coordinator.

*Revised August, 2009*

## RECOMMENDED FILES AND RECORDS for REGIONAL COORDINATORS/ STATE REPRESENTATIVES

Correspondence – NAME

Correspondence – Region

Region Fundraiser

Region Funds, Reports and Bills

State Representatives

Clubs

New Club Packet

Club President Letters

Region Membership Reports

Region Newsletters

Forms and reports

Other Region Newsletters

Miniature Gazette

Resource Book

Shops

Shows

State Day

Regional Matters Newsletter

National Convention

Regional Houseparty

Online Region Information

*Revised July, 2009*

# **STATE REPRESENTATIVES**

# STATE/AREA REPRESENTATIVE'S DUTIES AND RESPONSIBILITIES

All Representatives are part of a Regional Team, which will work together to promote NAME in your Region. The Regional Coordinator is the Team Leader. Some teams have chosen to add Newsletter Editors, Welcome Committee Chair, Website Administrator, Events Coordinator, etc. to their teams as State Representatives. The job description given here refers only to those State Representatives with responsibilities for an assigned state or set of counties. The items in bold print below are the required activities for a State Representative. The other items are suggested activities. The following are your duties and responsibilities:

- **Promote NAME in your State/Area**
- **Seek new members and retain present members**  
Encourage and assist in formation of new clubs and individual memberships in your state.
  - Hold membership drives, with a drawing for a prize for new members or for sponsors of new members.
  - Ask miniature shops to display NAME brochures to hand out to customers who express interest.
  - Encourage clubs to exhibit in public venues during Dollhouse and Miniature Month in October and have NAME brochures (available upon request from the NAME office) and club brochures available for interested people.
  - Encourage clubs to exhibit in public venues whenever possible and include information about NAME and clubs with the exhibits.
- **Arrange for tables at shows in your State/Area and coordinate displays and personnel to man the table.**
  - If there are miniature shows in your state, ask the show sponsor to give you a free table to promote NAME. Give people who join NAME at the show a round table kit, a back issue of the *NAME Gazette*, instructions for a project, a copy of the state newsletter, or something to welcome them to the organization. Free drawings are a great way to get names of prospective members. Follow up on these.
- **Encourage clubs and individual members:**
  - to keep you informed of activities
  - to become involved in community and charitable activities
  - to participate in the AIM program
  - to make use of the NAME Media Library
  - to set up an exhibit
  - to give a talk on miniatures as a hobby
  - to learn new skills
  - to give a workshop;
  - to put on a show, State/Fun Day, Regional Houseparty or Mini-Weekend, etc.
  - to ask local shops to participate in activities
  - to start new clubs
  - to participate in any Museum activities in your State, Area/Province
  - to send information to Regional Newsletter Editor and NAME Gazette Editor
  - to participate in the Blue Ribbon Club Award program (clubs)
  - to renew their club charters annually, regardless of how their members pay their dues (clubs).
- **Serve as a liaison between the Regional Coordinator and State/Area membership and clubs.**
- **Welcome new members and clubs in your state.**
- **Assign a Welcome Committee Chair in your State/Area if one is not already present at the regional level.** (See Welcome Chair job description)
- **Answer correspondence and emails promptly.**
- **Promote cordial relations between clubs.**

- Encourage sharing through activities like fun days, state days, exhibits, etc.
- Hold club presidents' meetings at the state level.
- Promote communication between clubs and club presidents. Send out a regular informative "newsletter" to your club presidents if there is no regional newsletter.
- **Visit clubs, attend shows and mini events in your State/Area.**  
You will need to let the clubs know you want to visit them. Most clubs aren't aware that this is one of the things State Reps are expected to do. Club visits can be amazingly rewarding, something you are going to want to do. If clubs don't invite you to a meeting, ask them when you can come. They'll usually find a time and in some cases prepare a special program for your benefit -- which is incredibly gratifying!
- **Remain impartial between clubs or individual members.**
- **Keep membership informed of activities in area.**
  - This can be done through a state newsletter distributed either as an electronic or paper copy.
- **Send Regional Newsletter Editor and Webmaster news of your area.**
- **Keep informed -- Read REGIONAL MATTERS that includes Summary of Board meetings.**
- **Assist Regional Coordinator.**
  - A State Representative is responsible to the Regional Coordinator.
  - If there is a problem or you cannot communicate with your Regional Coordinator for some reason, please clear any plans or actions with the RC liaison.
- **Provide Regional Coordinator with Annual Report due June 1<sup>st</sup> of each year.**
  - Contact each Club President to remind him/her to send you the Club Report by May 15<sup>th</sup> so you can compile the information on the SR Annual Report Form and return it to the RC by June 1.
- **Incur no expense, nor obligate NAME in any way, without prior approval of the Regional Coordinator.**
- **Attend Regional Team/Club President's Meetings.**
- **Attend the NAME National Convention (whenever possible).**
- **If attending the National Convention, plan to attend the following meetings at National Convention:**
  - Club Presidents/Representative, State Representative, Regional Coordinator meeting and Annual meeting and Regional Meeting (Saturday morning)
  - Newly appointed State Representatives should plan to attend the above meetings and will assume their duties at their Regional Meeting at National

**State/Area/Provincial Representative's term expires at the discretion of the Regional Coordinator  
or at the end of the Regional Coordinator's term.**

*Revised: August, 2011*

## **WELCOME CHAIR JOB DESCRIPTION**

The Welcome Committee Chair may establish a committee or work to:

- Hold some kind of gathering or event to welcome new NAME members
- Send new members a New Member Packet. This is different from the one sent from the office and might include such things as a welcome letter from the SR introducing the team, etc.; a list of the regional team; a list of local clubs in; a list of shops in the state; a Calendar of Events; Information about NAME, State Days, etc; On-Line Region information; information and forms for upcoming mini events in the area; Gazette Project instructions; Suggested Toolbox materials; some goodie or gift, like a round table kit; Scott Publications Goodies; and the welcome brochure.
- Assist members looking for clubs, in finding clubs or helping them create a new club in their area
- Notify club presidents of new NAME members in their areas and encourage them to invite the new members to club meetings.

*Created: January, 2011*

## **CYBER REPRESENTATIVE'S DUTIES AND RESPONSIBILITIES**

All Representatives are part of a Regional Team, which will work together to promote NAME in your Region. The Regional Coordinator is the Team Leader.

- **Promote NAME**
- **Seek new members and retain present members**
- **Encourage members:**
  - to keep you informed of activities
  - to become involved in community and charitable activities
  - to participate in the AIM program
  - to make use of the NAME Media Library
  - to give a workshop;
- **Welcome new members.**
- **Answer correspondence and emails promptly.**
- **Keep membership informed of activities**
- **Keep informed -- Read REGIONAL MATTERS that includes Summary of Board meetings.**
- **Assist Regional Coordinator.**
  - A State Representative is responsible to the Regional Coordinator.
  - If there is a problem or you cannot communicate with your Regional Coordinator for some reason, please clear any plans or actions with the RC liaison.
- **Provide Regional Coordinator with Annual Report due June 1<sup>st</sup> of each year.**
- **Incur no expense, nor obligate NAME in any way, without prior approval of the Regional Coordinator.**
- **Attend Regional Team/Club President's Meetings.**
- **Attend the NAME National Convention (whenever possible).**
- **If attending the National Convention, plan to attend the following meetings at National Convention:**
  - State Representative, Regional Coordinator meeting and Annual meeting and Regional Meeting
  - Newly appointed Cyber Representatives should plan to attend the above meetings and will assume their duties at their Regional Meeting at National

**State/Area/Provincial/Cyber- Representative's term expires at the discretion of the Regional Coordinator or at the end of the Regional Coordinator's term.**

*Created: January, 2011*

**THANK YOU FOR BEING A PART OF THE NAME NETWORK  
BOARD OF TRUSTEES—REGIONAL COORDINATORS—STATE/AREA/PROVINCIAL  
REPRESENTATIVES—CLUBS AND MEMBERS**

## COMMUNICATION WITH CLUB PRESIDENTS

**It would be unreasonable to expect volunteer Regional Coordinators and State Representatives to carry out all of these ideas. They are suggested ideas:**

- Communicate with Club Presidents on a personal basis.
- Send letters or emails to Club Presidents at least once a year. The Regional Coordinator should approve these letters.
- Suggestions for letters:
  - State and Regional activities
  - Request assistance for State and Regional projects and activities
  - Remind clubs of your availability, if assistance is needed
  - Request a free NAME table if a local show is planned
  - Encourage local exhibits
  - Encourage special talks and demonstrations to garden groups, PTA groups, schools, senior centers, service organizations and youth groups
  - Encourage club sharing in joint projects, meetings, workshop days, miniature home tours, program exchanges, newsletter exchanges or adopt a sister club
  - Club Resource Book for your Region
  - Formation of Children's Club or Junior Club
  - Encourage *Miniature Gazette* articles
  - Encourage adopting a new member by giving a gift membership to NAME
  - Suggest giving a NAME membership to local library so they will receive the *Miniature Gazette*
  - Encourage Club President's to submit Annual Report to their State Representative
  - Respond to Club's Annual Report
  - Encourage members to complete AIM forms to receive pins
  - Encourage a State Day
  - Give clubs listing of Slides and Videos available
  - Encourage formulating a new slide program
  - Regional Coordinators and State Representative would like the opportunity to visit the Club. Due to limited funds, transportation expenses and a home to stay would be greatly appreciated.

## **ANNUAL REPORT GUIDELINES REGIONAL COORDINATOR AND STATE REPRESENTATIVES**

Please use the Report forms for either the **Regional Coordinator Annual Report** or **State Representative Annual Report**. These forms are found in the “Forms” Section of this Manual or on the NAME website.

**The deadline for State Representatives to send this report to their Regional Coordinator is June 1 of each year.**

**The deadline for Regional Coordinators to send this report to the Regional Coordinator Liaison is June 15 of each year. This report is used by the Liaison in presenting her report at the National Convention Annual Meeting.**

## REGIONAL COORDINATOR'S SERVICE RECORD

<u>Region</u>	<u>Regional Coordinator</u>	<u>Date of Service</u>
N	C. Max Boydston	1972-1978
N-1	Rose Morris	1978-1982
N-1	Barbara Helfrich	1982-1986
N-1	Elaine Hostetler	1986-1990
N-1	Leilani Warling	1990-1994
N-1	Marilyn Taylor	1994-1998
N-1	Billie Thien	1998-2001
N-1	Barbara Beringer	2001-2005
N-1	Karen Stull	2005-2008
N-1	Janet Smith	2008-2010
N-1	Susan Sheridan	2010-

---

N-2	Patricia Bellamy	0000-1980
N-2	Virginia Hecox	1980-1984
N-2	Daintrie Wanner	1984-1988
N-2	Helen Johnson	1988-1992
N-2	Elaine Falkner	1992-1995
N-2	Laurel Gross	1995-1999
N-2	Georgia Queen	1999-2000
N-2	Barbara Thornton-Hill	2000-2004
N-2	Cary Yerves	2004-2008
N-2	Ruth Heisch & Diane Piziali	2008-2012

---

N-3	Mary Carson	1977-1978
N-3	Melinda Tyrrell	1978-1982
N-3	Patty Adams	1982-1984
N-3	Carole Rasmussen	1984-1988
N-3	Georgia Matuschak	1988-1990
N-3	Lois McPherson	1990-1992
N-3	Linda White	1992-1994
N-3	Evelyn Naimo	1994-1995
N-3	Vicki Williams	1995-1997
N-3	Kathleen Goldsby	1997-2000
N-3	Glenda Bockel	2000-2000
N-3	Anita McNary-Haynes/Annie Pierce	2000-2002
N-3	Luci Hanson	2002-2006
N-3	Gale Welch	2006-2010
N-3	Bill Allen	2009-

---

A	Gertrude Mahoney	1972-0000
A-1	Thomas Devereux	0000-1978
A-1	LaVonne Nye	1978-1979
A-1	Charles Claudon	1979-1983
A-1	Christine Eisenberg	1983-1987
A-1	Joanne Bentson	1987-1990
A-1	Sara Patterson	1990-1992
A-1	Kay O'Brien	1992-1996
A-1	Yvette Jaros/Gail Welch	1996-1998
A-1	Kay O'Brien	1998-2000
A-1	Art & Lula Martlink	2000-2002
A-1	DeeDee Whipple	2002-2006
A-1		
A-1	Deb Baker	2007-2011
A-1	Lynn Jensen	2011-

**REGIONAL COORDINATOR'S SERVICE RECORD – PAGE TWO**

A-2	Corinne Wilson	1978-1980
A-2	Barbara Gray	1980-1984
A-2	Sylvia Hansen	1984-1987
A-2	JoAnn Berry	1987-1988
A-2	Mary Anne Sine	1988-1992
A-2	Barbara Pontarelli	1992-1995
A-2	Edna Perkins	1995-1999
A-2	Kathy Middleton	1999-2003
A-2	Jenny Fortin	2003-2007
A-2	Jan Skuppin	2007-2011
A-2	Leanne Kirsch	2011-

---

A-3	Jean Ellsworth	1979-1983
A-3	Judy Wetter	1983-1987
A-3	Carolyn Terrell	1987-1989
A-3	Jane Baumohl	1989-1993
A-3	Phil and Lynn Joehnke	1993-1995
A-3	Toni Miller	1995-1997
A-3	Becky Bowers	1997-1999
A-3	Kathie and Pat Mills	1999-2003
A-3	Colleen Chute	2003-2006
A-3	Deborah Willis	2006-2009
A-3	Babette Overman	2009-2013

---

M	Marjorie Siebert	1972-0000
M-1	Catherine Anderson	1978-0000
M-1	Rose London	0000-1981
M-1	Penny Caswell	1981-1984
M-1	Betty Burkey	1984-1988
M-1	Pat Bauder	1988-1992
M-1	Joan Benzell	1992-1996
M-1	Bill Lytle	1996-2000
M-1	Grace Hayford	2000-2004
M-1	MaryAnna McNeel	2004-2008
M-1	Susan Koelling	2008-2012

---

M-2	Walter Marz	1978-0000
M-2	Margaret Cronin	0000-1981
M-2	Katie Kirby	1981-1984
M-2	Jan Burton	1984-1988
M-2	Ann Cunningham	1988-1992
M-2	Sandy Shumway	1992-1993
M-2	Eleanor Smith	1993-1996
M-2	Dr. Ben Grant	1996-2000
M-2	Marilyn Wood-Co-Coordinator	1997-2000
M-2	Isabel Allen	2000-2001
M-2	Susan Krzysko	2001-2005
M-2	Julie Hagel	2005-2009
M-2	Nancy Gale	2009-2010
M-2	Lynne Ellis and Nancy Gale	2010-2011
M-2	Connie Reagan	2011-

**REGIONAL COORDINATOR'S SERVICE RECORD – PAGE THREE**

E	Dorothy VonFliss	1972-0000
E-1	Gladys Walker	0000-1978
E-1	Georgia McCallum	1978-1980
E-1	Charlene Benne	1980-1983
E-1	Jules Fink	1983-1985
E-1	Nancy Burnstein	1985-1987
E-1	Adrienne Manter	1987-1991
E-1	Nancy Songster	1991-1992
E-1	Janet Emery	1992-1996
E-1	Colleen Walker	1996-1998
E-1	Carol Ann Frost	1998-2002
E-1	Jane Schwarz	2002-2006
E-1	Romaine Eyler & Helen Sparks	2006-2010
E-1	Olivia Beard-Wall	2010-

---

E-2	Jackie Young	0000-0000
E-2	Dottie McDonald	0000-1982
E-2	Harva Mason	1982-1984
E-2	Raymond Todd	1984-1986
E-2	Florence Goodrich	1986-1990
E-2	Roberta Heckler	1990-1994
E-2	Karen Carter	1994-1996
E-2	Sandy McGarrahan	1996-1999
E-2	Joyce Sanford	1999-2000
E-2	Tere Perry	2000-2004
E-2	Barbara Stetz	2004-2006
E-2	Harva Basinger	2006-2010
E-2	Sandy Davis	2010-

---

E-3	Rita DeMarco	1978-1982
E-3	Evelyn Work	1982-1986
E-3	Pam Kniew	1986-1987
E-3	Janie Galloway	1987-1989
E-3	Wini Frankenstein	1989-1993
E-3	Mary Ruth Elfe	1993-1997
E-3	Linda Ostlie	1997-2001
E-3	Cat Wingler	2001-2005
E-3	Judi Smith	2005-2008
E-3	Amy Rauch	2008-2012

---

Canada East	Luba Barnes	2009-2010
	Margaret Everett and Lynn Belanger	2010-

---

Canada West	Peggy Logan-Hardy	2009-2010
	Luba Barnes	2010-2011
	Bob Francis	2011-

---

International	Shirley Dufton	2007-2013
---------------	----------------	-----------

**REGIONAL COORDINATOR'S SERVICE RECORD – PAGE FOUR**

---

Online Region	Gwen Campbell	2002-2006
	Pat Frost	2006-2008
	Shannon Moore	2008-2012

**OLD REGIONS: dissolved and included in other Regions**

N-4	Naomi Losch	1992-1996
N-4	Joyce Watanabe	1996-2000
N-4	Carol Hurd	2000-2002
N-4	Naomi Losch	2002-2006
N-4	Virginia Waracka	2006-2009

In 2009 Region N-4 was dissolved and designated a State under N-2

In 2009, the Canadian regions were reconfigured into two regions Canada East and Canada West.

Canada N	Paddy Culhane	1983-1988
Canada N	Lori Ann Potts	1988-1991
Canada N	Ruth Simm	1991-1998
Canada N	Joann Sibley	1998-2002
Canada N	Bonnie Morrison	2002-2005
Canada N	Florence Joan Thompson	2005-2009

Canada A	Joyce Griffith	1984-1988
Canada A	Larry Zirkle	1989-1995
Canada A	Donna Quick	1995-1999
Canada A	Barb Yeo	1999-2002
Canada A	Joanne Betzelt	2002-2006
Canada A	Luba Barnes	2006-2009

Canada M	Ev Mc Murray	1985-1989
Canada M	Kirk Galbraith	1989-1991
Canada M	Carol Ann Kostynyk	1991-1995
Canada M	Frances Armstrong	1996-1999
Canada M	Barb Bowman	1999-2003

Canada E	Martha Brousseau	1980-1985
Canada E	Patricia Nahoniak	1985-1989
Canada E	Gyles d'Artois	1989-1991
Canada E	NAME office	1991-2005
Canada E	Larry Marshall	2005-

# **AWARDS**

## ACHIEVEMENT IN MINIATURES PROGRAM (AIM)

### **Purpose**

The AIM Program (Achievement in Miniatures) is designed so that all NAME members can participate. It is not necessary to be affiliated with a club, or to be an artisan; or have a large budget to spend on miniatures. The program is open to old and new members, and runs from January 1 thru December 31 yearly.

### **How AIM works:**

There are three categories in which to earn points, for a total of 100 points.

- Crafting (miniature activities of your own).
- Participating in NAME activities.
- Service showing in what way you participated in activities that benefit others and how you share our hobby with others.

Points are given in each category. These points can be concentrated in one category or spread over all three.

The AIM form is published in the November/December issue of the *Miniature Gazette* yearly.

The AIM form should be completed, indicating a total of 100 points or more. **Mail this form to the NAME office by January 31 of each year. Based on your report an AIM Pin will be sent to you in January of the following year.**

**ENCOURAGE YOUR CLUB PRESIDENTS TO REMIND MEMBERS AT MEETINGS TO COMPLETE THIS FORM.**

**REMIND YOUR MEMBERS TO COMPLETE THE FORM IN YOUR REGIONAL NEWSLETTERS.**

**ALL MEMBERS ARE ENCOURAGED TO PARTICPATE**

*August, 2003*

*See NAME website or Nov/Dec. Gazette for forms*

## AIM EVEN HIGHER GUIDELINES

The guidelines for the Aim Even Higher for Regional Coordinators/State Representatives are as follows:

- The Aim Even Higher for Regional Coordinators/State Representatives will be published in the Regional Matters Newsletter and Online. It is also in the “Forms” section of this Manual.
- The form is self-explanatory and you complete it using the point system on the form.
- If you earn 200 points between National Conventions, you will receive an AIM Even Higher Pin presented by the Regional Coordinator Liaison.
- Complete the form and mail to the Regional Coordinator Liaison **by June 1** of each year.

This Award is a Thank You to Regional Coordinators and State Representatives for all the hard work they do for the NAME organization.

*See “Forms” section of RC/SR Manual or the NAME Website for Form*

### **Policy 313: MEMBERSHIP AWARD GUIDELINES**

- The Selection Committee for the Membership Award shall be the Membership Committee.
- **The recipient of the Membership Award shall be the Region with the largest percentage increase in membership in the past year or the Region with the greatest increase in number of members, whichever the Membership Chairman deems most appropriate.**
- The membership comparison shall be based on the fiscal year of NAME, which ends May 31<sup>st</sup>.
- The Chairman of the Membership Committee shall present the proposed recipient to the Board of Trustees for approval.
- The recipient of the Membership Award shall be announced at the Annual National Convention.
- The name of the Region receiving the Membership Award shall appear on a plaque at the National Business Office.
- The Membership Award shall be funded by and operate as an activity of the Corporation.

# ACADEMY OF HONOR (AOH) GUIDELINES

## General Information

The Academy Of Honor recognizes those members of NAME whose talent, leadership and achievements have helped determine and preserve the art of miniatures. The Academy helps to promote educational and philanthropic endeavors in the field of miniature artistry. Most importantly, the Academy collects the histories and memorabilia of its recipients and stores that material in pollution proof archives so that future historians and miniature collectors will have a source for research material, which might otherwise be lost.

## Structure of the Academy

The business of the Academy shall be administered by a Committee of no less than five nor more than seven rotating members appointed by the AOH Chairman and approved by the NAME Board of Trustees. The Committee shall be comprised of a Chairman, the President of NAME Board of Trustees, in an advisory, non-voting position and others who demonstrate the qualities required for Academy honors. The Committee shall be comprised of members balanced geographically. Each Committee member shall serve two years and may be re-nominated for one consecutive term.

The Chairman of the Committee shall serve a four-year term. The selection of a Chairman shall be made by a committee of three to five former AOH Chairmen and approved by the Board of Trustees. The retiring AOH Chairman shall select the committee.

The AOH Committee shall serve as the Selection Committee for the election of new recipients into the Academy. Names of the Selection Committee are not announced or published. Any NAME member may receive a list of members by submitting a written request to the NAME Board of Trustees. Each Committee members must then be contacted for approval to release of his/her name.

The Academy of Honor shall be funded by and operated as an activity of NAME. All funding shall be through the NAME office and all monies spent must conform to the tax requirements of the NAME organization. All monies spent shall have the approval of the AOH Chairman. A proposed annual budget and financial report shall be prepared by the Chairman of the Committee and sent to the NAME office.

## Selection of Honorees

Eligibility for the Academy of Honor is determined by standards set forth by a Selection Committee established in 1984. There are no applications. Prospective members are brought to the attention of the Selection Committee by recommendation. Recommendation forms are available through the Regional Coordinator, the NAME National Office or the Chairman of the AOH Selection Committee. The completed forms are to be returned to the AOH Chairman not later than the first of January of each calendar year. Only a NAME member in good standing can recommend a person. Each recipient recommendation shall be used only once, a nominee not accepted for AOH may be considered again the following year, if a new recommendation form is submitted for that person.

Non-AOH members of the Selection Committee may not be considered for membership in AOH while serving on the Selection Committee and serving on the AOH Selection Committee shall not automatically confer the honor of the Academy.

There shall be two separate bases for selection into the Academy: Those who deserve recognition for their outstanding service to NAME in any manner and outstanding support of the hobby; and those who deserve recognition for their outstanding artistic achievement.

Should both members of a couple be nominated at the same time they shall be considered together, if they produce the same product or provide the same service. Each, however, shall be considered as an individual member toward the maximum of three (3) members per year.

Should an honoree be a person with commercial interests he or she shall NOT automatically be entitled to any extra consideration in the selection of dealers for sales room at Houseparties or Conventions.

A person under consideration for selection shall have been a member of NAME in good standing for at least three (3) years. No awards shall be given posthumously. The NAME Board of Trustees shall be asked to approve every nominee before the honor is bestowed. The Selection Committee Chairman shall announce new recipients each year at the Annual National Convention and the names shall not be discussed publicly until after the announcement is officially made. There shall be no more than three (3) honorees annually and each proposed new honoree shall receive a majority vote of the full Selection Committee for the honor to be bestowed.

Complete records of the accomplishments of all those honored by AOH shall be kept by the Committee according to information supplied by the honoree or his or her heirs at the time of selection. Subsequent information is the responsibility of the honoree or his or her heirs and will be added to the files as received.

The Committee shall keep photographic records and a current inventory of all art donations. Originals of all documents shall be placed in a permanent file and kept by the AOH Archivist. The Selection Committee Chairman shall keep duplicates of materials. Copies of the documents shall be made available to researchers only through the Committee.

### **The Academy Exhibit**

Honorees will not be required to make a donation of a piece of artwork to become a member, although such a donation can be encouraged and will certainly be appreciated. All artwork received between one National Convention and the next shall be photographed and catalogued by the AOH Chairman, displayed at the National Convention and then given to the NAME National Office for the NAME Museum where it will be stored and displayed as room permits.

*See NAME website for "AOH Nomination" form.*

*Revised, August, 2010*

## **MEL PRESCOTT AWARD FOR CREATIVITY IN MINIATURES**

In 1986 the children of the talented craftsman, Mel Prescott, established the Mel Prescott Award for Creativity in Miniatures. This is an annual award that recognizes a member of the Academy of Honor who has contributed substantially to the growth and enjoyment of the miniatures hobby.

### **Mel Prescott Award Recipient**

The Mel Prescott Award shall be made to a talented miniaturist who has contributed substantially to the growth and enjoyment of the miniatures hobby and has exemplified the highest standards of AOH. The recipient shall have been a member of AOH for at least a year and may be nominated by any member of AOH or the Selection Committee. Selection shall be made in the same mechanic used to select AOH members. Because AOH members have been recommended by the membership of NAME and approved by the Board of Trustees, further approval of the Board of Trustees shall not be necessary. The Mel Prescott Award recipient shall receive a majority vote of the full AOH Selection Committee for the honor to be bestowed.

The announcement of the Mel Prescott Award recipient shall be made at the NAME Annual National Convention. The recipient shall be notified in advance so that arrangements can be made to either present at the banquet or have a representative present to accept the award. The Award shall consist of a silver medallion, suitable engraved.

The Mel Prescott Award shall be funded by and operate as an activity of the Corporation.

*See NAME website for “Mel Prescott Nomination” form.*

*Revised, December 2010*

## Policy 312: BENEFACTOR AWARD COMMITTEE

- The Selection Committee for the Benefactor Award shall be the Business Liaison to the Board of Trustees as Chairman and three (3) members approved by the Board of Trustees.
- The Selection Committee shall review those manufacturers, distributors, publishers and individuals who have supported and given generously to NAME for consideration for the Benefactor Award.
- The Chairman shall present the proposed name of the recipient to the Board of Trustees for approval no later than May 1.
- One (1) Benefactor Award shall be given each year.
- The Award will be given yearly, however, if the Selection Committee feels there are no eligible candidates for the Award in any year they are under no obligation to present the Award.
- The Award shall be presented at the Annual National Convention.
- The Award shall be in the form of a plaque or other form as designated by the Board of Trustees.
- The Benefactor Award shall be funded and operated as an activity of the Corporation.

*August, 2011*

## **FOUNDERS AWARD GUIDELINES**

### **Structure of the Award**

A committee of no less than five and no more than seven rotating members appointed by the Committee Chairman and approved by the NAME Board of Trustees will administer the business of the Award. Each committee member will serve two years and may be re-nominated for one consecutive two-year term.

The Committee will be comprised of a Chairman, the President of NAME Board of Trustees or designee, in an advisory, non-voting position, and the above-mentioned NAME members.

The Committee Chairman will serve a four-year term. The appointment of the Chairman will be made by the preceding Chairman and approved by the NAME Board of Trustees. A Chairman must serve one term on the Committee prior to be appointed as Chairman.

All funding will be through NAME and all monies spent must conform to the tax requirements of NAME organization. A proposed annual budget must be prepared by the Committee Chairman and sent to the NAME office yearly. A financial report will be rendered at that time.

### **Selection of Honorees**

There will be no more than three awards presented annually. Each award winner must receive a majority vote of the full Selection Committee for the honor to be bestowed. To be honored by NAME, the person must be a member in good standing.

A person selected for this honor must have served as a Regional Coordinator. The person must have served with an outstanding ability and attitude toward promoting NAME, their Region and the miniature hobby. This award is a retroactive award and can be bestowed to an outstanding past Regional Coordinator. If no one is qualified for the award, none will be given.

The Board of Trustees will be asked to approve every honoree before the honor is bestowed. The announcement of the award will take place at the National Convention of the NAME organization. The winners will not be discussed publicly until after that announcement is officially made. The announcement will be made by the Founders Award Committee Chairman. Award winners will receive a small token in the form of a pin. A plaque will be displayed in the NAME office with the award winner names and date honored.

*See NAME website for "Founder's Award Nomination" form.*

*May, 2011*

## FOUNDERS AWARD RECIPIENTS

<u>Year of Award</u>	<u>Name</u>	<u>Region</u>	<u>Years as Coordinator</u>
1991	Margaret Everett	Canada M	1980-1985
	Evelyn Work	Region E-3	1982-1986
1992	Ann Cunningham	Region M-2	1988-1992
1993	Jean Ellsworth	Region A-3	1979-1983
	Virginia Hecox	Region N-2	1980-1984
	Sara Patterson	Region A-1	1990-1992
1994	Carolyn Terrell	Region A-3	1987-1989
1995	Winifred Frankenstein	Region E-3	1989-1993
	Larry Zirkle	Canada A	1989-1995
1996	Jan Burton	Region M-2	1984-1988
	Phil & Lynn Joehnk	Region A-3	1993-1995
1997	Jane Baumohl	Region A-3	1989-1993
	Eleanor Smith	Region M-2	1993-1996
1998	Janet Emery	Region E-1	1992-1996
	Georgia Matuschak	Region N-3	1998-1990
	Judy Wetter	Region A-3	1983-1987
1999	Elaine Hostetler	Region N-1	1986-1990
	Kay O'Brien	Region A-1	1992-1996
2000	Laurel Gross	Region N-2	1995-1999
	Edna Perkins	Region A-2	1995-1999
2001	Mary Ruth Elfe	Region E-3	1990-1994
	Roberta Heckler	Region E-2	1990-1994
2002	No Award Given		
2003	Pat Bauder	Region M-1	1988-1992
	Colleen Walker	Region E-3	
	Leilani Warling	Region N-1	1990-1994
2004	Carol Ann Frost	Region E-1	1998-2002
	Gale Welch	Region A-1	1996-1998
	Sylvia Hansen	Region A-2	1984-1987
2005	Kathy Middleton	Region A-2	1999-2003
	Karen Carter	Region E-2	1994-1996
2006	Barbara Beringer	Region N-1	2001-2005
2007	Barbara Stetz	Region E-2	2004-2006
	Jane Schwarz	Region E-1	2002-2006
	Gwen Campbell	Online	2002-2006
2008	Jenny Fortin	Region A-2	2003-2007
2009	Julie Hagel	Region M-2	2005-2009
	Deborah Willis	Region A-3	2005-2009
	Cat Wingle	Region E-3	2001-2005
2010	Bonnie Morrison	Region C-W	2002-2005
	Joanne (Betzelt) McLeay	Region C-E	2002-2006
	Marilyn Taylor	Region N-1	1994-1998

FOUNDERS AWARD RECIPIENTS (page 2)

2011	Helen Sparks	Region E-1	2006-2010
	Romaine Eyer	Region E-1	2006-2010
	Cary Yerves	Region N-2	2004-2008

*August, 2011*

## **Policy 310: REGIONAL AMBASSADOR AWARD GUIDELINES**

- The Chairman of the Regional Ambassador Award Selection Committee shall be the Regional Coordinator.
- The Selection Committee of two (2) shall be appointed by the Regional Coordinator from members within the Region who are members in good standing of NAME.
- The Regional Ambassador Award shall be given to one member within each Region.
- The recipient of the Regional Ambassador Award shall be a member of NAME in good standing that has shown outstanding efforts to promote NAME and public awareness of miniatures and the miniature hobby.
- The Regional Coordinator, as Chairman, shall be responsible for placing information concerning the Award in their Regional newsletter, or in lieu of a newsletter in a letter to all Chapters and individual members. This information shall include the qualifications for the Award, the deadline, March 1, for receiving nominations and resumes, the name and address of the Regional Coordinator and any other information that will assist the Selection Committee in making their decision.
- The resume of the nominees may be prepared by the nominee or by another member in good standing of NAME.
- The Award will be given yearly, however, if the Selection Committee feels there are no eligible candidates for the Award in any year they shall be under no obligation to present the Award.
- The name and resume of the recipient of the Regional Ambassador Award of each Region shall be sent by April 15th to the RC Liaison who will send it to the President of NAME by the deadline of May 1, for approval of the Board of Trustees and for consideration for the President's Award.
- The recipients of the Regional Ambassador Awards shall be announced at the Annual National Convention.
- The Award may be in the form of a framed certificate or other form designated by the Board of Trustees.
- The Regional Ambassador Award shall be funded by and operated as an activity of the Corporation.

*March, 2010*

## **Policy 311: PRESIDENT'S AWARD GUIDELINES**

- The President of NAME shall be Chairman of the Selection Committee.
- The Selection Committee shall consist of at least three (3) and not more than five (5) members approved by the Board of Trustees and shall include the First and Second Vice Presidents of NAME.
- The recipient of the President's Award shall come from the recipients of the Regional Ambassador Awards.
- The President, as Chairman, shall receive the names and resumes of the recipients of the Regional Ambassador Awards by the deadline of May 1.
- The Selection Committee shall select one (1) recipient from the Regional Ambassador Awards to receive the President's Award.
- The recipient of the President's Award shall be a member in good standing of NAME who best exemplifies outstanding efforts to promote NAME and public awareness of miniatures and the miniature hobby.
- The Award will be given yearly, however, if the Selection Committee feels there are no eligible candidates for the Award in any year they are under no obligation to present the Award.
- The Award may be in the form of a plaque or a form designated by the Board of Trustees.
- The Award shall be presented at the Annual National Convention.
- President's Award shall be funded by and operate as an activity of the Corporation.

*August, 2003*

## REGIONAL AMBASSADOR AWARD RECIPIENTS

<p>2002</p> <p>N-2 Robin Rose</p> <p>N-3 Walt Rissler</p> <p>A-3 Jan Redfield</p> <p>M-1 Pat Bauder</p> <p>M-2 Jane Haskell</p> <p>E-1 Betty White</p> <p>E-2 Barb Stetz</p> <p>E-3 Marilyn Oakes</p> <p>2003</p> <p>N-1 Barbara Beringer</p> <p>N-2 Barbara Jones</p> <p>N-3 Walt Rissler</p> <p>A-2 Judy Steinke</p> <p>A-3 Jane Baumohl</p> <p>M-2 Pete &amp; Pam Boorum</p> <p>E-1 Jane Schwartz</p> <p>E-2 Katherine Furqueron</p> <p>E-3 Ron Mummert and Dick Lafferriere</p> <p>C-N Paddy Culhane</p> <p>President's Award Winner 2003 – Jane Baumohl</p> <p>2004</p> <p>N-1 Barbara Beringer</p> <p>N-2 Velma Springer</p> <p>N-3 Kristine Hill</p> <p>A-1 Bob Funk</p> <p>A-2 Carolyn Stephenson</p> <p>A-3 Pat &amp; Kathy Mills</p> <p>M-2 Paul &amp; Dolly Rouleau</p> <p>E-1 Sheila Faulkner</p> <p>E-3 Gwen Stiles &amp; Shannon Moore</p> <p>C-N Florence Joan Thompson</p> <p>C-A Luba Barnes</p> <p>Presidents's Award Winner 2004 – Gwen Stiles &amp; Shannon Moore</p> <p>2005</p> <p>N-2 Helen Johnson</p> <p>N-3 Georgia Queen</p> <p>A-1 Betty Dann</p> <p>A-2 Twilla McKee</p> <p>A-3 Terri Reasor</p> <p>M-1 Susan Karatjas</p> <p>M-2 Lynne Ellis</p> <p>E-1 Larry Garne</p> <p>E-2 Jenny Williams</p> <p>E-3 Jane Payne</p> <p>C-A Karen Jones</p> <p>President's Award Winner 2005 – Lynne Ellis</p>	<p>2006</p> <p>N-1 Walter &amp; Pat Arnell</p> <p>N-2 Barbara Thornton-Hill</p> <p>N-3 Pat Frost</p> <p>A-1 Art &amp; Lula Martlink</p> <p>A-2 Meredith Hink</p> <p>A-3 Jean Willey</p> <p>M-1 Grace Hayford</p> <p>M-2 Jean Scribner</p> <p>E-1 Romaine Eyler</p> <p>E-2 Harva Basinger</p> <p>E-3 Rhonda Keef</p> <p>C-N Bonnie Morrison</p> <p>C-A Joanne Betzelt</p> <p>President's Award Winner 2006 – Barbara Thornton-Hill</p> <p>2007</p> <p>N-1 Lori Lehman</p> <p>N-2 Joan McLean</p> <p>N-3 Luci Hanson</p> <p>A-1 Patty Johnson</p> <p>A-2 Edna Perkins</p> <p>A-3 Jeanne VanderMeer</p> <p>M-1 Marion Murray</p> <p>M-2 Sammy Smith</p> <p>E-1 Helen Sparks</p> <p>E-2 Sandy Davis</p> <p>E-3 Jane Payne</p> <p>C-A Sunni Dixon</p> <p>Online – Barbara Schmidt</p> <p>President's Award Winner 2007 - Jane Payne</p> <p>2008</p> <p>N-1 Sheila Benjamin</p> <p>N-2 Joanne Grundhoffer</p> <p>N-3 Dorothy Hansen</p> <p>A-1 Dee Dee Whipple</p> <p>A-2 Judy Steinke</p> <p>A-3 Natalie Harwood</p> <p>M-1 Marnie King</p> <p>M-2 Connie Reagan</p> <p>E-1 Olivia Beard-Wall</p> <p>E-2 Beth Bergman</p> <p>E-3 Amy Rauch</p> <p>C-A Bob Francis</p> <p>President's Award Winner 2008 – Dorothy Hansen</p>	<p>2009</p> <p>N-1 Ginger Anderson</p> <p>N-2 Eve Karoblis</p> <p>N-3 Sue Herber</p> <p>A-1 Mary Wrenn</p> <p>A-2 Jenny Fortin</p> <p>A-3 Linda Ferris</p> <p>M-1 Jane Coffey</p> <p>M-2 Joanne Kelsall</p> <p>E-1 Anita Meyers</p> <p>E-2 Sonny Thompson</p> <p>E-3 Becky Lipscomb</p> <p>C-A Linda Austin</p> <p>Online Lenora Smith</p> <p>President's Award Winner 2009 – Eve Karoblis</p> <p>2010</p> <p>N-1 Gloria Osborn</p> <p>N-2 Cary Yerves</p> <p>N-3 Gale Welch</p> <p>A-1 Jo Dewane</p> <p>A-2 Colleen Middleton</p> <p>A-3 Jeanne VanderMeer</p> <p>M-1 Wanda Morris Simons</p> <p>M-2 Terry Unnold</p> <p>E-1 Jean Brown</p> <p>E-2 Lenora B. Smith</p> <p>E-3 Rachel Bonney</p> <p>C-E Linda Maddaford</p> <p>C-W Bonnie Morrison</p> <p>Online Lynne Hoffman and Ron Smith</p> <p>International Shirley Dufton</p> <p>President's Award Winner 2010 – Wanda Morris Simons</p> <p>2011</p> <p>N-1 Jenifer MacLowry</p> <p>N-2 Leslie Swager</p> <p>N-3 Nancy Richmond</p> <p>A-1 Lynn Jensen</p> <p>A-3 Babette Overman</p> <p>M-1 Marion Murray</p> <p>M-2 Jean Scribner</p> <p>E-1 Jim and Lois Pyle</p> <p>E-2 Karen Carter</p> <p>E-3 Janet Chase</p> <p>C-W Eileen Shannon</p> <p>International Michael Dufton</p> <p>President's Award Winner 2011- Nancy Richmond</p>
---	--	---

## **Policy 210: RECOGNITION OF SERVICE TO NAME**

NAME recognizes its members who have served in an official capacity of the organization by presenting these individuals with service bars.

- Dated gold service bars shall be presented to NAME members who have served on the Board of Trustees.
- Gold bars bearing the Region's name shall be presented to Regional Coordinators at the end of their term provided they have not previously received service bars as a result of serving as State Representatives. This policy shall be in effect from October 26, 2010 for all Regional Coordinators who may not currently have service bars (i.e. no retroactive dated gold bars will be created.).
- Gold bars bearing the Region's name shall be presented to State Representatives at the end of their term. Only one service bar is given for continuous service regardless of level of service.
- Members shall receive their tenure pins free of charge, in five-year increments, from the NAME office.
- State Reps who do not fulfill their term do not qualify for service bars, unless the Regional Coordinator for their region requests that an exception be made. Regional Coordinators who do not fulfill their full term do not qualify for service bars unless the RC Liaison chooses to make an exception. Service bars may be awarded in cases where terms are incomplete if the reasons for early resignation include illness, unexpected moves to a different state or region, or other unforeseen circumstances.

*(September 28, 2010)*

# EVENTS

# GUIDELINES for PLANNING A LOCAL EVENT

(State Days, Fun Days, Roundtable Days, Mini Days, etc)

**Definition:** Local Events are not official NAME functions but are supported by NAME. It is up to the local committee to organize and produce the event as they want it to be. Insurance is available for events sponsored by officially chartered NAME clubs.

A Local Event is usually sponsored by a NAME club or group known as the HOST GROUP. It is held for miniaturists within a specific local area, and is open to both NAME and non-NAME members. If there is space available, NAME members and guests from surrounding areas should be included. The date of the local event should not conflict with other activities within the same region or with major religious holidays. It should be a simple and inexpensive event and should not be construed as a substitute for a Houseparty.

**Purpose:** The purpose of a State Day or other Local Event is to promote the hobby of miniatures and the NAME organization by encouraging participation in a day of sharing experiences in miniaturizing: attending workshops, demonstrations or lectures; viewing exhibits; or touring areas of interest to miniaturists.

**Organization:** Local Events are usually organized with notification to the Regional Coordinators and the State Representatives of the local region.

The date of the event should be cleared with the Regional Coordinator (or Events Coordinator) so there is no conflict with other events being held in the Region on that date. Once the date is approved, the event should be reported to the *Gazette* and listed on the NAME website ([www.miniatures.org](http://www.miniatures.org)). This can be done through the website.

It is highly recommended that, after the event, the State Rep or other assigned person should submit an article and photos about the event to the *Gazette*.

**Planning:** The Host Club should locate a site for the event, determine the number of registrants it will accommodate, and then get in touch with the NAME Office about insurance coverage. The insurance form is included in the new club packet and is available from the NAME office and is due to the NAME office no later than six weeks prior to the event.

The Host Club should draw up a budget and determine the registration fee to be consistent with the project and activities offered. The HOST Club should determine the format of the STATE DAY; i.e. a theme for the major workshop with related roundtables; assorted workshops running throughout the day with a selection of roundtables, etc.

**Funding:** Local Fundraising is suggested to raise seed money for the Event. NAME will not be held liable for any portion of the proposed activities and will not be held financially responsible in any way except that NAME will arrange for insurance coverage for the event, once the application is submitted by the Host Club. Be sure to check with the NAME office as to WHEN to submit this application.

**Local Event Activities:** The Host Club should plan a fun-filled day of miniaturizing with the assistance of various committees: Registration, Workshops and Roundtables, Exhibits, and STATE DAY Helpers. Optional: Centerpieces, Door Prizes or Table Favors, Tote Bags, Gift Exchange and Mini Mart. Hospitality may include morning coffee, luncheon and afternoon refreshments.

This is an excellent opportunity for the State Representative to meet with the Club Presidents and to update them on Regional and National news.

**NAME Involvement:** It is recommended that table space be reserved for a NAME table and that time be given to NAME Representatives to inform members of important happenings at the Local, Regional and National levels.

## **STATE DAY ADVERTISING**

A form is to be completed by the Regional Representative and sent to the NAME Office for inclusion in the next available issue of the *Miniature Gazette*. The information will appear in both the State Day Schedule column and the Calendar of Events. This form is available under the “Forms” section of the RC/SR Manual.

In addition, there is a form on the NAME website to fill out in order for the State Day or other event to be listed on the website.

*December, 2010*

# NAME TABLE AT SHOWS

## General Information

- Make a list of all shows in the Region by date and State.
- Contact show promoter and ask for a complimentary NAME table at the show.
- Make arrangements with State Representative to have the table staffed.
- Advise the National Office of those shows scheduled in your Region, broken down by State, date and who will be covering show. Any amendments to the original calendar should be sent to the National office at least four (4) weeks prior to the show date.

## Ordering Merchandise

See Merchandise ordering information in the “Financial Issues” section.

**THE NAME TABLE SHOULD BE ATTRACTIVE AND INTERESTING.** Name merchandise should be available for sale. Exhibits of club projects or of an individual’s work will make the table more interesting. NAME brochures, membership applications and a sign-up sheet should be available for those wishing to join or start a NAME club.

## GUIDELINES FOR THE NAME TABLE

NAME Display Tables should always look professional.

### #1 Table Cover

Many show providers provide table covers. To brighten up the appearance of the table you might use a square of bright red, yellow, green or blue (NAME colors) in the center of the table. You should be prepared with a cloth in case the show provider does not provide a cover.

### #2 Display Board with Signage

Your display board should be attractive and inviting to visitors to the table. Suggested items to display:

Join us For the Fun of It Logo (attached to the display board)

Membership Brochures

List of Benefits with the Website address

Use display shelves for House party souvenirs, gifts, and small displays

Provide contact for the regions RC and SR

### #3 NAME Pins

Have NAME and Regional pins displayed for sale

### #4 Lists of Clubs

List of clubs in the area and the contact person. A sign up sheet for those wanting to join or start a club.

### #5 Chocolates

Never underestimate the power of chocolate

### #6 Gazettes

Have copies for potential members; maybe give out a back issue

### #7 Grab Bags

Display your grab bags in an attractive manner, maybe in a large basket or colorful box.

### #8 Fundraisers

Each region has a different way of raising funds. Make this a prominent area of your table. Use raisers or box lids or boxes that are covered with a cloth.

### #9 Workers Appearance

Ask people in your region who are upbeat and friendly to man your tables at shows. Ask them to wear their pins and always a smile.

### #10 Clutter

Make sure there are no personal; items on the NAME table, no purses, drinking cups or lunches. Ask for relief so the people working the table can eat lunch away from the table

*February, 2011*

## CLUB PRESIDENT'S EVENT GUIDELINES

- Regional Coordinators and/or State Representatives may want to try a Club President's Workshop, Luncheon or Meeting by States or Areas. Some large States may need two or three events.
- Select a date and location and notify Club Presidents well in advance to ensure a good representation. A luncheon can be included—with each Club President paying for their lunch.
- Prepare an agenda with time frames.
- A short questionnaire may be included with your registration form, requesting topics or problems Club Presidents would like to address at the event.
- If a questionnaire is not used, you may want to have Club Presidents submit in writing, at the beginning of the event, any topics or problems they would like addressed.
- Allow time for small group discussions to share ideas, but have some specific topics for discussion, which will benefit the Club Presidents.
  - Ways to increase Club membership and Club fundraising.
  - Successful Club programs and workshops.
  - Successful Club projects.
  - How NAME can better serve your club?
  - Encourage Sister Clubs.
- Have someone in each group record the ideas to share with the entire group. These lists can later be compiled, typed and mailed to all Clubs in your Region or State.
- Do not make the event too formal, but stick to your format and agenda, so it will meet the needs of the majority of your Club Presidents.
- Make Club Presidents aware of ways they can help you and NAME.
  - Make NAME visible.
  - Charitable projects.
  - Funding through individuals and clubs.
  - Newsletters to be sent to Regional Coordinator and State Representative.
  - Report new officers to NAME yearly to keep club active.
  - State Days.
  - Articles for the *Miniature Gazette*.
  - Workshops for the *Miniature Gazette*.

**SPECIFIC PROBLEMS THAT DO NOT CONCERN OTHER CLUBS SHOULD BE HANDLED PRIVATELY, ONE ON ONE. DO NOT ALLOW ANYONE TO MONOPOLIZE THE EVENT WITH PROBLEMS.**

*August, 2003*

# **FINANCIAL ISSUES**

## **REGIONAL FUNDS GUIDELINES**

### **REGIONAL FUNDS INCLUDE MONIES:**

- From Regional Fundraisers (approved by Regional Coordinator and within guidelines of this Association)
- From Special Donations to Regional Fund
- From sale of Regional Pins
- From sale of NAME merchandise on NAME tables

### **THESE FUNDS MAY BE USED FOR:**

- Regular communications
- Postal and phone expenses
- Resource Book
- Newsletter
- “Seed Money” as a loan, for a fundraising project undertaken within Region for benefit of Region. Loan to be repaid in full, thirty (30) days after event. Requests must be made in writing through State Representative to Regional Coordinator.
- Regional Meeting
- Club Presidents Meeting
- State Representatives Meeting
- Any other Project/Program deemed appropriate by Regional Coordinator for promotion of NAME
- Lodging and meals (if possible, Regional Coordinators and State Representatives should solicit overnight lodging from clubs or individuals). Meal allowance possible for overnight trips only
- Gas mileage (at the current IRS allowed rate for service to charitable organizations) may be used by Regional Coordinator and State Representatives for travel within the Region:
  - To attend shows to represent NAME
  - For club visits
  - For special meetings called by Regional Coordinator

### **REMEMBER YOU CAN'T SPEND MONEY YOU DON'T HAVE!!**

These expenditures must be at the discretion of and approved by the Regional Coordinator. Receipts must be presented to the Regional Coordinator within thirty (30) days and prior to payment.

**ALL REGIONAL FUNDS COME UNDER THE DIRECTION AND LEADERSHIP OF THE NAME BOARD OF TRUSTEES, AND IN COMPLIANCE WITH THE NAME CODE OF REGULATIONS.**

*August, 2005*

## **FUNDING THROUGH CLUBS AND INDIVIDUAL MEMBERS**

- Suggestions:
  - Promote need of NAME funds and make members aware of the opportunity to donate.
  - Memorial donations.
  - Gift memberships.
  - Special projects with proceeds donated to NAME
    - Miniature shows
    - Auction
    - Drawings
- Donations can be designed for specific use, such as:
  - Office equipment
  - Regional fund
  - General fund
  - Museum
  - Video programs

*January, 2011*

# **MERCHANDISE ORDERING GUIDELINES**

## **PROCESS AND PROCEDURES FOR REGIONAL COORDINATORS TO PURCHASE NAME LOGO ITEMS FROM THE NAME OFFICE**

### **Purpose:**

To make NAME logo items available to Regional Coordinators to purchase for sales at local events on a trial basis for 1 year (October 2010 through October 2011). During this year, the sale of NAME Logo items by the Regional Coordinators will be evaluated to ensure that this does not negatively impact the sale of these items at Regional Houseparties and National Conventions by NAME.

### **Purchasing Rules:**

The following rules apply to the purchase of NAME Logo item from the NAME Office by Regional Coordinators:

1. Orders can only be placed by Regional Coordinators, and must be submitted to the NAME office via email, fax, or US mail (**PHONE ORDERS will NOT be accepted**).
2. Rush order requests are not authorized. All orders must allow at least a 3 week processing time by the NAME office prior to the order being shipped.
3. In addition to the cost of the items, the region ordering will also be charged for the cost of shipping.
4. Orders will not be processed if the region does not have the funds currently available on deposit with NAME to cover the cost of the order plus shipping.
5. Orders will be processed on a first come first served basis, based on the date the NAME office receives the order. If some of the items ordered are not available, the NAME office will process and ship those items that are available. Once the order is processed and shipped, the order is considered complete, and the NAME office will not track items that were not available. If the items that are not available become available at a later date, a new order will be required from the Regional Coordinator.
6. The merchandise order form identifies the price that NAME charges for these items at Regional Houseparties and National Conventions. This sales price is the **MINIMUM** price that items ordered by regions can be sold for at local events.
7. The cost to the regions for each item, (with the exception of Pins which have been set by the BOARD of Trustees at \$3.00), will be set at 60% of the difference between NAME's Purchase price for the item and NAME's normal sales price for the item. For instance if NAME's purchase price is \$10.00 and NAME's normal sales price is \$20.00 the cost to the regions will be set at \$16.00 plus shipping costs. The cost to the region for any particular item is identified on the Merchandise Order form.
8. All sales to Regions are final, and no return of unsold items by the region is authorized.

### **Ordering Process:**

Regional Coordinators who desire to order NAME Logo items from the NAME office, should contact Kim Ash at the NAME office either by phone (800-571-6263) or email (<mailto:kim@miniatures.org>) to request a Merchandise Order form. The order form identifies the NAME logo items that are currently available to sell to the regions, the NAME normal sales price (the MINIMUM price that regions can sell the items for) and the cost to the regions for each item ordered. Once this form is completed by the regional coordinator, it should be returned to Kim via email, fax (317-571-8105), or mailed via US Mail to the NAME office attention Kim. Upon receipt of a completed order form from a Regional Coordinator, the NAME office will process and ship the items to the Regional Coordinator following the Purchasing rules identified above.

**Other Merchandise Forms** (these forms can be found in the “Forms” section of this manual)

**Membership Enrollment Report**

- Used for reporting names of new members recruited at the show.
- State Representatives may sign as the sponsor if the individual is not accompanied by a NAME member.
- On back of form, note where the membership was obtained, i.e. promoter’s show, club show, exhibit, etc.

**Donations Report**

- List sales of any fund-raiser merchandise (grab-bags, cookbooks, raffle items, other merchandise). Even though these items are merchandise sold, the monies go into the Regional Fund as a donation; therefore they are listed on this form.
- Straight donations from individuals or clubs.

# **MEMBERSHIP**

# MEMBERSHIP POLICIES

## NEW MEMBERS (Policy 201)

- All new members shall receive NAME pin, a Certificate of Membership, signed by the President and First Vice President and a membership card signed by the President.
- New members may receive a gift for joining at the direction of the Membership Committee and the approval of the Board of Trustees.

## PURCHASE OF LAPSED MEMBERSHIP (Policy No. 202)

- A member whose membership has lapsed may purchase the lapsed membership at the current dues rate in order to have a continuous membership.
- The purchased membership shall be only for a two (2) year period.

## MEMBERSHIP LEVELS (Policy No. 203)

There are several membership levels as follows: Individual, Family, Youth, Student, and Life Membership. (February 2011)

## INDIVIDUAL MEMBERSHIP (Policy No. 203A)

- Any person who is a collector or builder of miniatures of any category, or who is interested in the construction, collection, history or study of miniatures; and supports the education and charitable purposes of this Corporation may become a member of NAME. (February 2011)

## FAMILY MEMBERSHIP (Policy No. 203B)

- A family plan is available for additional members of a household residing at the same address if a member has paid full dues, has been granted Academy of honor membership or has purchased a Life Membership in NAME. Payment of family member dues entitles a family member to primary membership, but only one copy of The Miniature Gazette will be mailed to that household. (February 2011)

## YOUTH MEMBERSHIP (Policy No. 203C)

- A Youth Membership in NAME will be for young people up to eighteen (18) years. The membership fee shall be a discounted amount.
- The Youth Membership shall be developed at the chapter level and/or through cooperation with other groups, such as the Boy Scouts, Girl Scouts, 4-H, YMCA, etc.
- A qualified volunteer shall create, with assistance of a Youth Membership Committee, a youth program with a budget of \$200.00 from the Membership Recruitment line of the budget.
- Siblings of a Youth Member shall join at the same Youth Membership fee.

## STUDENT MEMBERSHIP (Policy No. 203D)

- The annual dues for a student membership eighteen (18) to twenty-five (25) years of age shall be equal to the current rate of youth membership, provided the student is not included in a family membership. Student Membership dues shall be due annually and application or renewals shall include a copy of current student ID from a recognized college/university, junior college or technical school. (February 2011)

## LIFE MEMBERSHIP (Policy No. 203E)

Any member who purchases a Life Membership is designated a "Life Member". Each such member shall receive the following:

- A special Gold colored membership card indicating “Life Member”.
- A special gold pin indicating status as “Life Member”.
- Special announcement in the *Miniature Gazette* of such status.
- Group recognition at opening luncheons for conventions and houseparties
- Guaranteed acceptance of cardholder and spouse member at conventions and houseparties if VIP registration form is postmarked before the registration opening date
- Invitation to the President’s Reception
- NAME Badge ribbon indicating “Life Member” and express registration when attending conventions and houseparties. (February 2011)

#### **COMPLIMENTARY MEMBERSHIPS (Policy No. 204)**

Complimentary memberships shall be presented to the following:

- Past Presidents – Membership cards are to indicate LIFE rather than an expiration date.
- Association and Publication Exchanges – NAME will exchange complimentary memberships with other miniature related organizations at the direction of the Board of Trustees.

#### **SHOP PARTNERSHIP (Policy No. 206)**

- A Shop Membership is an incentive membership offered to store front shops for an annual fee of \$50.00. The membership includes a single individual NAME membership in the name of an individual designated by the shop owner.
- The Shop Membership includes brochures and NAME membership applications for distribution, a listing in each issue of the *Miniature Gazette*, an opportunity to list new products or services in the Insider News Updates in the *Miniature Gazette*, a full description of the shop on the NAME web page (not to exceed one screen page) and the shop logo on the NAME web page if the logo can be electronically transmitted to the NAME webmaster. It may include a NAME sticker, when available.

#### **BUSINESS PARTNERSHIP (Policy No. 207)**

- A Business Partnership with NAME is an advertising tool with an annual fee of \$100.00
- A Business Partnership with NAME shall be available to miniature dealers, web sales, catalog sales, manufacturers, wholesalers, distributors, publishers, show promoters and non-profit businesses involved in the miniatures industries.
- A Business Partnership shall include one 1/6 page color ad per year in the *Miniature Gazette*, brochures and NAME membership applications for distribution, a listing in each issue of the *Miniature Gazette*, an opportunity to list new products or services in the Insider News Updates in the *Miniature Gazette*, ten percent discount on all *Miniature Gazette* advertising, a full description of the business on the NAME web page (not to exceed one screen page) and the business logo on the NAME web page if the logo can be electronically transmitted to the NAME webmaster.

#### **MEMBERSHIP RENEWAL PROCEDURE (Policy No. 208)**

**The procedure for renewals of membership in all categories, Individual, Youth, Shop, and Business Partnership, are:**

- A two-way envelope reminder is sent to all members with current year expirations, including information regarding multi-year memberships for individual members and tax-deductible donations.
- The first renewal notice is mailed thirty (30) days prior to the expiration date.
- The first renewal notice will be mailed 30 days (1st of the month) before the month of membership expiration. This notice is also a letter with a tear-off and self-addressed envelope. This notice will inform the member that if payment is not received by the end of the month, the member may miss the cutoff date to receive the current issue of the Gazette as labels are sent to the printer in advance. The notice will also state that the member can purchase the next issue of the Gazette upon renewal of membership at the member’s expense for both the issue and postage.

- The second notice, via postcard, is the FINAL notice and will be clearly marked. The postcard will be mailed the 15th day after the membership expiration month. This notice will inform the member that if payment is not received by the end of the month, the member may miss the cutoff date to receive the current issue of the Gazette as labels are sent to the printer in advance. The notice will also state that the member can purchase the next issue of the Gazette upon renewal of membership at the member's expense for both the issue and postage.
- If a member renews within sixty (60) days of their expiration date, continuous years of membership are not lost. After sixty (60) days, "Member Since" reverts to the current year. (See Policy 202: Lapsed Membership)

#### **MEMBERSHIP LIST (Policy No. 209)**

The NAME membership list shall not be distributed to anyone except to NAME officials, Board of Trustees members, Regional Coordinators, State Representatives, Convention/Houseparty Steering Committee Chairman and Board and Standing Committee Chairman, when carrying out their assigned duties. The reason for this policy is the security of individual collection.

*December, 2010*

#### **MEMBERSHIP RATES**

Current Membership rates can be found on the NAME Website ([www.miniatures.org](http://www.miniatures.org)) and in the current NAME Flyer.

*January, 2011*

# FORMS

**NAME REGIONAL COORDINATOR'S ANNUAL REPORT**

**JULY, 20\_\_ THROUGH JUNE, 20\_\_**

**Region \_\_\_\_\_ Submitted by( RC Name) \_\_\_\_\_**

**Please answer the following questions. Did your region...**

1. Receive lists of your new/non-renewed members in your Region from the NAME office? \_\_\_\_\_
2. Contact new members? \_\_\_\_\_
3. Have any miniature shows? How many? \_\_\_\_
  - Are your State Representatives giving you the **support** you need in your Region at shows? \_\_\_\_\_
  - Do you **communicate with your State Representatives** prior to upcoming shows? \_\_\_\_\_
  - Please list the shows with a NAME table \_\_\_\_\_
4. Have a **Houseparty or Gathering**? Yes  No
5. Have any **Club President's meeting**? Yes  No
6. Have a **State Representative's meeting**? Yes  No
7. Send out **Newsletters**? Yes  No  How many? \_\_\_\_\_
  - Were these sent by hardcopy or as e-mail/web newsletters? \_\_\_\_\_
  - Were these sent out by the NAME office or in your Region? \_\_\_\_\_

Other Information:

- Number of **clubs visited by State Representatives or Regional Coordinator**? \_\_\_\_\_
- Approximate number of **miles traveled** for NAME by RCs or SRs? \_\_\_\_\_
- Are there any **new NAME chartered clubs** in your Region? \_\_\_\_\_ How many? \_\_\_\_\_
- **Has membership increased** in your Region in the past year? \_\_\_\_\_
- How many State/Area/Provincial Representatives are attending National this year? \_\_\_\_\_
- How many Club President's are attending National this year? \_\_\_\_\_
- Are you planning to attend National and events or programs offered to RC's at the Convention? \_\_\_\_\_
- Are you planning to attend the RC Retreat following this year's convention? \_\_\_\_\_

Please list all educational or charitable events, show, exhibits your club/state/region participated in this year. Educational events might include Girl Scout meetings or children's tables at shows. Exhibits might include exhibits in local libraries or community centers, or exhibits at shows. Charitable events might include shows that donate proceeds to charity or donations of goods (e.g. dollhouses) to charities. It is important to have this information to retain NAME's 501(c)(3) status.

Event	Date	Educational Activity?	Exhibits?	Charitable Event?
Sample Event	Aug-2010	Yes	No	Yes

On the back of this form or on a separate page, please write the following:

- **List the State Days/Fun Days and locations held in your region in the last year:**
- **List the tentative dates of Shows/State Days/Fun Days/special Projects planned for next year:**
- Additional comments or Questions:

**This completed Annual Report is due to the Regional Coordinator Liaison by June 15 so she can make her Annual Report to the membership at the Annual Meeting.**

*Form Revised August, 2011*

**NAME STATE/AREA/PROVINCIAL REPRESENTATIVE'S ANNUAL REPORT**

**JULY, 20\_\_ THROUGH JUNE, 20\_\_**

**Submitted by \_\_\_\_\_, Title (e.g. State Rep of Which State) \_\_\_\_\_**

Name \_\_\_\_\_ Region \_\_\_\_\_

State/Province \_\_\_\_\_

**Please answer the following questions. Did you...**

1. Receive lists of your new members in your State/Area from the office? \_\_\_\_\_
2. Contact those new members in your State? \_\_\_\_\_
3. Send information about State/Area activities to your Region's Newsletter or website? \_\_\_\_\_  
How many times? \_\_\_\_\_
4. Hold a Club President's Meeting? \_\_\_\_\_
5. Contact clubs in your State/Area/Province offering support? \_\_\_\_\_
6. Charter any new clubs? \_\_\_\_\_ How many? \_\_\_\_\_
7. Sign up new members in your Area? \_\_\_\_\_ How Many? \_\_\_\_\_
8. Visit any clubs in your Area? \_\_\_\_\_ Which Clubs? \_\_\_\_\_

**Other information:**

- How many State Days/Fun Days held in your State/Area/Province?  
\_\_\_\_\_

- Did you hold a Houseparty/Gathering in your State/Area/Province?  
\_\_\_\_\_

- How many shows in your Area? \_\_\_\_\_

- NAME was represented at the following shows:  
\_\_\_\_\_  
\_\_\_\_\_

- Did you complete & mail the form honoring shows offering a free NAME table or contact the gazette editor directly? \_\_\_\_\_

- Approximate number of miles traveled for NAME?  
\_\_\_\_\_

- Do you plan to attend National and events for SR's at National?  
\_\_\_\_\_

Please list all educational or charitable events, shows, exhibits in your state/area this year. Educational events might include Girl Scout meetings or children’s tables at shows. Exhibits might include exhibits in local libraries or community centers, or exhibits at shows. Charitable events might include shows that donate proceeds to charity or donations of goods (e.g. dollhouses) to charities. It is important to have this information to retain NAME’s 501(c)(3) status.

Event	Date	Educational Activity?	Exhibits?	Charitable Event?
Sample Event	Aug-2010	Yes	No	Yes

On the back of this form or on a separate page, please write the following:

- **List the State Days/Fun Days and locations held in your region in the last year:**
- **List the tentative dates of Shows/State Days/Fun Days/special Projects planned for next year:**
- Additional comments or Questions:

**Please complete this report and send to your Regional Coordinator by June 1, so your Coordinator can make his/her report to the Regional Coordinator Liaison by June 15. Please include copies the Club President's reports used to generate this report.**

*Form revised August, 2011*

## AIM EVEN HIGHER FOR REGIONAL COORDINATORS

NAME \_\_\_\_\_ Region \_\_\_\_\_

### REGIONAL COORDINATOR DUTIES:

- Filled Regional Team with friendly, outgoing NAME supporters 15 points/max 15 \_\_\_\_\_
- Planned a Club Presidents or State Representatives Get Together 25 points/max 25 \_\_\_\_\_
- Sent State Representatives list of members with each report 10 points/max 60 \_\_\_\_\_
- Sent RC Report to RC Liaison by June 15<sup>th</sup> 25 points/max 25 \_\_\_\_\_
- Sent Regional Newsletter to your Region members 25 points/max 100 \_\_\_\_\_
- Planned Regional Meeting for National Convention 25 points/max 25 \_\_\_\_\_
- Read other Region newsletters for information and ideas 5 points/max 100 \_\_\_\_\_

### RC AND SR GENERAL COMMUNICATION DUTIES:

- Read Regional Matters Newsletter when received 15 points/max 90 \_\_\_\_\_
- Read Miniature Gazette when received 15 points/max 90 \_\_\_\_\_
- Sent Welcome Letter or called new members 25 points/max 150 \_\_\_\_\_
- Called or wrote non-renewing members 25 points/max 150 \_\_\_\_\_
- Recruited a new NAME member 15 points/max 180 \_\_\_\_\_
- Organized a new NAME club 15 points/max 60 \_\_\_\_\_
- Helped prepare or prepared Regional Newsletter 25 points/max 100 \_\_\_\_\_
- Sent an Online Newsletter to interested miniaturists in your Region 10 points/max 120 \_\_\_\_\_
- Submitted article and/or photos to Miniature Gazette 15 points/max 60 \_\_\_\_\_
- Joined the Online Region on NAME website 15 points/max 15 \_\_\_\_\_
- Encouraged club members/Region members to join Online Region 15 points/max 90 \_\_\_\_\_
- Participated in chats, workshops, etc. on Online Region 10 points/max 100 \_\_\_\_\_
- Submitted a workshop (or encouraged others) to the Gazette or Online Region 25 points/max 50 \_\_\_\_\_
- Visited a club (other than your own) 15 points/max 60 \_\_\_\_\_
- Nominated recipient for AOH, Regional Ambassador or Founders Awards 15 points/max 45 \_\_\_\_\_
- Served on a NAME National Committee 25 points/max 25 \_\_\_\_\_

### RECRUITMENT AND FUND RAISING DUTIES:

- Arranged for a complimentary NAME table at a show in your area 10 points/max 100 \_\_\_\_\_
- Sent Complimentary NAME table form to Gazette Editor 10 points/max 100 \_\_\_\_\_
- Manned a NAME table at a local show 25 points/max 100 \_\_\_\_\_
- Found volunteers to help man a NAME table at shows 10 points/max 100 \_\_\_\_\_
- Helped with a NAME table at a Regional Houseparty 15 points/max 15 \_\_\_\_\_
- Spoke to students, seniors or other groups 10 points/max 50 \_\_\_\_\_
- Planned an exhibit at a library, fair, museum, etc. 10 points/max 100 \_\_\_\_\_
- Planned an activity for children in your area 10 points/max 100 \_\_\_\_\_
- Solicited Grab Bag items to sell at NAME tables to help fund newsletters 10 points/max 100 \_\_\_\_\_
- Solicited Raffle Items to help fund newsletters 15 points/max 60 \_\_\_\_\_
- "Passed the hat" for donations for newsletter at club meetings or Regional Meeting 15 points/max 60 \_\_\_\_\_
- Encouraged clubs to remember NAME in their donations 10 points/max 100 \_\_\_\_\_
- Establish Scholarship Fund in Region (can be in Memory of a Member) 10 points/max 50 \_\_\_\_\_

### PARTICIPATION DUTIES:

- Taught a club project to a club you do not belong to 10 points/max 50 \_\_\_\_\_
- Taught at a State Day 15 points/max 30 \_\_\_\_\_
- Attended a State Day in your area 15 points/max 30 \_\_\_\_\_
- Attended a State Day in an area other than your own 15 points/max 30 \_\_\_\_\_
- Planned a Special Event in your area 25 points/max 100 \_\_\_\_\_
- Assisted in planning a Local Event (State Day/Picnic/Tour/etc.) 25 points/max 150 \_\_\_\_\_
- Assisted in planning a Houseparty, Convention or Regional Event 25 points/max 25 \_\_\_\_\_
- Attended RC/SR Meeting at National Convention 25 points/max 25 \_\_\_\_\_
- Attended National Business Meeting 15 points/max 15 \_\_\_\_\_
- Encouraged local shop to join NAME or participate in an activity 15 points/max 60 \_\_\_\_\_
- Enjoy your association with NAME 50 points/max 50 \_\_\_\_\_

TOTAL POINTS \_\_\_\_\_

(200 points earned between 20\_\_ and 20\_\_ National to earn Award)

Please send completed form to the current Regional Coordinator Liaison by June 1<sup>st</sup>, 20\_\_

Revised, 2010

## AIM EVEN HIGHER FOR STATE REPRESENTATIVES

NAME \_\_\_\_\_ Region \_\_\_\_\_

### STATE REPRESENTATIVE DUTIES:

- Communicated with your Regional Coordinator 15 points/max 60 \_\_\_\_\_
- Sent report or article to RC for your Region Newsletter 15 points/max 60 \_\_\_\_\_
- Attended your Region's Regional Meeting at National Convention 25 points/max 25 \_\_\_\_\_
- Sent SR Report to RC by June 1 25 points/max 25 \_\_\_\_\_

### RC AND SR GENERAL COMMUNICATION DUTIES:

- Read Regional Matters Newsletter when received 15 points/max 90 \_\_\_\_\_
- Read Miniature Gazette when received 15 points/max 90 \_\_\_\_\_
- Sent Welcome Letter or called new members 25 points/max 150 \_\_\_\_\_
- Called or wrote non-renewing members 25 points/max 150 \_\_\_\_\_
- Recruited a new NAME member 15 points/max 180 \_\_\_\_\_
- Organized a new NAME club 15 points/max 60 \_\_\_\_\_
- Helped prepare or prepared Regional Newsletter 25 points/max 100 \_\_\_\_\_
- Sent an Online Newsletter to interested miniaturists in your Region 10 points/max 120 \_\_\_\_\_
- Submitted article and/or photos to Miniature Gazette 15 points/max 60 \_\_\_\_\_
- Joined the Online Region on NAME website 15 points/max 15 \_\_\_\_\_
- Encouraged club members/Region members to join Online Region 15 points/max 90 \_\_\_\_\_
- Participated in chats, workshops, etc. on Online Region 10 points/max 100 \_\_\_\_\_
- Submitted a workshop (or encouraged others) to the Gazette or Online Region 25 points/max 50 \_\_\_\_\_
- Visited a club (other than your own) 15 points/max 60 \_\_\_\_\_
- Nominated recipient for AOH, Regional Ambassador or Founders Awards 15 points/max 45 \_\_\_\_\_
- Served on a NAME National Committee 25 points/max 25 \_\_\_\_\_

### RECRUITMENT AND FUND RAISING DUTIES:

- Arranged for a complimentary NAME table at a show in your area 10 points/max 100 \_\_\_\_\_
- Sent Complimentary NAME table form to Gazette Editor 10 points/max 100 \_\_\_\_\_
- Manned a NAME table at a local show 25 points/max 100 \_\_\_\_\_
- Found volunteers to help man a NAME table at shows 10 points/max 100 \_\_\_\_\_
- Helped with a NAME table at a Regional Houseparty 15 points/max 15 \_\_\_\_\_
- Spoke to students, seniors or other groups 10 points/max 50 \_\_\_\_\_
- Planned an exhibit at a library, fair, museum, etc. 10 points/max 100 \_\_\_\_\_
- Planned an activity for children in your area 10 points/max 100 \_\_\_\_\_
- Solicited Grab Bag items to sell at NAME tables to help fund newsletters 10 points/max 100 \_\_\_\_\_
- Solicited Raffle Items to help fund newsletters 15 points/max 60 \_\_\_\_\_
- "Passed the hat" for donations for newsletter at club meetings or Regional Meeting 15 points/max 60 \_\_\_\_\_
- Encouraged clubs to remember NAME in their donations 10 points/max 100 \_\_\_\_\_
- Establish Scholarship Fund in Region (can be in Memory of a Member) 10 points/max 50 \_\_\_\_\_

### PARTICIPATION DUTIES:

- Taught a club project to a club you do not belong to 10 points/max 50 \_\_\_\_\_
- Taught at a State Day 15 points/max 30 \_\_\_\_\_
- Attended a State Day in your area 15 points/max 30 \_\_\_\_\_
- Attended a State Day in an area other than your own 15 points/max 30 \_\_\_\_\_
- Planned a Special Event in your area 25 points/max 100 \_\_\_\_\_
- Assisted in planning a Local Event (State Day/Picnic/Tour/etc.) 25 points/max 150 \_\_\_\_\_
- Assisted in planning a Houseparty, Convention or Regional Event 25 points/max 25 \_\_\_\_\_
- Attended RC/SR Meeting at National Convention 25 points/max 25 \_\_\_\_\_
- Attended National Business Meeting 15 points/max 15 \_\_\_\_\_
- Encouraged local shop to join NAME or participate in an activity 15 points/max 60 \_\_\_\_\_
- Enjoy your association with NAME 50 points/max 50 \_\_\_\_\_

TOTAL POINTS \_\_\_\_\_

**(200 points earned between 20\_\_ and 20\_\_ National to earn Award)**

**Please send completed form to the current Regional Coordinator Liaison by June 1<sup>st</sup>, 20\_\_**

Revised, 2010

## RELEASE FORM

I GIVE PERMISSION FOR THE FOLLOWING INFORMATION TO BE PUT IN **NAME** PUBLICATIONS AND ON THE **NAME** WEBSITE. THE SIGNATURE BELOW RELEASES **NAME** FROM ANY LIABILITY THAT MAY ARISE.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

REGION \_\_\_\_\_

ROLE (check one):

REGIONAL COORDINATOR \_\_\_\_\_

STATE REP. \_\_\_\_\_ WHICH STATE \_\_\_\_\_

OTHER \_\_\_\_\_ Please Specify (e.g. Newsletter Editor, Welcome Chair) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

Please return this form as soon as possible to the current RC Liaison

**SHOW LIABILITY INSURANCE**  
AVAILABLE ONLY FOR NAME CHARTERED CLUBS

*Application form must be received in the NAME office at least six (6) weeks prior to the date of the show. (Check with the NAME Office as to the most appropriate time to submit this form)*

*Date of Show* \_\_\_\_\_

*Location of Show:*

*Facility* \_\_\_\_\_

*Address* \_\_\_\_\_

*City/State/Zip* \_\_\_\_\_

*Show Promoter* \_\_\_\_\_

*Address* \_\_\_\_\_

*City/State/Zip* \_\_\_\_\_

*Telephone* \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

*Certificate of Insurance to be sent to:*

*Name* \_\_\_\_\_

*Address* \_\_\_\_\_

*City/State/Zip* \_\_\_\_\_

*Telephone* \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Send the form to:**  
**NAME**  
PO Box 69  
Carmel, IN 46082-0069

## COMPLIMENTARY PROMOTIONAL TABLE FORM

This form is to be completed by the Regional Representative after the show has taken place and sent immediately to the *Miniature Gazette* Editor for inclusion in the next available issue of the *Miniature Gazette*.

Date of Show \_\_\_\_\_

Name of Show Promoter \_\_\_\_\_

Name of Club/Organization Sponsor \_\_\_\_\_

Location of Show: City \_\_\_\_\_ State \_\_\_\_\_

Signature \_\_\_\_\_

Region \_\_\_\_\_

I am Regional Coordinator \_\_\_\_\_ State Representative \_\_\_\_\_ Club President \_\_\_\_\_

Other \_\_\_\_\_

Please complete a separate form for each show and mail immediately to *Miniature Gazette* Editor, P. O. Box 1285, Monroe, WA 98272-4285. You may also e-mail this information to the Gazette Editor at [minigazette@aol.com](mailto:minigazette@aol.com)

*Revised, 2010*

## 20\_\_ REGIONAL AMBASSADOR NOMINATION FORM

The Regional Ambassador Award is given to one member within each Region for outstanding efforts in promoting NAME and the public awareness of miniatures and the miniature hobby.

Use this form for making your nomination or a letter of recommendation may be sent to your Regional Coordinator. The resume may be prepared by the nominee or by another member in good standing of NAME. The Selection Committee appointed by the Regional Coordinator will make their choice from the nominees. **Nominations for Regional Ambassador Award shall be sent to the Regional Coordinator for the Region in which the nominee resides by Mar 1<sup>st</sup>. The Regional Coordinator and their selection committee shall submit the name and resume of the nominee for their region's Ambassador Award to the RC Liaison by April 15<sup>th</sup>. The RC Liaison will collect all of the nominations and forward them to the President of NAME by May 1, for approval of the Board of Trustees and for consideration for the President's Award.**

Region \_\_\_\_\_

Nomination for the Award: \_\_\_\_\_

Address of Nominee: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address \_\_\_\_\_

I feel this person deserves such an honor because:

- He/she has been a strong support of NAME as shown by the following: \_\_\_\_\_

---

---

---

- He/she has been a strong and effective member/leader as shown by the creation and/or completion of the following programs: \_\_\_\_\_

---

---

---

- He/she served NAME in the following ways: \_\_\_\_\_

---

---

Please use additional pages, if necessary.

Recommendation by \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_ E-mail address \_\_\_\_\_

## STATE DAY SCHEDULES FORM

This form is to be completed by the Regional Representative and sent to the NAME Office for inclusion in the next available issue of the *Miniature Gazette*. The information will appear in both the State Day Schedule column and the Calendar of Events.

Region and State \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Theme \_\_\_\_\_

Registration Fee \_\_\_\_\_

For information contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Location of State Day \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

*August, 2003*



**National  
Association of  
Miniature  
Enthusiasts**

130 North Rangeline Road  
P.O. Box 69  
Carmel, IN 46032  
317/571-8094  
FAX 317/571-8105

**DONATION REPORT**

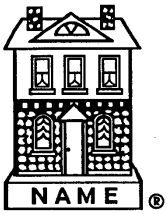
Name: \_\_\_\_\_ Region: \_\_\_\_\_  
\_\_\_\_\_

Show/Event: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Donor Name/category	Region	NAME	Other
GRAND TOTAL			

Do not send cash to the office. Replace cash with your check.



**National  
Association of  
Miniature  
Enthusiasts**

130 North Rangeline Road  
P.O. Box 69  
Carmel, IN 46032  
317/571-8094  
FAX 317/571-8105

**MEMBERSHIP ENROLLMENT REPORT**

Name: \_\_\_\_\_ Region: \_\_\_\_\_  
\_\_\_\_\_

Show/Event: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Name (Please Print)	# Years	Amount
<b>GRAND TOTAL</b>		

Do not send cash to the office. Replace cash with your check.

