

California Four Wheel Drive Association, Inc.

STATE EVENT CHAIR HANDBOOK



November 20, 2005

State Event Chairpersons Handbook

Introduction

The purpose of this handbook is to give C4WDA state event chairpersons a guide and suggestions on how to locate and motivate volunteers, a brief listing of state events, and a list of some of the committees that may be required for an event. Throughout the document pertinent sections of the SOP (August 2005 version) are noted.

Appendix A is the forms that are to be used for reimbursements, event fund advances, liability waivers, safety checklists and event evaluations.

Appendix C is for FAQs (frequently asked questions) and notes. Please submit other questions or suggestions to be added here that would help future chairmen.

EVENTS

The events sponsored by C4WDA are fundraisers for the association. To be successful every event shall attempt to meet or exceed a 30% profit ratio. This means that for every ten dollars received seven dollars cover expenses and three dollars are profit. This 30% number is based on review of past events and averaging of those numbers.

Events currently (August 2005) sponsored by C4WDA

Hi Desert Round-Up (South District)

High Sierra Poker Run (Central District)

Molina Ghost Run (Central District)

Operation Desert Fun (South District)

Panamint Valley Days (South District)

Sand Nationals (Central District)

Sierra Trek (North District)

Winter Fun Festival (North District)

EVENT DESCRIPTIONS (Chapter 6 page 3 SOP August 2005)

Hi Desert Round-Up

The Hi Desert Round-Up is an annual event hosted by the South District.

The event is held over the Memorial Day weekend. The name "Hi Desert" refers to the rolling hills and desert-like terrain encountered in the area where the event is held.

High Sierra Poker Run

The High Sierra Poker Run is an Association sponsored event, hosted by the Central District in the fall of each year. It is a family type 4-wheel drive event.

Molina Ghost Run

The Molina Ghost Run is hosted by the Central District in the spring of each year. It is a family type 4-wheel drive run.

Operation Desert Fun

Operation Desert Fun is hosted by the South District. It is a multi-sport event held in conjunction with the Cal-Diego Paralyzed Veterans Association (PVA).

Panamint Valley Days

Panamint Valley Days is hosted by the South District, and held in the Panamint Valley outside of Death Valley. It is a family four wheel drive run generally held in the fall.

Sand Nationals

The Sand Nationals is an Association sponsored event and is hosted by the Central District.

Sierra Trek

The Sierra Trek is hosted by the North District. It is held each August and is a family type 4-wheel drive run.

Winter Fun Festival

Winter Fun Festival is hosted by the North District. It is held in early January each year in the foothills near Nevada City.

Event Chairman

For an event to be successful it must have a good chairman, along with good committees. The basic requirements and responsibilities of the chairman are listed here along with the description from the SOP.

Requirements: What makes a good chairman

- Member in good standing
- Knowledge of event
- Organizational skills
- Ability to delegate
- Good speaking, writing skills
- Motivational skills
- Reliable and committed to task

Responsibilities:

1. Organize and plan the event
2. Define and fill committees
3. Communication (To BOD and committees)

4. Document the event
5. Locate and mentor co-chairpersons as future chairpersons
6. Logistics
 - Insurance – Request at least four months prior to event
 - Permits – land use, fire, alcohol etc
 - Waivers
 - Food Deliveries
 - Banking (reimbursements, budget)
 - Raffle
 - Forms (final event, safety, raffle)
 - Contracts
 - Advertising
 - Sanitation
 - Refuse

EVENT LOGBOOK

Documentation of the event will help future chairmen. The logbook of the event (hardcopy) shall consist of the following:

- Minutes of planning meetings for the event
- List of committees, chairperson and contact information
- Contracts (bands, photographer etc.)
- Land use permits
- Copies of articles from IN GEAR or other publications
- Final event form
- Any other relevant information that can be passed to future chairpersons

BOD COMMUNICATION

These are state events so all BOD members shall receive notice of event planning meeting dates, copies of meeting minutes and final reports.

Event Committees

A suggested list of committees required for an event, some of which are self explanatory and others requiring short descriptions are shown below. Small events may not need all of these or may combine some positions. Larger events may have additional committees.

- **Chairperson** – ideally chairs the event for two years and then co-chairman advances.
- **Co-chair** – Assist chairman in all operations of event and becomes next chairman of event
- **Secretary** – Maintains minutes of meetings forwards them to all committees and C4WDA BOD.
- **Registration** – create registration form, receives registrations, assembles participant packages
- **Treasurer** – can be district treasurer or event treasurer, handles deposits, checks and reimbursements as defined in SOP. Collects and deposits funds received on site at event.
- **Publicity** - Advertising of event through IN GEAR, local newspapers, magazines, radio, etc.
- **Security** – maintain order for minor disturbances, calls for local law enforcement if needed, assist treasurer when collecting or handling money
- **Medical** – in camp and on trail first aid providers
- **Communication** – Set-up and maintain radio communications with trail committees
- **Camp Coordinator** – Overall manager for the set-up and tear down of the base camp, arrange for trash removal, porta-potties and overall camp sanitation
- **Heavy equipment/transport** – arranges for equipment such as water trucks, generators, etc. and the movement to and from the event
- **Trade show** – arrange for vendors to show/sell products at event
- **Historical Show** – schedule for speaker and/or display on history of the area the event is held in
- **Vehicle Show** – organize show and shine with classes, judges, trophies
- **Raffle** – solicit prizes from vendors. For C4WDA corporate sponsors contact State Marketing and Promotions Coordinator, sell tickets, hold drawing
- **T-shirts** – Design artwork for shirt, request bids from vendors and sell shirts at event
- **Program** – Create and produce a history of the event or area and a schedule of activities
- **Voyager Program** – works with the Voyagers to provide a children's program at the event.
- **Entertainment** – contract for band, DJ at event
- **Food Buyer/coordinator** – Makes all food purchases from suppliers
- **Food Manager** – coordinates and controls the food and supplies for the cook committees

- **Bar** – if permitted, purchase supplies and operate
- **Snack Bar** -
- **Cook Committees** – One for all meals or one for each meal
- **Kitchen Cleanup** – can be the cook committees or a separate group
- **Trail coordinator** - Overall manager for all trail committees
- **Safety Inspection** – Does all vehicle checks can be a separate committee or combined with others such as staging or trail leader
- **Staging** – Depending on number of trails and number of days this can be one or many committees
- **Trail Committees** – lead and help participants on trails based on number of trails and number of days this can be one or many committees)
- **Winch Hills** – Stationary crews at locations on trail that may require many participants to winch through

EVENT CHAIR JOB DESCRIPTION AND PROCEDURES (Chapter 6 page 2 SOP August 2005)

The event chair works under the direction of the president and the Board of Directors. The chair shall submit a plan of operation and budget in writing to his/her district vice president, who in turn, will present it to the Board of Directors for approval. Any major expenditures or changes to the event outside the normal scope of the event must be presented to the district VP and the Board of Directors prior to implementation. Any requests for funds must be made in writing to the district vice president (#2000-34).

The district vice president shall request advance (startup) money from the State treasurer. Any advance greater than 15% of the budgeted income for the event shall require Board approval.

The chair may appoint co-chairs and committees necessary to put on the event. All decisions about registration, fees, vehicle operations, etc., shall be the decision of the chair and his/her committee(s). The chair may seek and use the advice and counsel of any Association officer present at the event. Any discounts given to committee members will cover the hard cost to the Association. Any discounts to committee members will be offered equally (#1999-46). All monies raised at the event excluding outside contractors are to be turned over to the Association. Tips are not permissible. Cash only donation jars for approved association program may be put out and cost for that association function may be recouped from the total amount of the donation before being turned over (#2001-50).

Upon completion of the event, the chair will submit all receipts, expenditures and income received along with a detailed financial statement or Final Event Form to the treasurer within sixty (60) days after the event. A copy of the financial statement shall also be sent to the district vice president.

A final report containing guidelines, recommendations, etc. shall be sent to the district vice

president within sixty (60) days after the event who, in turn, will deliver it to the Board of Directors. Should the event chair be requested to attend a Board of Directors meeting, he/she will present their own report to the Board. However, the district vice president should receive a copy prior to the Board of Director meeting.

The event chair is responsible for sending articles to the In-Gear for publication. These articles should begin in the In-Gear at least two months prior to the event.

Contact the Sacramento office for event insurance four (4) months prior to the event/permit process.

Event Registration Discounts *(Chapter 2 page 3 SOP August 2005)*

Holders of 25-year membership will be eligible to receive a 25% discount on C4WDA Inc., sponsored events.

Event Evaluation *(Chapter 6 page 3 SOP August 2005)*

The Event Evaluation Form can be provided to members at the time of registration, for collection at the end of the event. (See Appendix A)

Finances

HANDLING OF FUNDS

To ensure that funds collected and money spent at state events is properly accounted for the following procedures shall be used. These steps are to protect the members handling the money as well as the Association.

- Event funds are to be run through the District checking accounts except for those events with individual checkbooks
- The District Treasurer or event treasurer shall issue all checks relating to events, which shall be supported by proper reimbursement forms (See Appendix A) and receipts. (Receipts include copies of contracts such as for a band or catering, land use permits, etc.)
- Requests for advances must have a proposal stating what the funds will be used for and a budget
- Event/District Treasurer are to collect all funds at the event; money is to be counted under double custody and receipts issued to those it is collected from.
- Receipts will be in triplicate; original to be included with copy of deposit slip, one copy to chairman of committee money was collected from (such as raffle) one copy to remain in book. Receipt book will be turned into office with all other documentation for the event
- All money collected will be deposited as soon as possible.

District/Event Checkbook Policy (Chapter 6 page 4 SOP August 2005)

Each District within the Association will have a separate checkbook for their District. State events held in their respective Districts will use either the District checkbook or, for larger events, a separate Event Checkbook. Each checking account will be an interest bearing account, when economically feasible, at a District-wide financial institution determined by the state treasurer and president.

A minimum of four (4) signatures will be listed on the signature cards for each District: The vice president, secretary/treasurer, president, state treasurer and/or event chair or event treasurer. The president, state treasurer, vice president, and secretary/treasurer will be on their district checkbook. The president, state treasurer, vice president for that district and event chairman and/or event treasurer will be on their event checkbook. Two (2) signatures are required on ALL checks.

The vice president will oversee and be responsible for the activity in their district and will be accountable to the treasurer of the Association.

Each secretary/treasurer or event treasurer will bring their district/event checkbook to the quarterly Board of Directors meeting for the prior quarter ending, for the treasurer to review, along with the bank reconciliation statement, an accounting spreadsheet, and receipts for all checks written. Separate accounting will be kept for each event. Each secretary/treasurer or event treasurer may retain copies of receipts as required. All original event receipts will be stored at the C4WDA office with the final event form.

The event registration person or event treasurer will make deposits at their local branch and forward original deposit receipts to the secretary/treasurer of their district or event, maintaining duplicate deposit receipts for their own records. All event registration forms shall include the statement, "Make checks payable to California Association of 4-Wheel Drive Clubs, Inc. (C4WDA, Inc.)"

Requesting an Advance (Chapter 6 page 5 SOP August 2005)

If the event needs additional startup money above what is specified in the SOP, it will need to be approved by the Board of Directors. If it is within the specified amount, approval will not need to come from the Board of Directors, but will need to be reported at the next board meeting by the vice-president. (See Appendix A for form)

Payment of Bills (Chapter 6 page 6 SOP August 2005)

Each Chair or treasurer of each district event shall authorize payment of bills for their event. Bills shall be forwarded to the secretary/treasurer on a district event expense reimbursement form [**See Appendix A**] which has been approved for payment from the Chair or event treasurer and shall be accompanied by a bill or statement. Checks shall then be forwarded to one of the other signers on the account.

Event Refunds

All C4WDA events shall enforce a policy of charging at least 10% service fee for all refunds

made on registration after a cutoff date set by the event Chair. Each event Chair shall set a date that is the final date that a participant may apply for a refund for registration. Meal refunds shall be under the guidelines set up by the event Chair. No refunds are to be made on patches, dash plaques, T-shirts etc. after orders have been submitted.

ASSOCIATION EXPENDITURES (Chapter 4 page 12 SOP August 2005)

The Board of Directors shall approve all purchases of equipment that exceed a retail value of \$25.00.

Equipment is defined as tents, cooking equipment, sound systems, computers etc. that can be used at other events and is considered state equipment

EVENT INSURANCE (Chapter 6 page 6 SOP August 2005)

The Association is currently covered by a year-round comprehensive general liability policy which pays on behalf of the insured. The insurance policy is negotiated and contracted once a year. Contact the Association Office four (4) months prior to the event/permit process to coordinate insurance needs.

Association clubs may purchase insurance for their events through the Association office by contacting the office at least four (4) months prior to the event/permit process.

ALCOHOLIC BEVERAGES (Chapter 6 page 6 SOP August 2005)

Alcohol sales are not permitted on government land.

Alcoholic beverage sales are subject to permit by the Alcoholic Beverage Commission and local governmental agencies based on where the event is held. C4WDA events shall comply with these regulations.

SALES of MATERIALS (Chapter 6 page 6 SOP August 2005)

Resale License - The State will issue a temporary sales permit as required.

Trophies, Dash Plaques, Etc.

These materials may be purchased from any source, however, the Association office can help you locate vendors who support the Association and have proven quality products and competitive prices. Most vendors are willing to extend credit to the Association instead of dealing on a cash basis. If you need information for credit applications, contact the Sacramento office.

Association sponsored event products and services (i.e. t-shirts, hats, pins, pants etc.) shall include a bid from a corporate sponsor when applicable. If the bids for the product are the same price and quality of product the corporate sponsor will be awarded the contract.

SWEEPSTAKES AND DRAWINGS (Chapter 6 page 7 SOP August 2005)

At various Association events and/or meetings, a drawing or sweepstakes may be held to raise funds for the Association. Tickets are distributed prior to or during the event for same. Sometimes the tickets are included with registration packets. Sweepstakes tickets will be sold at each Association sponsored event for prizes. If tickets are not sold, major prizes solicited by the

State Marketing and Promotions coordinator will not be made available to the event.

Raffle tickets for all drawings should be purchased in the same color when possible. All tickets will be checked to make sure there are no duplicate tickets. In the event multiple color tickets are used the following procedure will be followed:

All tickets will be called or written with the color of the ticket and the number. Any written lists for the tickets will have the color and the number of the ticket on the list (#1999-22).

It should be announced before the sweepstakes what the prize or prizes are and whether or not there is a special or separate sweepstakes for pre-registrants. Sweepstakes are the responsibility of the event chair and/or the event committee.

Sweepstakes tickets for the annual sweepstakes will be drawn in the following order:

- 1st ticket drawn — 1st major prize (i.e. winch, tires, etc.)
- 2nd ticket drawn — 2nd major prize
- 3rd ticket drawn — 3rd major prize

Sweepstake prizes will be awarded in reverse order with the major prize being announced last. (#1998-11)

Sweepstakes Prizes (Chapter 6 page 7 SOP August 2005)

The solicitation of donations for sweepstakes, lotteries, or door prizes for Association sponsored events requires that certain procedures be established and adhered to, in order to prevent any mishandling, loss, and possible discredit to the Association. At the same time, the use of the prize donation forms will simplify committee work, guarantee a response with appreciation to the donor, and also serve as a record for the committee.

The form is printed on NCR paper which allows the written entries on the first pages to be entered on all three pages at once. The first page is given to the donor at the time the donation is made. The second and third pages are used at the time the prize is awarded. The winner provides his name, address and signature on the lower portion of page two. Page two is returned to the donor and page three is filed for the Association records. Forms are available from the Sacramento office. They are signed out by number and are accountable forms. Return the third copies of the forms to the office after the event.

In addition to the use of the form, the following recommendations are provided for committee guidance:

1. All persons soliciting prizes for C4WDA should identify themselves with a letter signed by the event chair. The letter should explain what the prize will be used for, where and when it will be given away, and the authorization for the bearer of the letter to solicit prizes for the event.
2. The above letter can be mailed in advance with the notation that a C4WDA representative

will be contacting them.

3. The solicitor should have C4WDA brochures and event flyers to leave with the donor, so he/she will learn more about our programs and objectives.
4. Committee chair shall keep an accurate record of all prize donor forms by serial number. Keep a copy of all serial numbered forms, whether they are used, voided or damaged, for proper accountability to the event chair.
5. Be sure to include a signed form letter of appreciation with the winner's acknowledgment of the prize. Thank them for the contribution along with a brief summary of how well the event was attended, number of clubs, race entries, and any other items of interest. This action will encourage them to participate in future C4WDA sweepstakes.
6. Most important, insure that the donor of each prize is provided adequate publicity for his/her donation. A list of all donors and their prizes should be placed in each registration packet and given to the event announcer for promoting the sweepstakes. Insure that everyone knows, who, what, and where about the donor's business. This is what he/she expects to get in return.
7. Coordinate major prizes with the State Marketing and Promotions coordinator. Some of the other larger companies who provide expensive prizes (winches, tires, etc.) are contacted by the State Marketing and Promotions coordinator and provide prizes on a yearly basis for distribution to the events. Do not contact companies the State Marketing and Promotions coordinator has determined are already Corporate Sponsors.

VEHICLE SAFETY REQUIREMENTS (Chapter 6 page 12 SOP August 2005)

(See Appendix A for form)

To participate in a C4WDA event the recommended minimum safety requirements shall be as follows: (1998-29)

1. Roll bar or full cage or factory installed hardtop.
2. Functional parking brake or micro lock.
3. Tow strap or rope (recommend rated at 2 times the vehicle weight).
4. First aid kit.
5. Jack capable of lifting the vehicle and a tool capable of removing lug nuts.
6. Spare tire equal to or within 3 inches of existing tires on the vehicle (no temporary spares).
7. Fire extinguisher with gauge indicating good/full appropriately stored.
8. Seat belts for all passengers.
9. Antenna(s) must not exceed 4'6" except when longer antennas/whips are required by certain OHV areas.

10. Adequate attachment points front and rear, i.e., tow hooks, receiver, etc. Tow balls are not generally recommended.

11. Battery hold downs (no bungee cords).

At C4WDA sanctioned events, and only on runs designated for **Sport Utility Vehicles**, the minimum safety requirements shall be:

Required:

1. Roll bar or full cage or factory installed hard top.
2. Functional parking brake or micro lock.
3. Jack capable of lifting the vehicle and a tool capable of removing lug nuts.
4. Spare tire equal to or within 3 inches of existing tires on the vehicle (no temporary spares).
5. Seat belts for all passengers.
6. Antenna(s) must not exceed 4'6" except when longer antennas/whips are required by certain OHV areas.
7. Battery hold downs (no bungee cords).

Recommended:

1. Tow strap or rope (recommend rated at 2 times the vehicle weight).
2. First aid kit.
3. Fire extinguisher with gauge indicating good/full appropriately stored.
4. Adequate attachment points front and rear, i.e., tow hooks, receiver, etc. Tow balls are not generally recommended.

CONVENTION

Convention is a business meeting with additional activities such as seminars and the awards banquet. As such its organization and structure differs from other state events. The Convention Coordinator and Convention Chair duties and responsibilities are listed here.

CONVENTION CHAIR—APPOINTED (Chapter 4 page 16 SOP August 2005)

The convention chair shall be responsible for the actual operation and set up of the annual convention. He/she shall report to the president and communicate with the convention coordinator for guidance and advice.

Duties

1. To establish the necessary committees to assure continuity and smooth operation of the convention.

2. To prepare a quarterly report for the Board of Directors, either written or oral, as requested by the President.
3. To solicit and distribute VIP invitations.
4. To prepare and distribute information packets to all association clubs and associate members by November of each year. A reminder should be sent by January 1st. Complete information and applications for individual members shall be published in the In-Gear by the November publication.
5. All monies received will be deposited into an Association account as directed by the Treasurer.
6. A financial report will be made out and turned in to the Treasurer.
7. All bills, statements, or invoices will be submitted to the Treasurer for payment upon receipt.
8. The President will sign all contracts upon the recommendation of the convention Coordinator and convention chair.

Suggestions

1. The convention chair should select a co-chair and establish the following committees:
 - a. Registration and meal reservation
 - b. Program - Master of Ceremonies
 - c. Table decorations and displays
 - d. Exhibits (manufacturers displays)
 - e. Entertainment
 - f. Awards and trophies
 - g. 4-wheel drive vehicle show
 - h. Convention Sweepstakes
 - i. Seminars
 - j. Security
 - k. Delegate registration
 - l. Other committees as needed
2. The information to be sent to the In-Gear should contain all the necessary forms for registration, meals and lodging. Include Sweepstakes as well as dates, times, locations, and travel instructions.
3. The agenda for the general assembly should be prepared by the President at least three weeks prior to the convention.

4. Cap Randall, Conservation, Safety, Driver of the Year, 4-Wheeler of the Year, Environmental Affairs Committee, Community Service, Associate of the Year, Ed Dunkley, Tara Ballard, and Lew Siepert awards will be handled by the respective chair, in accordance with established procedures.

CONVENTION COORDINATOR (Chapter 4 page 16 SOP August 2005)

The Board of Directors shall approve the site and date of the annual convention at the May/June Board of Directors meeting. The selection will be determined from input received from the convention coordinator.

Responsibilities

To contact hotels, motels, convention centers, etc. on a continuing basis to insure adequate information for the Board of Directors. The convention will be rotated each year in the following manner: North, Central, then South. Full information on hotels should be obtained at least three (3) years in advance.

Duties

1. Secure from the membership what type of facilities are needed.
2. Keep files of convention sites with suitable facilities.
3. Maintain files and correspondence for future convention Coordinators and chair.
4. Present at least two or three different convention sites for the Board's approval each year.
5. Determine, with the help of the Board, the desired price range for exhibits, lodging, etc.
6. Negotiate with hotels, motels and convention centers for the most reasonable price.
7. Prepare a quarterly activity report for the Board of Directors, either written or oral, as directed by the President.
8. Maintain all necessary records and data for the convention chair.
9. Attend at least one district meeting per year.
10. Review the final convention contract with the convention chair before the agreement is signed.
11. The convention Coordinator has the authority to sign a site HOLDING agreement only.
12. The final convention contract will be signed by the President.
13. Each site should be selected and held at least three (3) years in advance.

Appendix A

C4WDA STATE EVENT CHAIR HANDBOOK

Forms



November 14, 2005



California Four Wheel Drive Association, Inc.

Over 55 years advocating for recreation

Event Expense Report

Reference Number: _____

Event: _____

Committee: _____

Vendor: _____

Address: _____

City, State, Zip _____

Description of Expense: _____

Date: _____

Check Number: _____

Check Amount: _____

Checking Account: _____

Notes: _____

If Reimbursement Send
Check to: _____

Make Check Payable to
Name: _____

Address: _____

City, State Zip _____

**Payments or reimbursements will not be made without invoices, original receipts, contracts etc.
For advances a short justification or budget is required with final invoices to be attached later.
Attach supporting documents to this form**

**8120 36th Avenue
Sacramento, CA 95824
Office@cal4wheel.com**

www.cal4wheel.com

**(800) 4X4-FUNN
(916) 381-8300
Fax (916) 381-8726**

Event Participants: **“Read and Sign Waivers will be collected in vehicle staging area”**

Event: _____, sponsored by: C4WDA, _____ District

Date of event: _____

In consideration of being permitted to participate in the above named event, the undersigned for himself, his personal representatives, heir, and next of kin, **HEREBY RELEASES** the promoters, sponsors, and all liability to the undersigned, his personal representatives, heirs, and next of kin for any loss or damage on account of injury to the undersigned or his property or resulting in the death of the undersigned whether caused by the negligent act or omission of release while the undersigned is for any purpose participating in such event. It is fully understood by each of the undersigned that some of the inherent risks associated with participating in the event include, but are not limited to, roll over, collisions, ejection from vehicles, and damage to vehicles.

In ADDITION, the undersigned AGREES TO INDEMNIFY AND HOLD HARMLESS the releases from any loss, liability damage or cost they incur due to any such participation by the undersigned, whether caused by release's negligence or otherwise death, or property damage from release's negligence or otherwise while the undersigned is participating in this event.

In signing this release, each of the undersigned hereby acknowledges and represents the following:

1. That he or she has read the foregoing Release and Waiver of Liability and Indemnity Agreement.
2. That he or she shall at all times, while riding in a vehicle participating in this event wear their respective seat belt.
3. That the owner/driver certifies that he/she has inspected this vehicle and same is in good mechanical and safe condition.
4. That the owner/driver and passenger(s) have informed themselves about the event and trail involved in the event, either by prior participation or by investigation into the event and trail.

Registration number _____

Fill out and present in staging area

Waiver must be signed by all participants. A guardian must sign for minors

Date

Participant Signature

Print Name

C4WDA, Inc. Event Chairman's Handbook

Tech Inspection Sheet:

Present this sheet at inspection area:

Required items/standard (CA4WDC SOP)		Pass	Fail
1.	Roll Bar or Factory installed hard top		
2.	Functional emergency brake, parking brake, line lock or other redundant braking system		
3.	Tow Strap		
4.	First aid kit		
5.	Jack capable of lifting vehicle and a tool capable of removing lug nuts		
6.	Spare tire with diameter within 3 inches of existing tires on the vehicle (no temporary spares) or for tires 37 inches or larger, run-flats or tools to repair or re-inflate tire		
7.	Fire extinguisher with gauge indicating good/full, and appropriately stored (not required for group 3)		
8.	Seat belts for all vehicle occupants		
9.	Antenna(s) properly restrained		
10.	Adequate attachment points front and rear, i.e. tow hooks, receiver, etc. (not required for group 3)		
11.	Battery hold downs (no bungee cords)		
12.	Functioning low range in transfer case		
13.	License or Green Sticker Registration		
Group determination		Front	Rear
14.	Traction aiding differential in at least one axle (enter type/axle, Locker or L/Slip)		

Registration Number: _____

Date: _____

Vehicle License Number: _____

Vehicle type: _____

Notice: *California Vehicle Code prohibits the consumption of alcoholic beverages in or about a motor vehicle. Please don't drink & drive, this is a violation of State law and you may be arrested, fined, and/or excluded from future CA4WDC events.*

Driver Signature: _____

Group # assigned: _____



California Four Wheel Drive Association, Inc.

Over 55 years advocating for recreation

**C4WDA STATE EVENTS
Advance Funds Request**

Event: _____

Date Requested: _____

Date Approved: _____

Budget (alternate supporting documents such as Excel work sheets may be used)

Income Item	Estimated Income
Total	

- A budgeted income will be required for all advances
- Budgeted income can be calculated from previous year's event or if new event from similar events
- District VP shall request advance (startup) funds from State treasurer
- Requests for greater than 15% of the budgeted income will require BOD approval
- Request for less than 15% of the budgeted income will not require BOD approval but will need to be reported at the next board meeting by the vice-president.

Print	Signature	Date
Event Chairman	_____	_____

Event Treasurer _____

Approved by _____



California Four Wheel Drive Association, Inc.

Over 55 years advocating for recreation

C4WDA Event Evaluation

Event _____ **Date** _____

Please rate each item with one (1) being excellent and five (5) being poor

Registration	[1]	[2]	[3]	[4]	[5]
Fees	[1]	[2]	[3]	[4]	[5]
Food	[1]	[2]	[3]	[4]	[5]
Entertainment	[1]	[2]	[3]	[4]	[5]
Runs	[1]	[2]	[3]	[4]	[5]
Camp	[1]	[2]	[3]	[4]	[5]

Comments on the above or any other item for this event

Optional

Name
Club
Contact me at:

Appendix B

California Four Wheel Drive Association, Inc. STATE EVENT CHAIR HANDBOOK

FAQs and Notes



November 14, 2005

FAQs - Frequently Asked Questions

Permits – Contact Natural Resource Contractors and local BLM/Forest Service office where event is to be held

Insurance – Contact C4WDA office four months prior to event

T-shirts – request bids from at least three suppliers if any of C4WDA corporate sponsors are suppliers they will be on the bid list but do not have to be used if their prices are higher than other bidders. Shirts can be ordered and transported to event by the t-shirt committee or some vendors may imprint on site. Pre-sale of shirts with registration may make it easier to calculate quantities with very few if any leftovers at the end of the event.

Notes

Corrections additions to sections in handbook can be submitted to BOD for revision. SOP revisions will require a motion.

Acknowledgments

This handbook in its current format was started in February 2000, and was assigned to the district VPs at that time to complete. Since that time many people have come and gone on the BOD and the handbook was passed along with little being done due to other responsibilities. We have finally completed it and hope that current and future chairman will find it useful in chairing an event from start to finish. As with any other document there is always room for improvement, so suggestions or additions to any portion of this book presented to C4WDA BOD is welcome.

Thank you to all of the members who helped to put this together
David Douglas
Past President
November 14, 2005