

Route 66 Corvette Club Knowledge Database

How to Execute the Club Functions and Procedures

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Revised:

Note: This document is only for the benefit of Route 66 members and should not be distributed beyond the Route 66 membership. It continues to be a work in progress with timely updates to reflect new changes. Please feel free to provide additional information or corrections to the author.

Also note that some hyperlinks will display cautionary notes that the linked page may contain viruses, however none have been found. So it is deemed safe to download all linked documents.

1.0 Purpose:

This document is intended to informally preserve and provide a repository of how to plan and execute the Route 66 Corvette Club events and processes. These records will be continually maintained and made available to all Club members to provide a knowledge base to help the next generation of members who will be responsible for these events and processes.

2.0 Scope:

The scope of this document shall include all major Club events and processes. It is not intended to duplicate or supersede the Club [Constitution](#), [Bylaws](#), or [Standing Rules](#). However, it cross-references those documents to provide further guidance. The current list of topic areas is noted in the list below, which can be amended as necessary.

The document is hyperlinked to other supplemental documents and images that are located on the Route 66 Corvette Club website. This process allows the master database document to reside and function independently on any computer or website.

The following topic areas are addressed in this database to help plan, execute, and maintain our Club's processes and events. Key people in our Club have developed these processes and they contributed their experiences to this knowledge database. Their help is greatly appreciated. Click on any to the Section titles below to be transferred to that section.

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- 12.0 – [How to Plan and Execute the Club Charities](#)
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3.0 How to Plan and Execute Club Meetings

General – The [Constitution](#) addresses the frequency of general membership meetings and the Board of Directors meetings. Further direction for the Board of Directors meetings is contained in Article V, Section 4 of the Constitution. The Constitution, Article V, Section 2 addresses the Rules of Order to be followed in the meetings. The conduct of the meetings is covered in the [Bylaws](#), Section 4 including rules of order, agendas, and order of business. The [Standing Rules](#), Section 7, defines when and where the monthly Club business meetings are held. The provisions to cancel or relocate a monthly meeting are also covered in this section. The selection of the meeting location is preferably at a restaurant that has an acceptable menu selection and will provide a large enough meeting room, hopefully at no-cost for the meeting room.

4.0 Duties of the Officers, Board of Directors, and Committees

General – The duties of the officers of the Club are defined in the [Constitution](#), Article VII, Section 7, which in turn, directs the reader to the [Bylaws](#), Section 6. The definition and duties of the Board of Directors are set forth in the Constitution, Article IX and also in the Bylaws, Section 7. An annual Officers’ Transition Meeting is held shortly after the officers’ election to provide a smooth transition between the outgoing and incoming elected officials, see Article V, Section 3 of the Constitution. The Board of Directors is authorized to and shall perform the functions as set forth in the Bylaws, Section 7.

The Club Committees are established in the Constitution, Article X. The Committees’ duties are defined in [The Standing Rules](#), see Section 11. Committees can be added (or eliminated) by the Board of Directors.

5.0 How to Plan and Execute the Club Car Show

General – The Route 66 Corvette Club hosts an annual Car show that is associated with the Club Sponsor. It is held in a summer month on a Saturday or Sunday. The Car Show usually starts mid-morning and lasts most of the day with the awards in mid-afternoon. It is recommended to schedule the award ceremony as early as possible – see the [Car Show Information Sheet](#) for suggested registration, judging, and award times. The Car Show is advertised on the Club Website and via emails distributed to other interested Corvette people and clubs.

Typically, all the Car Show net proceeds are given to a pre-designated charity. The show is now technically judged by a team of judges and maybe the Show Sponsor with trophies given to guest and host classes. Normally, a free T-shirt is given to each registered attendee along with a “goodie bag” (contents are provided by donations to the show). The current money-making activities include a silent auction, 50/50 drawing, and prize raffle, subject to the Car Show Committee. The car show may also include a food concession conducted by Club volunteers if no other food is locally available.

Planning the Car Show – One or two Club members may volunteer to serve as the Car Show Chairperson(s) primarily to organize, plan, and run the entire car show. Supporting the Show Chairpersons is a Car Show Committee that is primarily composed of the leaders in each of the supporting areas plus other volunteers to help plan, prepare, and execute the show.

The date and the general format for the annual show are initially discussed in Committee meetings and then in the Club meetings, starting at least a year in advance to help finalize the location of the show and the date of the Car Show. At the regular Club meetings about four months in advance of the show, a [Volunteer Sign-Up Sheet](#) is distributed to obtain task leaders and additional workers for each show activity. The Show Chairpersons shall prepare a budget for the show and present it to the Club for approval. The food and food supplies budget should be a separate budget prepared by the Food Concession Leader.

The general Car Show categories are: advertising, soliciting donations, setup/tear-down, physical arrangements, registration, technical judging, tabulation of registration and judging scores, announcements, raffle/50-50 and silent auction, food concession, and awards. The basic elements of the show are shown in the Car Show Information Sheet [Each year this form needs to be updated]. This sheet is used for the advertising and establishment of the general car show ground rules.

The Club arranges ahead of time for our current shirt printer to print Car Show tee-shirts with the requested Car Show information. The tee-shirt supplier may be selected using the procedure defined in the [Standing Rules](#). Request for Quotation. Also, the Car Show awards need to be specified and procured, maybe using the same procedure.

Advertising the Show – The advertising of the Car Show will be the responsibility of a designated person. The annual Car Show is usually advertised on the Route 66 Corvette Website. In 2018, the Car Show Committee created two distinct flyers, one to be used for pre-registration, [Flyer and Pre-Registration Form](#), and another flyer, [Flyer for Donations](#), is used for contacting prospective donors. The former flyer is displayed on the website and is handed out at the Club meetings to provide Show information and a form for pre-registering. This form can also be duplicated and mailed or emailed to local or interested Corvette clubs. The completed pre-registration forms and money shall be sent to the Club Treasurer, payable to the Route 66 Corvette Club. The Treasurer will create and maintain a list of pre-registrants in alphabetical order by last names. The Treasurer will also send an acknowledgment of the registration and receipt.

To help promote the Car Show and membership in the Club, a [Rt 66 Club tri-fold pamphlet](#) was updated and put in the pre-registration packets and included in the registration packet (aka Goodie Bag). Note that the tri-fold pamphlet is printed on both sides.

The Club has a large [car show banner](#) advertising the Autocross that should be displayed at the show location a week in advance of the event (this is because the banner mentions the show is on the coming Saturday). There is also a [Route 66 Corvette Club sign](#) and frame stored in the Club Trailer that should be displayed at the Car Show location, perhaps near the Show entrance.

Soliciting the Donations – This task is coordinated by the Raffle Prize Leader and is supported by the volunteers for soliciting items for the raffle, auction, and goodie bags. The second version of the Donation Flyer (see prior subsection) will be shown to prospective donors to demonstrate that the Car Show is a charity event. Donations for these areas are solicited well in advance of the show. The donations can be from local businesses or automotive-oriented establishments. Restaurants have also frequently donated. Recently, the Club members have donated food and other items arranged in plastic-covered baskets. These baskets are part of the auctioned items.

Chevrolet also has supported our club in the past with significant donated materials. A form will be filled out with the event information and sent to Chevrolet. The 2018 filled-out [Chevrolet Enthusiast Connect Event Request Form](#) can be used as an example. The updated form should be filled out and forwarded to Chevrolet with the Car Show details for that particular year. The current Chevrolet contact is Kasey Sermo, Senior Account Executive (her email address is kasey.sermo10marketing.com).

Goodie Bag Stuffing– If the Car Show Committee decides to distribute Goodie Bags to the registered attendees, these bags need to be filled prior to the show and provided to the registered attendees at the registration desk. The quantity of bags and included items should exceed the expected number of registrants. These bags can be filled with small donated items (pens, coupons, magnets, clips, etc.). A Car Show Information Sheet along with the [Car Show Schedule of Events](#) should be included in each bag along with both the Guest and Host [Car Show Window Cards](#). [Note: This set of cards are placeholders for 2019. These cards may need to be modified for future Car Shows.] Information about the judging criteria and access to the cars' top and interior will be provided in the Goodie Bags. If there are to be any awards determined by the

registrants, those voting sheets should be included in the bags. In 2018, a [Car Show Survey Form](#) was included in the Goodie bag to help improve future events. Typically, the bags can be stuffed at an impromptu Club event at a location to be determined.

Set Up, Take Down and Clean Up – There are two groups of volunteers associated with these tasks, namely the set-up and take-down of all equipment and the cleanup of the Show site.

There should be one volunteer, with a suitable truck, assigned to transport the Club storage trailer from the storage location to the Show site and back to the storage location. The time for the trailer arrival and parking location should be coordinated with the set-up and take-down crews and the Parking Leader. The set-up crew needs to arrive on the morning of the Show in time to assure that all the equipment is unloaded, distributed, set-up, and operational for the Car Show.

One of the tasks of the crews is to unload the electrical generator (if needed) from the Club trailer and locate it at a sufficient distance so that the noise is not excessive. There should be long, large-gauge extension cords that can be connected between the generator and the concession and loudspeaker areas. The Trailer Committee Chairman should also make sure there is adequate gasoline for the duration of the show and the starting battery is fully charged. The Trailer Committee Chairman also is in charge of starting and shutting down the generator.

The Set Up crew is to supply and set up the Food Concession (if needed) with the BBQ grill, canopies, tables, and food/water containers from the trailer. The Set Up crew shall also set up canopies, chairs and a table for the Greeters and the Parking volunteers located near the entrance to the show area. The barricades with directional signs need to be positioned on the lot as required. The Registration desk should be located in a protected location with the trophies and awards tables nearby.

The Sound System Chairman is responsible for bringing the sound system to the show and setting up, maintaining the equipment during the show and packing/storing the sound equipment. A volunteer or an assigned person should serve as the Master of Ceremonies to make Show announcements and the list of award winners.

Physical Arrangements, Layout and Parking - This task is coordinated by the Parking Leader with the host of the show site. Several layouts of the Car Show location have been made and could be used in future shows. For the past few years, the Club Car Show was held at the parking lot across the street from Hobos at the American Legion restaurant on Main Street, Old Town St. Peters, MO. This parking lot is also shared by Farmer's Co-op/Old Town Country Store. Both establishments have been very accommodative in all respects. The Parking Leader documented the 2018 available [lot dimensions](#) for the (Old Town St. Peters location) Car Show car parking and Club Show facilities. These lot dimensions are incorporated into the Car Show [Site Layout](#) that shows the parking lot, streets and existing buildings. This information is converted into a Car Show [preliminary parking plan](#). Obviously, this plan is based on an assumed number of participants and an optimal arrival of cars which always changes the plans. In 2018, there were over 100 registered cars which significantly altered the tentative parking plan. It might be helpful to send a simple map of the car show layout in the pre-registration packet to help the drivers to enter the show lot.

The Greeters will be located at the Car Show Check-in Entrance to collect registration fees and hand out paid registration tickets.

The Parking Attendants will then direct the car drivers to their respective parking areas (Guest, Host, or Preferred Parking, and inform the drivers about the location of the registration desk. Pre-made signs will direct show cars. These signs should be attached to Club barricades that are stored in the Club trailer. Placement of these signs and mounting on the barricades is the responsibility of the Parking leader. The Set-Up and Take-Down and Clean-Up Crews will unload, place and store the barricades in the Club trailer.

The Food Concession (if used) should be located away from all cars to prevent cooking residue from landing on the cars. Yearly specific physical arrangements will have to be coordinated with the Show site host.

Premium parking spaces for Host cars (if used) will be provided in a prominent location at the Car Show. A raffle or lottery will be conducted at a Club meeting in advance of the Car Show. The cost of each ticket for this raffle is usually \$10 with the proceeds donated to the Car Show receipts. After the raffle, each winner will be given a [premium parking ticket](#) for identification.

Car Registration – This task is planned and coordinated by the Registration Leader. The Registration Leader is responsible for both the entrance Greeters and the Registration Desk personnel.

Each participating car/owner must be registered for the show, either by mailing or delivering a pre-registration form (Car Show Flyer and Pre-Registration Form) or registering at the Car Show on the day of the show. The Club Treasurer collects all pre-registration fees and records the registrants in numerical order and assigns each a unique, sequential registration number. A [Pre-Registration List](#) is provided as an example Excel spreadsheet. The day before the Car Show, this list of numbered pre-registered attendees is sent by the Treasurer to the Vote Tabulation Team to transcribe the registration list onto their Vote Tabulation spreadsheet. The Vote Tabulation Team re-sorts the list alphabetically and provides this alphabetic Registration list to the Registration Leader prior the Car Show. The Registration Leader uses this information on the day of the Car Show at the Registration Desk and also forwards this information to the Greeters so they can identify pre-registered cars and drivers.

As the drivers enter the Car Show lot, at least two Greeters are located at the lot Check-In Entrance to determine if the people are pre-registered or not. The greeters will have the alphabetic list of pre-registered people and cars. If the drivers are pre-registered, they will be given a numbered [paid registration ticket](#) provided by the Registration Leader. If the people are not pre-registered, the entry fees will be collected by the Greeters and then the entrants will be given a paid registration ticket. Then the show entrants will be directed to the designated parking areas. The Treasurer will provide the Greeters with sufficient cash to handle change for the registration fees. A set of suggested [Greeter instructions](#) are provided based on past experience.

The Parking Attendants will instruct the attendees where to park as well as directions to the Registration Desk for the completion of the registration process.

The Car Show Registration Log Sheet is filled out either by the Registration Leader from the Pre-Registration Forms prior to the Car Show or by the Registration Desk personnel real time at the Car Show. [Note that the registration form needs to be updated annually to show the correct date and car class designation.] Then this information will be recorded in numerical sequence on the [Car Show Registration Log Sheets](#) by the Registration Desk personnel. Be aware that entrants may approach the Registration Desk not in the order of their pre-assigned paid

registration tickets or by the preregistration numbered sequence. The entrants should be asked to verify the accuracy and completeness of their registration form, especially regarding the year and model of their car, Corvette Club affiliation, and Guest or Host categories. The Registration attendants will take the numbered paid registration tickets and assign a specific car number and class to the entrant and his/her car on the Registration Log and on their Car Show Window Cards. This unique number will be the sole Car Show identifier for car awards and door prizes. When a group of Registration Sheets are completed, they should be given to the Vote Tabulation Team to enter into the master spreadsheet.

After the car owners are registered, the Registration Desk personnel gives the paid attendees their appropriately sized tee shirt, goodie bag (if provided), numbered Window Cards, and a Car Show Information Sheet. The Registration attendants should inform the entrants of the window card display and car display instructions. The window cards describe the car registration number, class and year and this information should be filled out by the Registration attendants with a broad-tipped felt ink pen for legibility. It is recommended the window cards are printed on heavy card stock. The entrants should be asked to verify the accuracy of the window cards. These cards should remain on the cars through the award time.

All Car Show workers and Show registered entrants must sign the [NCCC waiver](#) to qualify for the NCCC provided insurance for this event. This is a MUST DO issue. The waiver form will be located at the Registration Desk.

Technical Judging – Our first several Club Car Shows were judged by the registered entrants based on a popular vote for each registered Corvette. A few other popular-vote award categories have been used, such as People’s Choice or Sponsor’s Choice.

Starting in 2017, our Car Show cars are judged on their technical merit (aka, “cleanliness” in each of five judged categories). The judges will be selected and trained in advance of the Car Show for their technical knowledge of the Corvette generations, models, and performance or appearance packages. The Judges will also be trained to discern the range of scores on the Judging Form. The judges will use the technical [Judging Form](#) (the 2018 version is shown) to score all the registered Corvettes. Information about the judging criteria and access to the cars’ top and interior will be provided in the Goodie Bags. [Note: It was discussed in a post-2018 show that a judging category might be given a score of zero if access conditions are not met, as opposed to disqualification.]

Judging teams of two or more trained people will judge each class of car, including both guest and host cars. The judges will not judge a car class if they have a car in that class. After each car is judged, an identifying mark or sticker will be added to the car’s window card to indicate it has been judged. The judging teams will retain all judging forms until they complete judging all the cars in each class. Then the team shall examine scores for cars with the same score (ties). In those cases, the cars will be reexamined to eliminate the tie. Then the class scores will be transmitted to the Tabulation Team.

Tabulation of Registration Data and Votes - In 2017, the technical judging results were manually tallied to provide the winners for the Awards. This manual process proved to be labor intensive and prolonged - thus process was improved.

Starting in 2018, an Excel [spreadsheet program](#) was created to collect, organize, and display all the Car Show pre-registration and registration data as well as the technical judging data. These

data can be used to correct any entrant or car data discrepancies. This spreadsheet will also tally the judging results by car generation and model for the Guest and Host categories and then provide this information to the Announcements Leader at the Award ceremony. The Excel spreadsheet shown is blank, ready to be populated. It is anticipated this program will be improved.

The first worksheet, "Base Data Sheet (numeric)", contains all the pre-registration and registration data provided by the Treasurer. The entrant and car data are entered in sequential order by Car Registration Number. On the day before the Car Show, the final pre-registration data are received from the Treasurer and recorded in the spreadsheet.

These data are copied to the second worksheet, "Base Data Sheet (alphabetic)". The data field is sorted by last name and then this sheet is sent to the Registration Group for their use on the day of the Car Show (an alphabetic listing is easier for the registration process). For the 2018 show, the copying and sorting registration data was a manual process, but this may be automated in the future.

On the day of the Show, the Registration and Vote Tabulation Team requires a quiet and secure place to update and enter data into the "Base Data Sheet (numeric)" worksheet. In 2018, a portable printer and several printing cartridges were given to the Club for this event (and other events). A laptop computer and power cords were provided by Club members, however, other arrangements may be needed in the future. Runners are needed to transfer the developing registration and judging data. In 2018, the incorporation of the registration data worked well as its receipt was well time-phased. However, the judging data was received in closely-timed bunches which created a time crunch. [See the Judging subsection for an improved process.]

After each Registration update, the Tabulation Team will print out a current copy of the numeric sheet to provide to the Registration and Judging Teams during the Show. There is a timestamp to identify the most current worksheet.

After the Judging Team begins to collect and incrementally provide car-judged data to the Tabulation Team, the Tabulation Team adds the judged data to the "Base Data Sheet (numeric)" worksheet. The judging will continue until all cars are judged and all judging data are entered into the tabulation spreadsheet.

Then all the data fields will be copied to the "Sorting Sheet" worksheet. The next operation is to sort the entire data field - [Sort on Columns G (Guest or Host), F (Class) and I (Total Points, largest to smallest)]. This will order the judged cars by Guest or Host; by Class (A to H); and judged score, largest to smallest. The intent is to list the three top-ranked cars in each class for both Guest or Host. However, some car classes may not have a full complement of three cars, therefore the Car Show Committee has decided they may award more cars in other classes. Therefore, the FIVE top cars in each class will be transferred onto the fourth worksheet, "5 Award Results". This fourth worksheet will be provided to the Award Presentation Team to announce the winners.

In 2018, this tabulation process proved to be more accurate, easier to use, and much faster than the manual tabulation of the judged cars. In the future, it is anticipated that the tabulation spreadsheet can be more automated and self-checking.

Announcements – The Announcements Leader (aka, Master of Ceremonies) is responsible for coordinating the sound system and making all the announcements, including the Awards

Ceremony. The announcements may include ending of car registration, end of judging, and advertising the food concession, raffle, and silent auction. At the Award Ceremony, the Announcement Leader or designee will announce the Raffle, 50/50 and Silent Auction winners, followed by the Car Show Award results. The Car Show winners may be announced by the Car Show Chairperson(s) or the Announcements Leader. It is recommended that any awards be announced starting at the last awarded place and ending in the first place award. The Club President should be included in the award ceremony. Pictures of each award winner will be taken to allow the pictures of the winners to be posted on the Club Website.

Raffle, 50-50, and Silent Auction - This task is coordinated by the Raffle, 50/50 and Silent Auction Leader. Each of these functions is led by a Leader and at least one additional volunteer.

The Raffle and 50-50 volunteers will circulate among the attendees throughout the day of the Show to sell tickets for the raffle and/or the 50/50 award. The sale of tickets continues until just before the award ceremony and the ceasing of ticket sales should be announced at that time. Winners will be announced during the Award ceremony.

Items for silent auction should be solicited well before the Show from the Club members and supporting businesses. The items obtained for the silent auction are displayed on a table in a prominent location. Each auction item will have a signup sheet so bids can be placed on each item. All bids are visible, not hidden. The bidding continues until just before the award ceremony and the close of bidding should be announced. High bidders will be announced during the Award Ceremony.

Food Concession– The Food Concession may be used by the Club if the location of the Car Show does not have a nearby restaurant or food establishment. This task is coordinated by the Food Services Leader or Co-Leaders.

This task requires a lot of planning and coordination of effort and experienced help. There should be a food concession budget prepared to estimate the supplies needed. This budget will be presented, in advance, to the Club members to authorize funding for concession expenses. Additional volunteers should be solicited to help reduce the cooking and serving duties. Additional help will be provided by Set Up and Take Down and Clean Up Committees to prepare the tables, tents, and generator.

The menu to be served will be at the discretion of the Food Committee. In the past, it has been hot sandwiches, side dishes and cookies. At a few of the hotter Car Shows, it was decided to provide free bottles of ice water, but this is at the discretion of the Car Show Committee.

The Food Concession location is noted in the Car Show Layout. Based on past experience, it would be wise to locate the cooking area away from the show cars (cars may get greasy). Two or more Club-provided canopies will be needed to protect the workers from the sun (or rain). Three or more tables (Club-provided) will be needed for food preparation and serving. The Club provides a BBQ grill for the cooking and large coolers for the drinks and other items to be cooled. The LP containers should be checked and refilled (if necessary) prior to use. Water requirements need to be coordinated with representatives of the show location. The Club Trailer should be parked in close vicinity to keep the supplies nearby.

Awards and Awards Ceremony– Car Show awards (or plaques) may need to be designed and procured each year. Procurement of the award will probably use a Request For Quote, see Subsection 2.6 of the [Standing Rules](#). The [samples of the 2018 Guest and Host awards](#) are shown

as an example, although the award format may change year by year. The awards are typically given for 1st, 2nd, and 3rd places for C1 through C7 for both Guest and Host classes plus the Best of Show and maybe the Sponsor's Award.

6.0 How to Plan and Execute the Club Autocross

General – The Route 66 Corvette Club typically holds an annual, 2-day, weekend, low-speed Corvette Autocross event in the summer months. Our Autocross is considered to be a premier autocross event in the Midwest by a large number of skilled racers that come significant distances to participate in our event.

Our Club usually hosts several separate Autocross events on Saturday and Sunday. It is a Rain or Shine event. The Club usually provides an excellent food concession. Each year, a chairperson may volunteer to plan and execute the event, preferably a year in advance. For the last several years, the Autocross has held at the St. Charles Family Arena. The Arena parking lot is large with few obstacles, is very accessible, and has many attractive features.

Currently,, all net proceeds are designated to support the Club expenses and contributions to minor charities and other worthy causes.

This event is quite complex and is governed by the NCCC. It is recommended that the Club Governor consult the most current NCCC rules for Autocross events to assure the safety and enjoyment of all participants.

Organizing and Planning the Autocross - One or two Club members are solicited to volunteer as the Autocross Chairperson (s) primarily to organize, plan and run the entire Autocross. Supporting the Autocross Chairpersons is an Autocross Committee, which is composed primarily of the leaders in each of the supporting areas plus other volunteers to help plan, prepare, and execute the Autocross. An [Autocross volunteer signup sheet](#) should be distributed at several prior Club meetings to secure workers for each of the Autocross areas.

Scheduling the Autocross Dates and Obtaining Sanctions - The dates for the Autocross is coordinated with the NCCC to make sure there are no conflicting Autocross events or other significant Corvette happenings in the NCCC region or conflicting holidays. Any NCCC sanctioned event must be planned well ahead of time. Sanction requests are submitted at, or prior to, the Midwest Region Annual sanctioning meeting by the Governor or Proxy Governor. The sanctioning meeting for the following year is normally held at the November Governors Meeting. At this time, an event date must be selected that is not already grandfathered by another club in the Region. Per the NCCC rules, no similar events can take place within 150 miles on the same day. Each Club is allocated 10 sanctioned events per year. These events can be a rally or Autocross and may contain several Autocross events (races) or a combination thereof. Clubs that do not use all their allowed sanctioned events may transfer them to another club for its use. Someone from that club must be present as chair or co-chair for that event. If not, the RCD or VP of Competition needs to be present to act as chair.

It is usually beneficial for our Club to purchase additional NCCC sanctioned events from other Corvette clubs to increase the number of events (usually to 12) for our Autocross and enhance the attractiveness of our multi-day Autocross. The maximum number of sanctioned events per Autocross-day is seven, so the option of doing seven events on Saturday and five events on Sunday has been quite successful for our club. Sanctioned events can only be held on Saturday or Sunday, or on some holidays. Each year, the date of the event and the option to purchase the

additional sanctions is discussed and approved at our Club meeting as this represents a financial obligation.

Selecting the Location – For the past few years, the St. Charles Family Arena parking lot has been secured for a fee for the Saturday and Sunday Autocross from about 8 am to 3 pm each day. This location is preferred because of the large parking lot size with few hazards, see [Family Arena parking lot aerial view](#). Other criteria for the Autocross location include a good surface, available facility provisions, and highway access. An important attribute is access to a secure location in case of severe weather. The selection of a location will be discussed and approved at a Club meeting along with the approval of the financial obligation to secure the site and date.

Some locations require more extensive contracts than others. The Family Arena contractual arrangement is complicated; see the example [2013 License Agreement with the Family Arena](#). Please note the wording on dates, times, and places, very carefully. ALL options should be discussed up front and issues resolved as early as possible with the location site personnel. Use of the facility bathrooms is an attractive option as opposed to portable bathrooms.

Defining the Autocross Budget – The Autocross Chairperson shall prepare a budget proposal outlining the major Autocross expenses, the event fees, the expected number of participants and the anticipated income, yielding the net profit or loss. This budget is presented first to the Board of Directors and then to the Club for approval. At a Club meeting about a month in advance of the Autocross, the Club will vote to authorize an advance payment of Autocross expenses prior to the event. An example [Autocross Budget](#) shows a representative prior budget request. If current NCCC rules require a head tax, it may be accessed on the number of entries on each event and is due after the event is held.

Advertising the Autocross – Advertising the Autocross should commence as soon as the date, location and the number of events are confirmed. The Route 66 Corvette Club [2016 Autocross flyer](#) is provided as a template to be used in future events. These flyers are sent via email to the Corvette clubs in the NCCC Midwest region and prior participants. Advertising of the Autocross will be the responsibility of the Autocross Chairman. The Club Sponsor and other affiliated organizations should be contacted to help distribute the flyers and registration materials. These materials will also be available on the Club website.

Defining the Course Layout for the Specific Location – Our low-speed Autocross race course is laid out each year to provide a challenging event, yet limit the upper speed to 80 mph (NCCC low-speed Autocross limitation). The layout depends on the locations of the parking, registration, and food concession as well as the parking lot configuration (see Family Arena lot, above).

After the course is defined, the Autocross chairperson or the designated person surveys and inspects the course to assure the course safety and competitiveness. The evening before the first event, the actual course is laid out with the location of the start, corners, and finish cones being defined by four spray-painted dots on the pavement just outside the corners of the cones. On the race days, a large copy of the course layout is displayed on the side of the Club trailer to help the racers to visualize the course. Cones are positioned prior to the first event and should remain in place for the second day (if there are no conflicting events or parking on the course). The position of the trailer, registration tables, and the food concession area are defined. Safety for all participants is a paramount consideration when defining the layout.

Securing the Necessary Technical Support and Accommodations – The Autocross is a timed event, so timing equipment, computers, software, and displays are required. The current practice is to arrange with another Corvette (or other sports car) club to provide the timing function for a negotiated fee. In recent years, the [Northern Illinois Corvette Club](#) has provided an excellent timing function for a nominal fee. The timing personnel and equipment usually are housed in the Club trailer during the event days.

The Club trailer has proven to be essential to the Autocross as it is used to house and transport all the equipment to and from the event location. A Club member with a suitable truck, hitch, and electrical wiring will bring the trailer from its storage location to the Autocross location the night before the first event and return the trailer to its storage location after the conclusion of the event.

The trailer is used to store and transport the cones, chairs, food and registration tables, portable generator, BBQ equipment, food, and corner worker tents - all provided by the Club. Chairs for corner workers are usually provided by Club members. Access to the site facilities may not be available - if that is the case, water, power, and Porta-Johns bathrooms (2) must be provided (two portable bathrooms, one for males and females, both being handicapped-capable.) The Club has a portable generator to provide power for the timing computers, displays, sound system, and the food concession. The generator should be filled with gasoline each day. Two or more leaf blowers are solicited from the Club members to clear the track of debris each day.

The Club has several walkie-talkie radios for event communication during race days. In addition, all volunteer workers are encouraged to bring additional walkie-talkie radios. The radios are usually set on the 6-00 frequency. The more general privacy code of 00 applies to the Autocross only (this limitation is because the Club radios have no privacy channels).

Planning and Executing the Food Concession – The Route 66 Food concession is well-known throughout the Midwest Region for the excellent food and service. Typically several Club members volunteer to plan and execute the food concession. Traditionally, both breakfast and lunch items are served. The [2014 Autocross Menu](#) with pricing is provided as an example. A plan and menu for food and food supplies is determined and a budget is prepared by the Food Chairperson for Club approval. The prices may be adjusted to reflect increased costs. The food cost is nominally estimated to be \$600-700, with a net income of \$400 (conservative estimate). Free iced-bottled water is sometimes provided, but this is to be decided in future years. A [sample food purchase list](#) is provided. After the Autocross is completed, an accounting of the net food proceeds is provided to the Autocross chairperson and, in turn, to the Club Treasurer.

Liability Insurance - The NCCC provides liability insurance for all sanctioned events and the Autocross is a sanctioned event. The Route 66 Club Governor will obtain [the Family Arena insurance requirements](#) and then the NCCC Insurance Provider must be contacted to obtain an [NCCC Certificate of Liability Insurance](#) (2013 example is shown) to define the location for the Autocross, thus fulfilling the Family Arena insurance requirements. The NCCC Certificate of Insurance must be completed each year. The insurance coverage is a no-cost item to the club, as it is part of the NCCC membership benefits. However, it is necessary to obtain the insurance coverage through NCCC in order to host an event such as an Autocross. The NCCC renews its insurance provider every January 1st and providers may change from year to year, so an actual certificate cannot be obtained by the Club Governor until approx. Jan. 15th of each year for an event that year. As a stipulation for the NCCC insurance, all Autocross participants, workers, and spectators must sign the [NCCC waiver](#). Adults have one waiver form to sign, whether a racer,

worker, or spectator. Those under 18 years of age have TWO forms to fill out, #1- “Parental Consent, Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement”, and #2- “Minor’s Assumption of Risk and Release and Waiver of Liability”.

Setup Before the First Event – If permitted by the Autocross site, the setup of the trailer and course should be completed the night before the day of the first event. Otherwise, the set-up must take place early enough that the events are not compromised.

The Club trailer is brought from its storage location and positioned near the starting position primarily for the convenience of the timing crew.

The morning of the first event, the equipment from the trailer is unloaded and positioned where it will be used: cones, registration tables, food tables, chairs, BBQ pit, generator, and tents (registration, food and corner workers). Setup workers locate the equipment in the proper place and assemble the tables and tents.

The layout of the course is defined with cones placed on designated positions. The course is then walked by the Autocross team to ensure a safe and competitive course is achieved and if any necessary corrections need to be made. The four corners of each cone are identified with spray paint dots (if allowed by the owner of the site) for a reference position if a cone is knocked out of position. The cones are normally removed and stored overnight, but they may be left in position, on the course, if the chairperson feels site security is adequate and no other event is planned for Saturday evening. The timing personnel will place the start and finish equipment, which is linked to the timing computer in the trailer.

The generator will be filled with gasoline, connected to the timing equipment, sound system, and cooking area, and started. The loudspeaker system is set up and tested. Registration is conducted during the specified times (see separate section for more details). Registered drivers and workers are allowed to walk the course prior the first event of each day. Workers are assigned to clear the track of debris with leaf blowers and then proceed to their assigned corner.

Autocross Registration – The registration times will be listed on the Autocross flyer along with the registration fee per event. Registration will be conducted on the site on both Saturday and Sunday, but registration and event times may differ for each day. The event fees for NCCC members are typically set at \$10 for a single event (a race) fee or a package fee for all 12 (two-day) events at \$100. The guests and non-NCCC member fees will be \$15 per event. Two or more workers are assigned to register the drivers and cars and collect the money.

Technical Inspection of the Cars – The Club Technical Committee, directed by the Autocross Committee Chair, is in charge of the car inspection. All cars registered for the Autocross must pass the inspection process to compete in the Autocross. The Chairperson selects and instructs several people to help inspect the cars. Copies of the [NCCC Technical Inspection/Classification Form](#) are provided as a checklist for inspecting the entry cars and drivers.

Planning and Executing the Autocross – Before the racing begins each day, the Autocross Chairperson conducts a [Driver and Worker Meeting \(Saturday\)](#). The Sunday Drivers Meeting is an identical set of instructions except for the start times and Chairpersons may slightly differ. The drivers are instructed on the rules and how the Autocross will be conducted. All drivers and passengers must wear authorized Snell helmets (approved by NCCC) and have their NCCC car numbers available.

All corner and race workers should wear highly visible safety vests (provided by the Club) or highly visible clothing for safety purposes. The corner workers are assigned in pairs or more to supervise the corners and are instructed by the Corner Worker Chairperson on how to safely reset the cones in case a car disturbs a cone (outside the marked position). If that happens, one of the corner workers will call, via walkie-talkie radio, the Race Coordinator in the trailer if any cone is moved outside the markings on the road surface or tipped over. The number of cones displaced should be identified along with the car number (and color). If the car misses a cone (goes off the designated track layout), the worker calls in DNF (Did Not Finish). Red flags are provided in case a corner worker is on the track or an unsafe situation exists on or near the track. Waving the red flag will signal the upcoming cars to stop and those cars will be allowed to rerun the course with no penalty. Safety of the corner workers and drivers is paramount.

At the appointed start of the Autocross, the drivers and cars are lined up in assigned groups and are started on the course - each delayed to create a safe distance between racers. The timers record the elapsed time for each car. Depending on the length and layout of the course, two or three cars may compete on the course at the same time. Typically the timing function can accommodate multiple, simultaneous runs. The elapsed time for each car/driver is displayed on the side of the trailer for general viewing.

50-50 Ticket Sales - While the events are in progress, one or more workers are designated as 50-50 Drawing Ticket Sellers. The price is usually \$1 per ticket or 7 tickets for \$5. After the end of each day's racing, the audience is notified of the drawing and the drawing winner is announced, who receives 50% of the collected monies and the remainder is given to the Club.

Site Cleanup - At the end of the first day, most of the equipment is replaced back into the Club trailer. If the site is to be used for another event on Saturday night, the site may have to be completely cleared and all equipment stowed in the trailer or elsewhere. The tents, tables, chairs, and cones may be left in place if the site security is deemed adequate. At the end of the second day, all equipment is to be replaced back into the trailer or returned to private owners. All trash should be picked up. It is our best practice to leave the entire site in better condition when we leave than before we arrived. This maintains a good relationship with the owner of the site.

7.0 How to Plan and Execute the Club Road Runs

General – The Club typically sponsors road runs throughout the year. These runs are usually held on weekends to interesting local venues and restaurants via suitable side roads, if possible. These are considered to be point-to-point runs with the intent to get to a final destination (with necessary stops). A good example of a road run is our annual fall run to a historic restaurant in Brussels IL via Alton River Road and the Brussels Ferry with a stop in Pere Marquette State Park. This category of road runs would also include our Club runs to other Corvette Club Car Shows (Columbia Cup, Hannibal, and Elsberry), Fun Fest in Effingham IL, Fast Eddies and other great destinations.

In 2016, our Club had a Road Run to visit the NCM in Bowling Green, KY, Corvette Factory and race track plus a 2-hr local road run near Bowling Green. This convoy contained about 25 Corvettes and covered more than 800 miles roundtrip.

In contrast, there are more involved events called “Rallies” (see Section 8) that have certain “themes” and multiple stops along the route related to the theme of the rally.

Planning a Road Run – Usually, a Club member, designated as the Road Run Leader, sponsors the road run and previews the run to determine the best route, sufficient “rest” stops, start time, and specific information about the road run or events. If there are stoplights or other delays that might separate the convoy, the organizer should plan for safe locations to allow the convoy to regroup. The starting location and intermediate stops should be close to the route to minimize breaking up the line of cars. All stopping locations should have adequate parking for the number of cars anticipated. The use of rest stops on the interstates or gasoline stations are good locations as they usually have sufficient parking and it is convenient to fill up the car or other important business before resuming the run.

If a restaurant or event requires reservations, the Road Run Leader determines the likely Club members attending and makes the reservation. A convenient starting location and time is announced at the Club meeting and posted on the web calendar.

Longer road runs are ones that involve an overnight stay at one or more locations. Examples of this might include a drive-in movie night or an extended stay at a more distant car show event (e.g., Columbia Cup). In this case, the Road Run Leader should find a hotel/motel with a reasonable quality and price with sufficient rooms, parking, and nearby restaurants. After canvassing the Club members to obtain the likely number of attendees, the leader should make arrangements with the hotel/motel to secure a discounted group rate and block out the number of rooms anticipated. The Road Run Leader should not be obligated to reserve the rooms, rather just provide the phone number and website of the hotel/motel along with the reservation details to the potential attending Club members and they are responsible for their own lodging plans.

Maps - Prior to the run, the Road Run Leader should prepare a map with the route clearly marked in case any cars get separated from the group. An [example map](#) was prepared for a road run to the Meramec Caverns. This map is quite detailed and contains the leader’s cell phone information in case some cars become separated from the group or an emergency occurs.

Communication - All cars should have walkie-talkie radios to provide communication between cars. These radios should be the GMRS/FRS type. The common communication setup is to set the radio to channel 6 and privacy code 06 (e.g., Route “66”) to allow secure communication on the road run regarding stops at traffic lights, missed turns, delays, car troubles or other emergencies. These radios are available at local stores in the price range of \$40-\$60 for a pair. These radios will also be useful for the Club Autocross corner workers. These radios have a delay to communicate after pressing the “Talk” button. Therefore, be sure to press the “press to talk” button about two seconds before beginning to speak to allow the radios to establish communication links. This will prevent cut off of the first few words. Do not hold the radio too close to the mouth as it will distort your voice. In case if you get widely separated from the main group and the walkie-talkie radios will not communicate, call the cell phone number provided on the route map.

The 2016 road run to Bowling Green, KY had many cars that were separated some distance, a new form of communication using text messages via cell phones was used and it worked very well. The Communications Leader should set up an account on [GroupMe.com](#). This GroupMe application allows all road run members to immediately text messages and instructions to all other road run members. It is highly recommended to have a navigator in each car so they can be in charge of the communication to allow the driver to pay attention to driving. **In case the driver**

is the only person in the car, voice to text should be used because texting and driving is very dangerous.

The Communication Leader needs to add all participants' (preferably the navigator's) cell phone numbers into a master list. Members will receive an invitation to join the group text and must reply to that invitation to get the process started. The phone number on the invitation is assigned by the app. While not necessary, members can also download the app if they want more options, such as muting, taking themselves off the app, etc. Once this list is finalized and the members accept the invitation, common text messages can be sent to all members. Idle chatter is not recommended as we need to transmit only necessary information, such as starting times and locations, ready to leave at (), "We need to stop ASAP", next stop will be at Mile Marker (), next turn is at () and so on. Only the Road Run Leader should transmit important information. Do not correct the Leader unless you are absolutely sure your information is correct. Be mindful about sending messages very early or very late in the day as it may be intrusive to some members. This form of communication has the benefits of sending clear messages that are saved for future reference, communicating long distances is not a problem, and it is easily understood. After the road run, the Communication Leader will disable the group link.

Arrival at the Start Location - All road run members should arrive at the designated start location before designated run start time to sign the [NCCC waiver](#) for insurance purposes. The Road Run Leader will have copies of the waiver provided by the Governor. Be sure your cars have adequate gasoline and all passengers are "prepared" for the duration to the next stop.

Organization for the Run - On the road runs with more than a few cars, a more experienced member should be designated as the Convoy Leader, preferably the Road Run Leader. If not, the Convoy Leader should be knowledgeable about the entire route, planned stops, and re-grouping locations. It is important to have an experienced member serve as the last car. The last car has the responsibility to keep the Convoy Leader informed about a separation of the convoy at stop lights and other traffic problems. The driver or the navigator of the last car should have a portable radio and a cell phone to communicate with the lead driver. The Convoy Leader should always be informed about who is the last car. There will always be cases where cars are added to the convoy along the route and they should be added ahead of the designated last car.

Convoy Rules of the Road - At the designated start location and time, the Run Leader (or Convoy Leader) starts and leads the run and establishes a reasonable speed for the run as the lead car (no greater than the posted speed limit as the cars at the end of the line often have to travel much faster to catch up). Also, the Leader should travel no less than the speed limit, except when the convoy needs to slow down to allow any separated cars to catch up. Once the convoy is intact (the Run Leader is informed by the trailing car navigator), the speed should be approximately at the speed limit.

When the convoy passes a slower vehicle, it is important to keep the convoy moving in order to create adequate space ahead of the passed vehicle to allow the remaining convoy cars to rejoin the convoy. Providing space in the convoy for a member in the passing lane to rejoin the line of cars is preferable to allowing a Corvette to remain in the passing lane (it is safer in the convoy line).

Cars should not pass other convoy cars as this creates dangerous conditions – keep your car in the same convoy location until the next stop and then the cars may be realigned. On four-lane

roads, allow sufficient room between Club cars for non-Club cars to traverse our line for access to and from entrance or exit ramps (common courtesy).

If you notice an unsafe condition or an emergency, immediately notify the Leader about your concern.

8.0 How to Plan and Execute the Club Road Rallies

General – All the general rules and suggestions noted above for Road Runs also apply here.

Road rallies (for Corvettes) are road events held on (usually on lesser-traveled) public roads to involve the drivers and navigators in fun events and not too challenging “car-related activities”. The road rallies can be either sanctioned or non-sanctioned NCCC events. In both cases, all participants must the [NCCC waiver](#) for insurance coverage. The Club Governor needs to apply for the appropriate NCCC rally permit to allow insurance coverage for the participants and the workers.

The rallies will have a theme, such as “poker rally”, involving picking up cards at checkpoints to complete a poker hand, a “scavenger hunt rally” to pick up certain items, or a “gimmick rally” that acquires certain messages along the designated route. These rallies are organized and sponsored by club members much like the Road Runs, mentioned in Section 7. There may be an entrance fee for the events to cover incidental expenses and awards. The rally may be either held only for the Club members or it can be open to other Corvette owners. If the latter is chosen, it is recommended this event be publicized to other clubs.

NCCC Rally Guidelines – The NCCC has prepared an elaborate set of [Rally Guidelines](#) that define what a rally is, types of rallies, flyers, rules, workers and officials, entrant requirements, classes, technical inspections, general instructions, entrant meetings, routes, route instructions, odometer check, and so on. The NCCC Rally Guidelines are very elaborate. Our Club only uses a limited subset of these guidelines.

Gimmick Rally - A Gimmick Rally is one in which the Rally Master presents a set of route instructions and questions that the drivers and navigators must follow and answer along the Rally route. The drivers and navigators can be required to test their navigational abilities and match their wit and skill with the Rally Master. Answers to questions may be found on either side of the road. This Rally is scored by following written instructions, providing correct answers and checking in at the finish location by the pre-announced time provided by the Rally Masters in the drivers’ meeting. This rally is NOT scored by any type of chance or unknown factor. Other examples of Gimmick Rallies would be: 1) Scrambled Word Rally; 2) Photo Rally; and 3) Landmark Rally.

Chance Rally - Chance Rallies are fun rallies. The navigational demands are minimized, courses are relatively simple, average speeds are readily obtainable or unnecessary. There are many varieties. This type of rally is scored by chance requirements set up by the Rally Master. Questions can be answered almost anywhere, and in any way, depending upon the Rally Master and the instructions given in the "Generals". Some examples of Chance Rallies are:

1. Poker Rally -- In a Poker Rally, luck is all important. Several checkpoints are set up and, as each car pulls into the checkpoint, the driver or navigator draws the cards. The cards are either kept by the navigator or the card designation is recorded on the car’s instruction sheet. The winner is the car which comes in within the specified time with the highest or lowest poker hand, as specified at the drivers meeting.

2. Hidden Time Rally -- This Rally is scored by following specific route instructions and answering questions and getting to the end point as close as possible to a hidden unknown time. Arriving earlier or later results in accumulating penalty points, which are factored into the final score.
3. Game Rally -- A Game Rally is usually an easy route that takes the entrants from one physical or skill endeavor obstacle to the next. The entrants can do anything from shooting baskets, rolling dice, dropping pins in the bottle, casting into a floating hula hoop -- the possibilities are as fun and crazy as the Rally Master's imagination. This is the Rally equivalent of a Funkhana.
4. Hare & Hound Rally -- In this Rally, the Rally Master gives choices and the drivers and navigators must make a decision concerning a route direction. If the decision proved to be incorrect, the entrant must go back to the point of decision and take an alternate route.

General Rules and Instructions – A set of general rules and instructions for the rallies were prepared for the [General Rules and Instructions for 2012 Poker and Gimmick Rallies](#) and general rules to be followed during the rallies. These rules and verbal instructions are quite general except regarding specifics for picking up the Poker cards and finding and answering the gimmick questions. As an illustrative example, the [2012 Driving Instructions and Questions](#) are provided for guidance for future rallies. The Rally Master is responsible for laying out the rally course and selecting the questions and answers that can be found along the route.

At the Drivers meeting, the Rally Master provides a set of [written driver instructions](#) for the drivers and navigators with specific data about the two rallies. Before the start of the rallies, the driver and navigator for each car shall fill out a [Rally NCCC Registration Form](#).

Technical Inspection – It is mandatory for the NCCC sanctioned rallies that a technical inspection be conducted on each car in the rally. There is a [Technical Inspection Form](#) for rallies and economy runs.

9.0 How to Plan and Execute the Club Social Events

General – One of the main activities of the Route 66 Corvette Club is to sponsor, plan, and organize Club social events. There is a Social Committee, led by the Social Committee Chair, to identify, plan and execute the social events.

Presently, the Club has an annual Christmas party, fall bonfire, and a summer picnic. In addition, there is usually a monthly birthday luncheon at local restaurants held on Saturdays or Sundays (bring your mobile radios for communication). Additionally, the committee suggests events to the Club and, if sufficient interest is expressed, the plans are implemented. Club funds may be authorized by the Club members for the social event. If the amount exceeds a certain value, the Club must vote on the expenditure. If the social event requires a reservation, the Social Committee Chair is responsible for determining the number of interested or committed attendees and contacting the facility for reservations. The Committee Chair is not financially responsible for the event as each person or couple must make their own financial arrangements. The exception might be the annual picnic in which the Club authorizes the money for certain menu items and the Chair purchases or authorizes someone to purchase the food or supply items. For events with carry-in food, the Chair has taken the initiative to pass around sign-up sheets for food contributions.

In the case of the Christmas party, the Chair will seek the Club guidance on the location of the party and determine the number of attendees. With that information, the Chair will contract with the party facility for the food, drink, facility and band, if desired. Usually, there is a nominal meal fee per person that is recommended by the Club and the balance due is financed by the Club. There also may be a deposit payment required to reserve the party location and date. The financial transactions are handled by the Club Treasurer.

If the event is some distance away and a group of people intend to drive as a group to the event, it should be conducted as a road run with all the applicable rules and regulations (e.g., maps (if necessary) and waivers to be signed).

10.0 How to Plan and Execute the Club Newsletter (aka, Road Notes)

General – The Club monthly newsletter, called Road Notes, is currently created in a PowerPoint document and published in PDF format and emailed to Club members. The archive of these newsletters is available on the Route 66 Club website, see [Newsletters](#). The purpose and details about the Newsletter is contained in the [Standing Rules](#), see Section 5.2. The monthly Club meeting and Board of Director’s meeting minutes are recorded by the Club Secretary and those are sent to the Road Notes Editor who organizes the notes for the Road Notes format. The newsletter contains information about the Club sponsor/charities, monthly meeting location, monthly President’s letter, Club Officials and Committee Chairs and the monthly meeting and Board of Directors’ minutes, Governor’s report, VP’s report, Treasurer’s report, monthly birthdays and upcoming events.

Translation of Monthly Meeting and Board of Directors’ Minutes into Roadnotes Format – The Club Secretary transcribes the meeting notes into an electronic format that is transmitted to the Road Notes Editor. The Road Notes Editor then converts the meeting minutes into a PowerPoint document that is then converted into a PDF format. The [detailed translation and editing instructions](#) are provided for future editors. The PPT and PDF documents are emailed to the Club membership and to the Webmaster for inclusion in the Road Notes archive on the Club web page.

11.0 How to Plan and Execute the Club Website

General – A Website Team is appointed to plan, prepare and maintain the [Rt 66 Club Website](#), . The purpose and details about the Website are contained in the [Standing Rules](#), Section 5.1. The site is maintained by the Club Webmaster. Website preparation software is provided by the Club to help prepare and maintain the website. The Club Treasurer will pay the annual fee for website hosting. The website contains information about the Club Sponsors, the affiliation with NCCC, the Club officials, Club information, cars, calendar, event photos/videos, meeting times and locations, charities, newsletters, flyers, other Corvette clubs, GM news, Corvette stuff and links to NCCC and NCM websites.

Club Calendar - The Road Notes Editor currently maintains the [Club Calendar](#) and this is provided for display on the Club Website. It contains the birthdays of all the Club members and the Club social events.

12.0 How to Plan and Execute the Club Charities

General – Each year, the Club typically has more income than expenditures, yielding a net profit. This profit is used to help to pay for Club-related activities, such as awards and plaques, social event expenses and providing club supplies and equipment. Any remaining monies are then

designated toward one or more charities approved by the Club. Traditionally, the net profits from the annual Car Show, including food sales, are directed to a designated charity.

The Club members or the Charity Committee solicit worthy charities for consideration and then the Charity Committee investigates the charity's credentials and finances. The charity must be a 501(c)(3) organization. A Charity Selection Summary is prepared for each of the nominated charities. Each charity's information regarding program services, administration and fundraising expenses can be derived from the charity's annual report and/or IRS Form 990 Section IX. Many charity's annual reports are available by doing a simple internet search such as "*charity name* annual report". Most charity's IRS Form 990s are available through the [GuideStar](#) application. GuideStar is a free app that provides the most complete, up-to-date nonprofit data available. The worthy charity information is provided to the Club for consideration, see example [Charity Selection Summary \(2018 & 2019\)](#). After the information is provided to the Club members, the members vote to choose the sponsored charity, with a majority vote needed for selection. A [sample written ballot form \(2018-2019\)](#) is provided.

If there are sufficient additional Club funds available, other approved charities may be funded with the Club membership approval.

13.0 How to Update the Club Constitution, Bylaws, and Standing Rules

General – The Route 66 Corvette Club has three governing official documents; the [Constitution](#) the [Bylaws](#) and the [Standing Rules](#). These three governing documents are posted on the [Route 66 Corvette Club website](#).

Amendments to the Constitution can be made per Article XIII of the Constitution. Amendments to the Bylaws are covered in Section 10 of the Bylaws. Maintenance, addition or modifications to the Standing rules are covered in Section 8 of the Standing Rules. The Standing Rules, Section 11 creates a Rules & Regulations Committee to solicit and formulate additions and changes to these documents for the Club approval. If approved by the Club, the Committee updates the documents for publication on the Club webpage and for issuance to new members.

14.0 How to Execute the Club Finances

General –The [Constitution](#), Article XI addresses the handling of the Club finances and property, primarily by the Club Treasurer. The Route 66 Corvette Club membership dues are established in the Constitution, which defines the duration, due date and amount (which then refers to the [Bylaws](#), see Section 3 for details).

Section 6.d of the Bylaws outlines the complete duties of the Treasurer. At each Club monthly meeting, the Treasurer gives a brief summary of the financial transactions for the previous month. To help keep track of the financial transactions that occur during the meeting, there is a [Treasurer's Financial Notes Form](#) that covers expenditures approved by the Club at the meeting, actions needed by the Treasurer, and income received at the meeting.

More detailed guidelines for the Finance and Treasury are provided in the [Standing Rules](#), see Section 2, The Treasurer dispenses all bereavement memorials (Section 2.1), financial reporting of club events (Section 2.2), Future Corvette Ownership Association membership (Section 2.3), check writing guidelines (Section 2.4), annual financial audits (Section 2.5) and the request for quotation (Section 2.6) that provides the procedure for soliciting bids for larger Club purchases (greater than \$500).

The Club Constitution in Article XI, Section 7 stipulates the Treasurer shall annually update an itemized inventory of the Club physical property.

The Board of Directors shall appoint a financial audit team (not a committee) to perform an annual audit, see [Standing Rules](#), see Section 2.5, of the Club's finances with the assistance and observation of another Club officer or Board of Directors member. The results of the Financial Audit will be reported to the Club membership and copies will be available.

There is a requirement for a financial reporting of each Club event and project, per the Bylaws, Section 12, which is given to and maintained by the Treasurer.

15.0 How to Plan and Execute the Club Sponsorship

General – There is a Sponsorship Committee, see [Standing Rules](#), see Sections 9 and 11.7, that is responsible for assessing any issues involving Club sponsorship and recommendations to the Club. Members of this committee must be the contact points for any Club discussions involving sponsorship with current or prospective sponsors. These discussions may also involve other Club officers, but must include a member or members of this committee as determined by the committee Chairperson. The Sponsor may provide technical support, use of facilities for car shows or technical instruction and/or financial support to the Club.

16.0 How to Plan and Execute the Nominating and Voting Process for Officers and Board of Directors

General – The [Constitution](#), see Article VII, defines the Club Officers, qualifications, terms of office, and the election process. The elected officers shall be elected during the November business meeting and be installed at a time and place designated by the Board of Directors. The duties and responsibilities of the Club officers are set forth in the [Bylaws](#), Section 6. Article VI of the Constitution defines the members who are eligible to vote.

The history of the Club Officials, as well as current Officers, is shown as [Standing Rules](#), see Attachment “B”.

Duties of the Nominating Committee – The Standing Rules, Section 11.8, establish a Nominating Committee for the selection of volunteers for the slate of candidates for vacant officer and Board of Directors' positions. The rules and procedures of nominating and electing the officers of the Club are specified in the Bylaws, Section 5, including the duties of the Nominating Committee.

Selection of the Nominating Committee - The Board of Directors shall select a Chairperson for the Nominating Committee, if needed, at or before the August meeting. This would allow the Chairperson sufficient time to solicit persons for the remainder of the Committee. The Chairperson then can recommend those persons to the Board of Directors for consideration for the Nominating Committee.

Time-Related Nominating Process - The following is a schedule of events that should help to ensure an orderly nominating process that allows the Club membership to fully engage in the nominating process.

- **At or before the August Meeting** – The President will solicit volunteers for the position of Nominating Committee Chairperson. The President appoints the chairperson and asks the Board of Directors for an affirmation. This would allow the Chairperson to solicit and recommend persons for the remainder of the Committee.

- **September Club Meeting** – The Chairperson of the Board of Directors shall announce the full Nominating Committee membership at the September meeting. The Nominating Committee Chairperson will then identify to the Club membership each office or Board of Director position that is open for nomination and explain the duties, responsibilities and tenure for each position. The Nominating Committee Chairperson announces that nominations are open and they will continue through to the October meeting. Contact information for the Nominating Committee will be provided to assist in the nominating process. The members of the Nominating Committee will contact the prospective nominees to advise them of the duties, responsibilities, and tenure of the office and make sure the prospective nominee is willing to accept the office.
- **After the September Meeting** – The Nominating Committee will send out an email to the Club members within 7 days after the September meeting with the nominating information announced at the September meeting and then solicit potential nominees for the vacant positions.
- **October Club Meeting** –The Nominating Committee Chairperson announces and identifies each person that has been nominated for each vacant position and asks for any other nomination from the floor. The nominations of each person for each office are accepted or rejected by formal motion. This action in the October meeting formally closes the nominating process.
- **By mid-October** – The Nominating Committee will send an email to the Club membership with a complete listing of all the vacant offices and the list of nominees for each office.
- **November Club Meeting** – The Nominating Committee Chairperson announces and identifies each person that has been nominated.

Prior to the election, the Nominating Committee Chairperson should introduce to the Club the candidates for each office. Then each candidate will introduce himself/herself, mention relative experience for the position, and why the members should vote for them.

The Club President or designated person will conduct the election of officers by secret paper ballot with the names of the nominees for each office. Ballots will be counted by a team appointed by the President at the meeting prior to the votes being cast. This team shall consist of three owner-members, or charter members, not listed on the current election ballot. It is suggested that at least one Director serve as an observer of the vote-count process or be a member of the vote counting team. More detail on the election process is provided in the Bylaws, Section 5.

17.0 How to Plan and Execute the Membership Process

General – The [Constitution](#), Article III, addresses the categories of membership (Charter Member, Owner/Member, Enthusiast, Youth, and Honorary Members), term of membership (one year), and the suspension or revocation of membership. The [Bylaws](#), Sections 1, 2 and 3, addresses the types of membership (referring to the Constitution, Article III, Section 1), the suspension or termination of membership, and dues and requirements, respectively. The NCCC recently added the Enthusiast membership category and that is now reflected in our documents. The [Standing Rules](#), Section 10.3 and attachment “A” define the membership information package for new members.

There is a defined process to add new members to the Rt 66 Corvette Club. This process is outlined in the document, [Processing New Memberships](#). This document specifies the actions to be accomplished by the Membership Chair, Club Treasurer, and Club Governor.

There is a [New Member Welcome Letter \(blank form\)](#) that will be modified to include each new member(s) names. This letter will contain a welcome message from the Club President along with useful information for our new members. This letter is included in the new member package along with the informative [Rt 66 Club tri-fold pamphlet](#). This pamphlet contains information about the Club history and purpose, the location of our monthly meetings, our sponsor, pictures of typical Club events and useful Club contacts.

18.0 How to Plan and Execute the Points and Awards Program

General - A Points and Awards Program has been incorporated to stimulate membership participation. This program is defined in the [Standing Rules](#), Section 6. The program is administered by the Vice President. This points program has just been revised, so the latest version can be found as noted.

The point earning year starts on the first of November each year. The current [Points Log Form](#) available on the Club Website. The current awards are:

- NCCC Competition Award
- Route 66 Corvette Club Participation Award
- 100% Participation Award
- Additional specialty recognition awards (if recommended)

Bids for the award trophies will be solicited from interested trophy companies per the procedure defined in the Standing Rules, Section 2.6. The winning bid will be determined by the Board of Directors. The yearly awards are distributed at the annual Christmas Party.

19.0 How to Plan and Execute the Club Roster

General – As a means to maintain contact and historical data about the Club members, the Membership Chairperson updates and regularly distributes the Club Roster of members. The roster is an Excel file and is translated into PDF format as an alternate file type for transmitting to Club members. *[An example of the Roster is not shown as it contains some privileged member information.]* Due to sensitive data in the file, the rosters are not posted on the Club website and should not be distributed outside the Club. The Club roster is used to contact members and identify important dates.

20.0 How to Plan and Execute the Storage Trailer Maintenance

General – Since its creation, the Club has accumulated items to be retained and stored for future use. The Treasurer was assigned the task of creating and maintaining an annual Physical Inventory *[purposely not shown]* of the Club possessions, per [Bylaws](#), see Section 6d, Duties of the Treasurer. The Treasurer maintains the annual inventory sheets in his/her possession.

Initially, the Club rented a storage locker to house most of the Club property, but the arrangement of items inside the locker was nil and transport of the items to the Club events was time-consuming and difficult.

In 2010, the Club approved the purchase of an enclosed storage trailer to hold and transport most of the Club items to the Club events. The Trailer Committee is responsible for selecting a safe, secure, and accessible location to store the club trailer when it is not in use.

Organization and Maintenance of the Storage Trailer – After the initial trailer purchase, a group of Club members organized the storage of the items in the trailer and built racks and shelves for the Club equipment and a shelf for the concession and timing door.

Subsequently, a Trailer Committee was created, see the [Standing Rules](#), Section 11, to assure the trailer continued to be organized and maintained in a safe and sustainable manner. The Trailer Committee Chair has developed a document to control and sustain the Club storage trailer, the [Governance of the Route 66 Storage Trailer](#). This document defines the responsibilities of the Trailer Chairperson, disposition of the trailer keys, how to organize and maintain the trailer interior, safety and general inspections, insurance and licensing, and safely moving the trailer to and from events.

Financial Obligations – The Club Treasurer is responsible for paying the trailer licenses and insurance premiums.

21.0 Technical Information and Technical Event Inspections

General – The Club members have a wide variety of experience and knowledge about the care and well-being of their cars. To help gather and disseminate the corporate knowledge, a Technical Committee was formed as documented in the [Standing Rules, Section 11.2](#). *“This committee shall be available to assist other Club members with technical problems. It shall have the responsibility for technically inspecting the cars at all Club events that require tech inspections.”*

The Technical Committee shall have the responsibility to technically inspect the cars at all Club events that require Tech inspections.