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CONSTITUTION

AMENDED ARTICLES OF INCORPORATION
OF
NATIONAL CAMPERS AND HIKERS ASSOCIATION, INC.

This instrument is to certify that we, HENRY E. NATHAN, FRANCIS E. BOCCIA, DONALD J. ZADOFF, CHARLES SILVER, and LEONARD KARZMAR, do hereby associate ourselves into a corporation under and by virtue of the provisions of an Act of the Legislature of the State of New Jersey, entitled "The Corporations and Associations Not for Profit Act." (Title 15 of the Revised Statutes of 1937, N.J.S.A. title 15) and the amendments thereof and supplements thereto, for a lawful purpose other than pecuniary profit as hereinafter stated, and to that end we do by this instrument certify that:

FIRST: The name by which this corporation shall be known in law shall be the NATIONAL CAMPERS AND HIKERS ASSOCIATION, INC.;

SECOND: The purposes of the Corporation are: (Amended May 8, 1984)

(A) To encourage the people of North America and elsewhere to participate in recreational activities which protect, conserve, and defend the natural resources set aside by the Government of the United States, or any governmental unit forming a part thereof, or any other government, for the purpose of conserving the scenery and wildlife therein unimpaired for the enjoyment of future generations;

(B) To promote physical fitness, self-reliance, sound camping and hiking skills, an appreciation of nature, and ecological dependence, and obedience to laws, rules and regulations pertaining thereto in the utilization of natural resources on public and private lands by its membership;

(C) To carry on educational and charitable purposes directly by application of assets of the Association for such purposes or indirectly by contributing from such assets to the work of such other persons, trusts, funds, or foundations whose purposes, objectives and/or operations are exclusively educational, literary, historic, or charitable:

(i) To cause to be published and distributed to its membership in periodical form literary material relating to conservation and utilization of natural resources by campers and hikers;

(ii) To maintain a library of books, records, periodicals, reprints and other material for the use of lecturers and others acting for or on behalf of the Association;

(iii) To sponsor and support seminars, meetings, conferences, media presentations, books, and periodicals whose purpose or themes coincide with any of the foregoing purposes;

(iv) To provide scholarship assistance to members and their children who intend to pursue studies in wildlife management, conservation, and/or forestry, related studies, and/or all other fields of study;

(v) To provide wildlife grant assistance to members who participate in our wildlife protection, and to award grants to other organizations participating in wildlife conservation.

(D) To take and to hold by bequest, devise, gift, grant, purchase, lease, or otherwise, either absolutely or jointly with any other person for any of the purposes herein set forth any property, real, personal or mixed, or any undivided interest therein, without limitation as to amount or value; to convey, sell or otherwise dispose of such property; and to invest, reinvest and deal with the same in such manner, as in the judgment of the Association shall best promote the purposes of the Association, subject to such limitations, if any, as are set forth in statutes applicable thereto, but without and free from restrictions applicable to trustees or trust funds;

(E) To acquire real or personal property, whether tangible or intangible, by purchase or otherwise, to be held, bought, sold, exchanged, conveyed, leased, pledged, mortgaged or otherwise encumbered; and to exercise any and all rights, powers and privileges of any individual holder thereof in order to further the charitable, educational and conservation purposes of the Association;
(F) To disburse the net income of the Association, after reserving sufficient funds to provide for normal budgeted expenses of the Association's on-going activities, to the activities of educational institutions, government and community agencies, devoted to activity which enhance the use and availability of natural resources utilized by its membership; and

(G) In general, to carry on any other activity connected with or incidental to the foregoing purposes and to have and to exercise all powers conferred by the general laws of the State of New Jersey upon non-stock corporations.

The foregoing clauses shall be construed both as objectives and as purposes and shall be deemed to be cumulative, and none of them shall be deemed as restricting or limiting the other.

THIRD: The location of the principal office of this Corporation is the same address at No. 4804 Transit Road, Building 2, in the City of Depew, County of Erie, New York 14043-4906. (amended May 8, 1984; May 1, 2011)

FOURTH: The number of Trustees selected for the first year of the existence of the said corporation shall be five, and the names and post-office addresses of the said trustees follow:

<table>
<thead>
<tr>
<th>NAMES</th>
<th>POST-OFFICE ADDRESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry E. Nathan</td>
<td>515 South 13th St., Newark, New Jersey.</td>
</tr>
<tr>
<td>Francis E. Boccia</td>
<td>218 Lyons Avenue, Newark, New Jersey.</td>
</tr>
<tr>
<td>Donald J. Zadoff</td>
<td>226 Lyons Avenue, Newark, New Jersey.</td>
</tr>
<tr>
<td>Charles Silver</td>
<td>449 Mountainview Avenue, Orange, New Jersey.</td>
</tr>
<tr>
<td>Leonard Karzmar</td>
<td>C/O Kogan, 506 5. 14th St., Newark, New Jersey.</td>
</tr>
</tbody>
</table>

FIFTH: The name of the Resident Agent therein and in charge thereof, upon whom process against the Corporation may be served, is The Corporation Trust Company, 28 West State Street, Trenton, New Jersey 08608 (Amended May 8, 1984)

SIXTH: The Association shall be strictly a non-profit and nonpolitical organization, and no part of the assets or income of the association shall inure to any member or officer, except as compensation for specific duties performed under the direction of others in authority.

Upon final dissolution or liquidation of the Association, the remaining assets of the Association shall be distributed in such manner consistent with its purposes as the Association shall specify, to those educational, charitable, or historical organizations, as are then exempt from taxation under the provisions of Section 501(c) (3) of the Internal Revenue Code. (Added May 8, 1984.)

Notwithstanding any other provision of this Certificate of Incorporation (and any Amendments thereto), the Corporation is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, and to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals as specified in Section 501(c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954. (Added May 3, 1986.)

No substantial part of the activities of the Corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501(h)), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office. (Added May 3, 1986.)
IN WITNESS WHEREOF, we have here unto set our hands and seals on this 25th day of October, 1954.

HISTORICAL REFERENCES OF INCORPORATION

Original Articles of Incorporation dated October 25, 1954.
Signed by:

Henry E. Nathan
Francis E. Boccia
Donald J. Zadoff
Charles Silver
Leonard Karzmar

Amendment to Articles of Incorporation made on July 11, 1966.
Signed by:
James P. Welsh, President
Frances Opela, Secretary

Amendment to Articles of Incorporation made on May 8, 1984.
Signed by:
Richard DeCabooter, President
Joan M. Murray, Secretary

Amendment to Articles of Incorporation made on May 3, 1986.
Signed by:
Richard DeCabooter, President
Joan M. Murray, Secretary

Amendments to Articles of Incorporation made on May 1, 2011
Signed by:
Jack Smye, President
Susan Carlsen, Corresponding Secretary
BYLAWS

NATIONAL CAMPERS AND HIkers ASSOCIATION INC.

ARTICLE I. NAME

Section 1. The name of this corporation shall be National Campers & Hikers Association, Inc., doing business as (d.b.a.) Family Campers & RVers, hereinafter referred to as FCRV.

ARTICLE II. PURPOSES AND OBJECTIVES

Section 1. The purposes of FCRV are as stated in the Articles of Incorporation.

Section 2. The objectives of FCRV are:

A. To provide, through identification with the National Campers and Hikers Association, Inc., a basis for a friendly welcome to other members.
B. To encourage the organization and binding together of local chapters of campers, hikers and RVers, and unaffiliated members, in order to achieve uniformity of effort and results.
C. To cooperate with other organizations which are working toward the conservation of our natural resources.
D. To provide for a frequent interchange of camping, hiking and RV ideas.
E. To recommend improvements in camping, hiking and RV facilities wherever the need exists; to bring these recommendations before the proper state, provincial, or national agencies; and to press for action until final resolution has been reached.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Any individual or family, upon written application and payment of the current year's dues in advance, may be eligible for Regular Membership, with all the rights privileges of FCRV members contained herein.

B. Any individual or family, upon written application and payment of the current Life Membership dues in advance, may be eligible for Life Membership, with all the rights and privileges of FCRV members contained herein.

C. Any organization or corporation whose activities are related to FCRV's purposes or objectives, upon written application and payment of the current year's dues in advance, may be eligible for Commercial/Campground Membership. Said application shall be subject to approval of the Board of Trustees. Commercial/Campground members shall be entitled to all privileges of FCRV membership, except voting and holding office.

Section 2. Each classification of membership will receive membership materials as specified in the Operations Manual.

Section 3. All dues shall be fixed by the Board of Trustees and payable in US funds, or the equivalent in Canadian funds.

Section 4. Any non-member distinguished for the rendition of unusual or outstanding services or assistance to FCRV may be elected to Honorary Membership by the Trustees. Honorary Membership may be renewed annually at the discretion of the Board of Trustees. Honorary Members shall have all the rights and privileges of membership except voting and holding office.

Section 5. The Board of Trustees, by two-thirds vote, may award an Honorary Life Membership to any member because of outstanding and sustaining service to FCRV above and beyond the ordinary demands of membership. An Honorary Life Member shall pay no dues and shall have all the privileges of membership and shall continue so long as either the husband or wife shall remain living.

Section 6. The Board of Trustees may award Honorary Chapter Status to any State, Province, City, Town or organization (hereinafter called a group) for rendition of outstanding services or assistance to FCRV.
A. The Honorary Chapter name shall include the name of said group as part of their chapter name, and shall be carried on the Honorary Chapter roll of FCRV for one full year from the date of such award.

B. The legally recognized officers, directors or leaders of said group shall be recognized as the Chapter Officers.

C. The citizens, residents or members of said group shall be recognized as the membership and shall be called Honorary Chapter members.

D. Membership rights and privileges:
   1. Honorary Chapter Members shall not pay dues.
   2. Honorary Chapter Members may display the colors, logo and insignia of FCRV.
   3. Honorary Chapters may be converted to an active chapter at any time by completing the following:
      a. Chapter constitution and bylaws.
      b. Application for chapter charter.
      c. Members becoming dues paying members of FCRV.
   4. Honorary Chapters and their members shall have no other rights and privileges.

Section 7. In the event of dissolution or other termination of FCRV, no member, whether Regular, Life or Commercial/Campground, shall be entitled to refund of any membership dues paid.

Section 8. All rights in the Life Membership of a family shall terminate upon the death of the survivor of the husband and wife Life Members. All rights in the Life Membership of an individual shall terminate upon the death of the Life Member.

ARTICLE IV. OFFICERS

Section 1. The Officers of FCRV shall be President, Vice President - Operations, Vice President - Programs, Vice President - Planning & Development, Recording/Corresponding Officer, Comptroller, and (immediate) Past President. These Officers shall serve without compensation.

Section 2. The President shall:
   A. Preside at meetings of FCRV, the Board of Trustees and the Executive Board;
   B. Enforce the laws, rules and regulations of FCRV;
   C. Call special meetings whenever necessary;
   D. Be in charge of administrative policies, expansion programs, the general welfare and legislative programs, and generally the work of the members of FCRV;
   E. Authorize and direct all publications and evaluation reports, subject to the approval of the Board of Trustees;
   F. Appoint the Chairpersons of Special Committees;
   G. Oversee the operations of the FCRV office;
   H. Perform any other duties normally associated with the office of President.

Section 3. In case of inability or absence for any cause of the President, the Vice President - Operations shall perform the duties of that office (temporarily or until the next Presidential election). Should the Vice President – Operations be unable to fulfill the duties of President, the order of succession would be Vice President - Programs and then Vice President - Planning & Development. The position of Vice President - Operations would be filled temporarily (or until next election for that position) by either a shuffle within the existing Trustee positions or a non-elected appointee approved by the elected Trustees. An appointee to any Trustee position may succeed to the Office of the President after fulfilling the expired term to which he/she was appointed and after being duly elected to that or another Trustee position.

Section 4. The Recording/Corresponding Officer shall be responsible for keeping the records of FCRV, the minutes of the meetings of the Board of Trustees and the Executive Board; handle all correspondence as directed by the Board of Trustees or the Executive Board; and maintain the official manuals of the organization.

Section 5. The Comptroller shall be the custodian of the funds, securities, and assets of FCRV and shall perform all the duties usually appertaining to such office.

Section 6. The Vice President - Operations shall:
A. Submit recommendations for appointment of State, Provincial and Regional Directors to the Board of Trustees for approval and be in charge of said Directors.
B. Report to the Regional, State and Provincial Directors the actions taken by the Board of Trustees.
C. Issue charters for all chapters and Associations.
D. Annually appoint and be in charge of the Awards Committee and its Chairperson, said appointments to be approved by the Board of Trustees.
E. Perform any other duties directed by the Board of Trustees or specified by these Bylaws.

Section 7. The Immediate Past President shall perform such duties as are assigned to him.

Section 8. In case of death or resignation of any officer, excepting in the office of President, the Board of Trustees shall appoint a member to fill the unexpired term of such officer.

Section 9. The member of the Board of Trustees having responsibility for each Program Director shall recommend Program Directors to the Board of Trustees for their approval and removal by a two-thirds vote.

ARTICLE V. BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the President, Vice President - Operations, Vice President - Programs, Vice President - Planning & Development Recording/Corresponding Officer, Comptroller, and the (immediate) Past President. The members of the Board of Trustees shall serve without compensation.

Section 2. This Board shall govern all of the affairs of FCRV and shall have the power to regulate the granting of membership and election of officers. It shall be in charge of the funds, stocks, assets and investments and other disposition of the money of FCRV.

ARTICLE VI. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of all members of the Board of Trustees, Regional Directors, State Directors, Provincial Directors and Program Directors. The members of the Executive Board shall serve without compensation.

Section 2. The Executive Board shall perform such duties as specified in these Bylaws or assigned by the Board of Trustees. In addition, the Executive Board shall have the power to:
A. Elect the Vice President - Operations
B. Approve amendments to the Bylaws.
C. Remove officers for just cause.
D. Suspend, cancel or terminate charters.

Section 3. The Vice President - Operations shall represent the State, Provincial and Regional Directors at all meetings of the Board of Trustees.

Section 4. The title of Founder shall be a perpetual recognition of forethought of H. Ellsworth Nathan in originating the National Campers and Hikers Association and he shall forever be known by that title. He is an honorary member of the Executive Board with no voting rights.

ARTICLE VII. DIRECTORS AND COMMITTEES

Section 1. Subject to the approval of the Board of Trustees, the Vice President - Operations shall appoint Regional, State, and Provincial Directors.

Section 2. The President may cause to be appointed the Chairpersons of Special Committees as deemed necessary by the President.

Section 3. The Recording/Corresponding Officer shall appoint a committee of three for the selection of the recipients of awards and citations. This committee shall determine the degree of merit and type of awards to be made and submit their selections to the Recording/Corresponding Officer.
Section 4. The term of all Program Directors appointed by the Board of Trustees or Chairpersons appointed by the President will expire when the Board of Trustees member responsible for the Director or President who appointed the Chairperson, leaves office, or unless previously released by the Board of Trustees or the President.

ARTICLE VIII. MEETINGS

Section 1. Board of Trustees and Executive Board  
A. Meetings of the Board of Trustees and the Executive Board shall be fixed by the President or a majority of the Board of Trustees.  
B. At least ten days' written notice shall be given of all Executive Board meetings. Such notice of meetings shall be mailed by ordinary mail to the last registered address of the person to be notified, as set forth in the records of FCRV.  
C. Except as herein otherwise provided, a majority of the Board of Trustees shall constitute a quorum for the transaction of all business of the Board of Trustees.  
D. Except as herein otherwise provided, a majority of the Executive Board shall constitute a quorum for the transaction of all business of the Executive Board, providing a quorum of Trustees are present.

Section 2. Annual Meeting – Campvention:  
A. The Annual Meeting of FCRV shall be held once each year during the Annual Campvention, unless otherwise decided by the Board of Trustees. The Annual Campvention will be held some time during the time period of the last two weeks of June through the first two weeks of August.  
B. The purpose of the Annual Meeting will be to receive annual reports on the conduct of the business of FCRV.  
C. A majority of FCRV members in good standing shall constitute a quorum for the transaction of all business of FCRV, except that if the membership exceeds fifty then twenty-five or more shall constitute a quorum.  
D. The Board of Trustees will approve the site for the Annual Campvention and will, with the assistance of the Campvention Committee Director, designate a qualified person(s) to serve as the Campvention Host Chairperson(s). Such Host Chairperson(s) will be responsible for conducting the Campvention under the general guidelines established by the Board of Trustees.  
E. In the event of the inability of said Campvention Host Chairperson(s) to act as Chairperson, the Board of Trustees shall designate another Host Chairperson.

ARTICLE IX. ELECTIONS

Section 1. All officers (except the Vice President - Operations) shall be elected by a plurality vote of FCRV members for two-year terms of office or until their successors are elected and installed. Elections will be held annually, with the positions of President, Vice President - Programs, and Recording/Corresponding Officer elected in even years; and Vice President - Operations, Comptroller, and Vice President - Planning & Development in odd years; each being elected with the expiry of their two-year term. The Vice President - Operations will be elected by the Executive Board.

Section 2. A Nominating Committee shall be selected by the Board of Trustees prior to September 1 each year to select candidates for the three positions to expire the following year. (Procedures will be found in the Elections Section of the Operations Manual.)

Section 3. The Nominating Committee shall consist of four members of the Executive Board and any Past Trustee who shall act as Chairperson. No member of the Nominating Committee may run for office.

Section 4. The Nominating Committee will consider all members in good standing as eligible for consideration. The Committee will contact each proposed nominee and secure in writing the member's willingness to serve if elected and a statement of personal qualifications.

Section 5. The Nominating Committee shall submit a slate of two (2) or more nominees for each elective office to the Board of Trustees prior to December 1. Candidate names may be submitted to the Chairman of the Nominating Committee before November 15th. If the minimum of two nominees cannot be found by November 15, only one candidate may be offered for elective office. Unopposed candidates negate the need
for an election. At the Annual Meeting, the President will direct the Recording/Corresponding Officer to cast one vote for the unopposed candidates.

Section 6. The Trustees will cause an absentee ballot to be mailed to each FCRV member who requests one by January 15. If the slate of candidates is not finalized by January 15, the member will be required to write in the names of the candidates of their choice from the published list of candidates available after January 15.

Section 7. The Trustees will cause the ballots, except absentee ballots, to be distributed to all FCRV members in March. Voting may be done in two formats – electronically (e-mail) or paper ballot via U.S. Postal Service. The national office maintains an e-mail address data base for electronic balloting. Prior to the election, notices will be sent to ensure that members’ e-mail addresses are current. Upon confirmation, an e-ballot will be sent in March. Members who choose to vote electronically, will not receive a paper ballot.

Section 8. Each individual or family membership in FCRV shall be entitled to one vote for the election of officers.

Section 9. All ballots, electronic and paper (including absentee) shall be returned to an address selected by the Board of Trustees, postmarked before April 15. The Board of Trustees shall cause the ballots to be counted by a firm independent of FCRV, who will certify before April 30 to the President the result of the election.

Section 10. Any member in good standing may petition the Past President concerning the conduct of the election. The Past President shall appoint a committee composed of at least three Executive Board members to investigate the petition. The committee will report its findings to the Past President who shall attempt to resolve any problems which may be found, if possible. The petition, findings and resolution, if any, will be presented by the Past President at the next meeting of the Executive Board, whose action shall be considered final. If no petitions are pending before it, the Executive Board may order the destruction of the ballots at the expiration of 90 days following the election.

Section 11. The officers, except the Immediate Past President, shall be installed at the Annual Meeting following their election. When it is necessary for the newly elected Trustees to conduct the Executive Board Meeting before they have been officially installed, then, for the duration of the meeting, they will be acknowledged as fully legitimate officers of FCRV and all decisions made and all business transacted at that meeting will be valid, legal and binding.

Section 12. The Vice President - Operations shall be elected by the Executive Board for a three-year term in 2012; with subsequent elections occurring in the odd numbered years beginning in 2015 for a term of two years.

A. The President shall appoint a nominating committee of three members of the Executive Board to conduct the nomination and election.

B. Nominations shall be made by February 28th of the election year.

C. Said committee shall distribute ballots to the Executive Board, to be returned no later than April 30th.

D. The Nominating Committee shall count the ballots and report the results to the Board of Trustees.

E. The Vice President - Operations shall be installed at the Annual Meeting following said election.

ARTICLE X. REMOVAL OF OFFICERS, AND REGIONAL, STATE AND PROVINCIAL DIRECTORS

Section 1. Officers may be removed for just cause by a two-thirds vote of the entire Executive Board.

Section 2. Regional, State and Provincial Directors may be removed for just cause by a two-thirds vote of the entire Board of Trustees.

Section 3. Just cause shall be defined as any of the following:

A. Personal use of FCRV funds or property.

B. Failure to comply with Board of Trustees or Executive Board directives.

C. Failure to comply with FCRV policies or directives.

D. Other serious misconduct in office.

Section 4. In case of the extended absence of any officer, or a Regional, State or Provincial Director, or should the above designated Board not wish to act on removal, the Board may, by a majority vote of the entire Board, consider removal of such officer.
designated Board, delegate the powers and duties to any other officer in the case of an Officer, or any other member in the case of a Director.

Section 5. Removal or delegation shall require that just cause be shown at a regular meeting of the above designated Board and prior notice for such anticipated action must have been sent to all such Board members, including the Officer or Director to be removed or replaced.

ARTICLE XI. CHARTERS AND DESIGNATION OF AFFILIATES

Section 1. FCRV is empowered and authorized to issue charters to State, Provincial and Unit Associations, and Chapters of individuals, composed of campers, hikers and RVers who are members of National Campers and Hikers Association, Inc., pursuant to these Bylaws.

Section 2. The term State or Provincial Association shall mean the Association of chartered chapters organized in and for the separate States of the United States or Provinces in Canada.

Section 3. The term Unit Association shall mean the chapters organized in and for the cities, towns, counties, or any other subdivision of states or territories of the United States, or Provinces or territories in Canada.

Section 4. The Board of Trustees of FCRV shall promulgate rules and regulations governing the admission of State, Provincial and Unit Associations, and chapters, and the amendment of such rules and regulations.

Section 5. The Executive Board may suspend, cancel or terminate State, Provincial or Unit Association or chapter charters on the request of the Vice President - Operations.

Section 6. Bylaws of all chapters shall first be approved by the State or Provincial Director of the State or Province. Thereafter, the charter application shall be approved by the Vice President - Operations.

Section 7. All proposed amendments to State, Provincial or Unit Association, or Chapter Constitutions or Bylaws shall be approved by the State or Provincial Director prior to the final vote by the chapter members.

Section 8. State, Provincial and Unit Associations, and chapters, shall work through, and cooperate with, the State or Provincial Director of their State or Province. The State or Provincial Director shall have the responsibility, subject to review by the Executive Board, to veto actions of any State, Provincial, or Unit Association, or chapter, which are contrary to the policies of FCRV.

Section 9. No State, Provincial or Unit Association, or chapter, shall disband, so long as there remain five members in good standing on its rolls who wish to remain a chartered chapter of FCRV, without the express approval of the State or Provincial Director.

ARTICLE XII. OWNERSHIP RIGHTS

Section 1. The names National Campers & Hikers Association, Inc. and Family Campers & RVers may be used only by FCRV. Its insignia may be used on various articles and/or publications approved by the Board of Trustees.

Section 2. All manuals, programs, patches or other materials developed for FCRV at the request of the Board of Trustees or the Executive Board shall become the sole property of FCRV, unless otherwise directed by a majority vote of the Executive Board.

ARTICLE XIII. RULES OF ORDER

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern FCRV in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order FCRV may adopt.
ARTICLE XIV. AMENDMENTS

Section 1. These Bylaws may be amended or revised by a majority vote of the Executive Board, provided that notification of intent to amend or revise is included in the call for such a meeting, and also provided that a quorum is present at such meeting.

Section 2. The Articles of Incorporation may be amended or revised by a two-thirds vote of the entire Board of Trustees, provided that notification of intent to revise or amend has been sent to all Trustees.

ARTICLE XV. DISSOLUTION OF FCRV

Section 1. Should the activities of FCRV be terminated, any property or funds held by FCRV shall be disposed of in the following manner, as specified in the Articles of Incorporation:
A. Property and assets shall be sold, as directed by the Board of Trustees.
B. After all debts have been satisfied, the remaining funds shall be given to tax exempt educational, charitable or historical organizations.
C. The choice of programs or institutions to receive distribution of the assets of FCRV shall be decided by the majority vote of the members of the Board of Trustees just prior to the termination of FCRV.

ARTICLE XVI. ADOPTION OF BYLAWS

Section 1. With the adoption of these Bylaws, all previous Bylaws shall be cancelled.

HISTORICAL REFERENCES FOR BYLAWS

Bylaws adopted July 1960  Amended July 1990  Amended June 2007
Amended July 1964  Amended July 1991  Amended June 2009
Amended July 1966  Amended July 1994  Amended October 2010
Amended February 1977  Amended July 1996  Amended July 2011
Amended February 1982  Amended January 1997  Amended August 2016
Revised May 1987  Amended February 1998  Amended September 2017
Amended May 1988  Amended July 2000
Amended July 1989  Amended July 2002
REGISTERED TRADEMARKS OF FCRV INSIGNIA / LOGO / NAMES

A. FCRV currently has two of its insignia/logo/names registered with the U.S. Patent and Trademark Office, as follows:

1. *Camping Today* magazine.
2. Family Campers & RVers.

B. USAGE

1. The trademarked names and logos should have an R in a circle "®" placed beside the lower right edge of the name or logo.
2. The trademarked insignias and decals should have an R in a circle "®" placed inside the lower right edge of the insignia or decal.
3. The registered trademarks cannot be used without FCRV’s Commercial Director’s permission or approval.
4. In magazines such as *Camping Today* and each State/Provincial newsletter, the “®” should be placed after the first use of the mark in the magazine, or newsletter, and definitely on the magazine or newsletter cover. On the FCRV insignia (patches and decals), the "®" should be inserted on the insignia and decals by the manufacturers.
5. When chapters or other entities within the organization have an item manufactured with the logo or name, the manufacturer will be notified to include the "®" at the lower right edge of the name or logo (i.e., cups, shirts, etc.). This applies to all items sold to members, as well as advertising, marketing and selling to the general public.

C. The right to the trademarks can be challenged if members neglect to publicize the trademarks’ status consistently.

The two referenced trademarks are renewable with the U.S. Patent and Trademark Office every 5 years through the FCRV attorney’s office. The FCRV President is responsible for knowing that the trademarks are renewed at the designated intervals.

Here are examples of use of the "®" with the name and logo in magazines, newsletters or items containing the name and/or logo, and on insignias or decals.

**FAMILY CAMPERS & RVers ®**

OR

**CAMPING TODAY ®**
ORGANIZATION OF FCRV

The organization is administered by volunteers except for a few employees of the National Office. There are five National Officers who are elected by the membership and serve two-year terms. They are the President, Vice President - Programs, Vice President - Planning & Development, Comptroller, and Recording/Corresponding Officer. These officers along with the Immediate Past President and the Vice President - Operations, who is elected by the Executive Board and serves a two-year term, make up the National Board of Trustees, which is the governing body of the entire organization. Next is the National Executive Board which consists of the Trustees, Regional, State/Provincial and National Program Directors. On the Executive Board, the Regional and State/Provincial Directors represent the membership from all areas, and along with the National Program Directors, are able to sound out problems and seek solutions.

The National Program Directors are members appointed by the Trustees and charged with directing and advising on a particular program, such as conservation, retirees, teens, hiking, etc. They develop a program and tailor it to the needs and desires of FCRV. After a program policy is approved by the Trustees, the program director advises and assists all directors in the administration of that program (Program Directors report to the Vice President - Programs). The National Scholarship Fund and the National Wildlife Refuge Fund are specialized programs incorporated as separate entities.

The FCRV National Office performs the National administrative and clerical duties. The FCRV Editor supervises the official FCRV publication and provides material for other FCRV publications as approved by the Board of Trustees.

The FCRV is divided into eight regions each headed by a Regional Director, nominated by the Vice President - Operations, and approved by the Trustees. The States/Provinces are divided into regions as follows:

1. Far West Region - Arizona, California, Colorado, Nevada, New Mexico, Utah, and Wyoming.
2. South Central West Region - Arkansas, Louisiana, Mississippi, Missouri, Oklahoma, Tennessee, and Texas.
3. Heartland - Iowa, Kansas, Minnesota, Montana, Nebraska, North Dakota, South Dakota, and Manitoba.

Known as the "Friendliest People in the World," FCRV is an organization dedicated to camping fellowships, the preservation of our international heritage, and the strengthening of family bonds through shared activities in the out-of-doors. The organization is democratic with chapters and members voting on activities and programs they wish to pursue as long as they adhere to the general aims of FCRV.

Each State/Province is headed by a State/Provincial Director. These positions are filled by recommendation of the Regional Director to the Vice President - Operations, who submits the names to the National Trustees for approval. Field Directors and District Field Directors are appointed by the State/Provincial Directors to serve one-year terms at the pleasure of the State/Provincial Director, who may make reappointments based on performance evaluation. Each Director reports to their immediate superior, but has the right of appeal to someone higher in the organization if not satisfied with the results. The organization is designed to service the membership divided into chapters of teens, retirees, and regular adult chapters, as well as members-at-large.
ORGANIZATIONAL STRUCTURE CHART OF FCRV
BOARD OF TRUSTEES (SETS MAJOR POLICY)

President
  Office Manager
  Legal Counsel
  Vice President Operations
  Vice President Marketing & Development
  Vice President Programs
  Comptroller
  Recording Corresponding Officer
  Past President

Vice President Planning & Development
  Strategic Planning Coordinator
  Marketing & Advertising Director
  Commercial Director
  Membership Director
  Camping Today Editor
  Legislation U.S. and Canada
  Website Editor
  RV Industry Liaison

= Trustees
= Executive Board (non-voting)
= Contract Affiliate
= Assigned Function
Vice President
Operations

Regional
Directors

State/Provincial
Directors

Field Staff
Chartered
Chapters

State/Provincial
Associations

Members at Large

Chapter
Members

= Trustee
= Executive Board
= Executive Board (non-voting)
= All others
Trustee = Executive Board
CODE OF ETHICS FOR FCRV MEMBERS

I. I will be considerate of others and will treat public and private property with respect. I recognize the fact that everyone will judge campers and RV owners by my actions.

II. I will ask permission to park on private property.

III. When parked or camped I will:
   A. Dispose of sewage in recommended places only, and never throw plastic bags in toilets or garbage pits.
   B. Discharge waste water as designated and not pollute lakes, streams, and water supplies with trash or sewage.
   C. Use caution with fire and leave NO campfire unattended. Always build fires in a safe place and thoroughly extinguish campfires, matches, cigarettes and pipes, and not smoke in wooded areas. Keep fire away from LP bottles.
   D. Place all garbage and trash in receptacles provided, or where no containers exist, I will carry it with me to the nearest container.
   E. Leave my campsite cleaner than I found it.
   F. Not damage trees or shrubs or mar natural beauty and practice conservation at all times.
   G. Spot my rig so that it does not interfere with others.
   H. Comply with all rules of forest, parks, or campgrounds where I am staying.

IV. On days of worship, I will be quiet and reverent when in the vicinity of divine services so as not to distract those attending, and I will caution others to be quiet, especially children.

V. On the highway I will:
   A. Drive in right lane except when passing and allow extra room for passing.
   B. Pull off the road if I see a string of cars behind me.
   C. Not throw anything from a window.

Whether you spend a month camping in the lonely vastness of the mountains or take your recreation in the form of an occasional picnic in an urban park, on the beach, or by the roadsides, you carry with you an obligation to your fellow citizens. The great outdoors is to be shared by all persons; it is not the private domain of any single individual or family. If you are a GOOD CAMPER, you will do your utmost to guard our great natural heritage and pass it on unmarred!

“LET NO ONE SAY, AND SAY IT TO YOUR SHAME
THAT ALL WAS CLEANLINESS HERE BEFORE YOU CAME.”
SAMPLE LETTERS FOR FIELD USE

The letters below are guidelines for Directors to use in their correspondence with new, renewal, or dropped members in their area that they cannot call by phone or contact personally. We recommend a phone call or personal contact, if possible.

NEW MEMBER LETTER

Dear xxxxxxxx,

Welcome to Family Campers and RVers. The notification of your joining FCRV has been received locally, and we/I would like to introduce ourselves/myself to you. We are/I am (Name, Address and Telephone Number) Field Directors for FCRV in this area.

If you are not already a member of an FCRV Camping Club, there are several chapters in our area. You are welcome to attend their meetings, get acquainted with the members, learn more about camping and become familiar with the many programs that our organization has to offer.

We/I would like to invite you to participate in all of our activities, such as our (State/Provincial) campouts, local campouts, Regional campouts and National Campventions. We also have many National Program activities that take place in (State/Province).

For dates of all National activities consult your monthly copy of Camping Today, and for local and (State/Province) activities, please feel free to call on us/me.

Keep our/my name and address handy. When you have a question, contact us/me, we/I will be happy to help you or direct you to the proper source of information.

Yours for better camping,

RENEWAL LETTER

Dear xxxxxxxx,

We/I have recently been notified by the National office that your membership renewal for the coming year has been received.

We/I would like to take this opportunity to say, “Thank You,” for your renewal. We/I look forward to representing and serving you in the year ahead.

We/I appreciate your support and welcome your comments and suggestions for the improvement of (State/Province) FCRV. You are an important part of Family Campers and RVers and we value your continued membership.

Please contact us/me if we/I can be of assistance in any way and, again, Thank You.

In Camping Friendship

(SUGGEST PRINTING ON THE FCRV POSTCARDS FOR EASE AND LESS EXPENSE FOR MAILING.)
DROPPED MEMBER LETTER

Dear xxxxxxxx,

We are/I am most happy to have had the opportunity to represent and serve you as (State/Province) members of the largest non-profit, member-owned, family camping organization in the world.

We/I sincerely hope you enjoyed the many articles on camping and hiking in the Camping Today magazine.

We/I have been notified that the FCRV office has not received your membership renewal for the coming year. We/I certainly hope you wish to remain a part of our family of campers and have just forgotten to mail in your renewal.

In case you have misplaced your renewal notice, the renewal fee is $30.00 - send to:

Family Campers & RVers
4804 Transit Road, Building 2
Depew, New York 14043-4704

Your membership number is xxxxxx. May we/I urge you to fulfill this requirement today.

We/I invite you to share in all the FUN activities planned for the coming year. Your continued membership is important to us and adds to the strength of Family Campers and RVers at the National, State/Provincial and local level. With your support, we will continue to be leaders involved with important issues, such as Conservation, Ecology and Legislation for this generation and the generations to come.

Remember, to remain a member of the local chapter you must remain a member of the National organization! If you have renewed recently, please disregard our/my inquiry about your membership and thank you for you continued support.

If we/I can be of any assistance to you, please contact us/me at our/my address or telephone number below.

In Camping Friendship,

Name
Title
Street Address
City, State/Province, Zip
Telephone Number
NATIONAL POLICY ON MEMBERS AND CHAPTERS

A. POLICY - FAMILY UNIT
The definition of the “family unit,” (adopted in August, 1995 and shown below) will be the current interpretation and definition of the term “family unit” and will supersede and replace any and all previous definitions of the term, as it is used in connection with describing membership requirements and rights of this organization.

A family unit, for purposes of defining FCRV membership shall include:

1. Any one or two adults, co-habiting at the same address, and their children under 20 years of age; or
2. Any single person without children or any single parent with children under 20 years of age living at the same residence; or
3. Any two adults who regularly camp together in the same “camping unit” and share joint ownership of that “camping unit” and equipment.
4. Any adult who is handicapped to the extent they cannot live alone can be included in their caregiver’s membership.

Note 1 - Only one (1) membership fee shall be required to make all members of the previously described “family unit” members of FCRV.

Note 2 - Any two (2) adults who regularly camp together, but maintain two separate home addresses, will each be required to have separate FCRV memberships.

B. POLICY - SEPARATED OR DIVORCED COUPLES
Any FCRV family member of one year or more may request to have their separate membership in FCRV at renewal rate.

When a couple divorces, the existing membership and tenure will go with one member of the couple. The other member should request a new membership number (at no cost) and request the tenure and expiration from the joint membership be given to this new number. In this way, both persons will retain their membership years.

This policy does not include children of members. It only applies when a separation or divorce occurs after one year of membership in FCRV.

All requests for single membership under this policy shall be verified by the State/Provincial or Field Director to accompany the membership application to the National Office.

C. POLICY - TWENTY-YEAR-OLD MEMBERSHIP
1. Any single child of an FCRV member in good standing, may at the age of 20, request of the State/Provincial Director that his/her name be placed on the 20-year-old Membership List. The name, address, and birth date of the 20-year-old will be provided to the National Office through the State/Provincial Directors.

2. FCRV will extend the membership of a single child through the age of twenty-four if that individual is in the military or a student in college or technical school. This extension ceases upon leaving college, release from the military, marriage, or lack of application to the State/Provincial Director each year for a membership extension. At the end of the extension period the member must pay for a renewal at the going rate.

D. POLICY - YOUTH SENIORITY
Upon the 20-year-old’s membership application to belong to the organization, the 20-year-old can join using his/her parents’ membership date, but no farther than the 20-year-old’s birth date, whichever first occurs, provided the family is still an FCRV member in good standing.

E. POLICY - DISASTER ASSISTANCE
Any member who has lost their home through a disaster (i.e. hurricane, flood, tornado, earthquake, etc.) may receive one year’s extension of the membership by the National Association. Names of such victims and circumstances must be submitted by the Field Director and verified by the State/Provincial Director, forwarded to the Vice President - Operations for action.
F. - POLICY- STATE AND PROVINCIAL ASSOCIATIONS

1. A State/Provincial Association is chartered by FCRV as an association of chapters within the State or province, and shall be accorded the same privileges as a chapter.

2. Every FCRV chapter within the state/province must be given an opportunity to become a member of the State/Provincial Association when one is organized.

3. No State/Provincial Director shall hold an elected office in the State/Provincial Association.

4. Each State/Provincial Association shall have a President, Vice President, Secretary, and Treasurer each of whom is to be elected.

5. The State/Provincial Director shall be a member of the governing body of the State/Provincial Association.

6. The State/Provincial Director shall not be subordinate to the State/Provincial Association, and is to have veto powers on any matter deemed contrary to the FCRV policies.

7. State/Provincial Associations must represent all chapters and all members in their state/province. All state/provincial activities will be open for the attendance and enjoyment of all FCRV members.

8. State/Provincial Associations must make provisions for some form of representation for members who are not affiliated with chapters. In the absence of such provisions, the State/Provincial Director shall appoint two representatives to the governing body of the Association to represent non-chapter members.

9. Any FCRV Committee representative appointed by the State/Provincial Director may be the same individual representing the same committee for the Association.

10. Constitutions and Bylaws for new State/Provincial Associations and all proposed changes must be approved by the State/Provincial Director.

11. When the membership in a State/Provincial Association drops to less than a majority (less than 51%) of the chartered chapters in that State/Province, the Vice President - Operations may request that the Board of Trustees review the situation and rule on the continuance of that State/Provincial Association. The decision of the Board of Trustees may range from temporarily taking no action, to suspending or withdrawing the State/Provincial Association Charter (see Operations Manual for detailed procedure).

G. - POLICY- SUSPENSION OR REMOVAL OF CHAPTER’S CHARTER

Any chapter that does not adhere to its Constitution and Bylaws or policies of the National Campers & Hikers Association, Inc., or fails to conduct themselves as a family organization, may have their charter suspended or removed by the following process:

1. The Field Director must make a written recommendation to the State/Provincial Director explaining why the charter should be suspended or removed.

2. If the State/Provincial Director is not successful in resolving the problem, the recommendation will be referred to the Regional Director.

3. In the event that the Regional Director is unable to find a solution, the recommendation will be forwarded to the Vice President-Operations for action by the Executive Board.

4. The recommendation must be placed before the next Executive Board meeting for action (only the Executive Board has the power to remove or reinstate a chapter’s charter).

5. The Executive Board will vote on the reinstatements of the suspended charter as soon as the recommendation is forwarded through the Vice President-Operations.
H. - POLICY- ALCOHOL RESTRICTIONS AND ILLEGAL DRUG USE/POSSESSION

1. No alcoholic beverages will be sold on the grounds. The organization does not promote the use of alcoholic beverages; but the use of alcohol by adults 21 and over, in moderation, in and around a campsite, is allowed provided you are not disturbing fellow campers.

2. No illegal drugs will be tolerated at FCRV activities. Proper measures will be taken through Security and Campvention personnel if drug use and/or abuse is discovered.


I. - POLICY- THE DISBANDMENT OF A CHAPTER

Section 1. No FCRV Chapter shall disband or terminate its activities and be inactive as long as five members remain in good standing with the National organization and wish to restructure the chapter by remaining as, or becoming the immediate officers and continuing to promote FCRV in rebuilding the chapter.

Should a chapter drop in membership, it shall continue to be classified as active as long as at least three members wish to continue and agree to work to increase the membership. The status of chapter membership will be monitored by the Field Director, District Director, or State/Provincial Director on a regular basis.

The members that remain with the chapter shall also keep the treasury of the group as the assets of the chartered chapter. Those members who choose to drop their affiliation shall resign and relinquish their ties with the chapter.

A decision to disband a chapter will call for a motion against the constitution of the chapter; therefore, a Constitutional change shall be handled in accordance with the procedures set forth in the chapter’s Constitution. No chapter shall disband by making a motion and taking action on the matter the same night.

The Field Director, District Director, or State/Provincial Director shall be notified of the proposed change before a vote can be accepted.

Section 2. Complete minutes of the meeting in which the decision to drop the affiliation with FCRV or to disband the chapter must be included with the disbandment documents. The minutes must show how the vote was conducted and the actual count.

Section 3. The Treasurers’ books, along with receipts showing proof of the disbursement of the chartered chapter’s assets must be included with the disbandment documents.

Because of IRS nonprofit status, no chapter shall divide the assets among the remaining members.

In the event the Chapter would disband, all property will be sold and after all the bills are paid, the assets will be turned over to a nonprofit organization such as the Scholarship or Wildlife fund of the National/State/Provincial organization or a charitable organization in the area.

The choice of programs or groups to receive the chapter’s assets shall be decided by the majority of members in good standing with the chapter at the time of termination.
NATIONAL TRUSTEE JOB DESCRIPTIONS

PRESIDENT

The following are the expanded duties of the President of FCRV.

1. Attend all scheduled National Executive Board Meetings, Trustee Meetings and participate in Trustee telephone conferences and vote on FCRV policies and procedures when required.

2. Receive and send FCRV correspondence using USPS mail and e-mail.

3. Send all FCRV legal documents to the FCRV attorney for review.

4. Call for Trustee e-mail votes on FCRV matters as necessary.

5. Write a monthly column for Camping Today.

6. Write and e-mail a monthly Update to the Executive Board. This Update will also be placed on the FCRV Website.

7. Call all candidates in the FCRV General Election to inform them of the election results.

8. Coordinate dissemination of advance copies of Camping Today magazine with the publisher.

9. Negotiate member benefits. This includes working with the Camping Today publisher and benefit providers on trade-out ads and coordinating benefits with the Commercial Director.

10. Compile and place orders for Come Camp With Us brochures with the Camping Today publisher.

11. Sign contracts for Campventions, member benefits, insurance and other FCRV activities.

12. Renew the liability insurance and e-mail the requestor list to the insurance company.

13. Appoint election committees with the approval of the Trustees. Three election committee members are required for the Vice President - Operations election. Five election committee members and two alternates are required for the General Election.

14. Appoint special committees with the approval of the Trustees.

15. Set up meeting locations, create meeting agendas, plan seminars and conduct the following meetings: Winter Executive Board Meetings, Trustee Budget Meetings, Campvention Executive Board Meetings, and the General Membership Meetings at Campventions.

16. Set up and conduct Trustee conference calls and agendas.

17. Make trips to the National Office to review the President’s retention files and to oversee and give direction to the staff in the office.

18. Select special awards such as Fun and Friendship and Special Recognition Awards.

19. Present Fun and Friendship awards, Conservation awards, State/Provincial Membership Awards and Special Recognition Awards at the Campvention.

20. Attend the Louisville RVIA Show representing FCRV.

21. Assist the Membership Chairperson with the arrangements for the Ambassador Club Luncheon at the Campventions.

22. Approve parking in the headquarters area at the Campventions.
**VICE PRESIDENT - OPERATIONS**

The following are the expanded duties of the Vice President – Operations of FCRV:

**A. PURPOSE**

The purpose of the Vice President - Operations is to represent, promote, and coordinate the needs and activities of the Field Staff of FCRV, at the National level.

**B. DUTIES**

1. Voting member of Trustees and Executive Board and expected to be present and participate in FCRV activities within their realm of authority.
2. Represent the State/Provincial and Regional Directors on the Board of Trustees.
3. Administer National Bylaws, Constitutions and other orders and requests from the Trustees or Executive Board to the Field Staff.
4. Recommend appointments of Regional, State/Provincial Directors to the Board of Trustees for approval. Regional and State/Provincial Directors who do not actively engage in FCRV activities or do not follow instructions and/or requirements of the Vice President - Operations may be released.
5. Act as Regional Director in the event the Regional Director’s position is vacant.
6. Act as State/Provincial Director in the event the Regional Director and State/Provincial Director’s positions are both vacant.
7. Receive Regional reports - consolidate and compile these into an Executive Board report.
8. Report to Trustees any problems or concerns from field reports.
9. Coordinate activities between Regional and State/Provincial Directors as directed by Trustees and Executive Board.
10. Notify the National Office of releases and appointments of all Regional, State/Provincial, District and Field Directors.
11. Receive all chapter charter applications.
12. **POLICY** - Cause charters to be printed with each chapter’s name and FCRV seal affixed, and forward them to the State/Provincial Directors within one month of receiving applications. The charge for the replacement of charters will be $5.00
13. Keep all applications in books for historical purposes.
14. Make reports at each Executive Board meeting of all new chapters.
15. Supply State/Provincial and Regional Directors with various types of award certificates.
16. Confirm that the present and Past Presidents flags have the word "National."
17. Examine and approve/disapprove expense vouchers of Regional Directors.
18. Receive correspondence and answer same, maintaining a State/Provincial file of all correspondence.
19. Send any significant changes in the contents of the membership packet to all Field Staff.
20. Assume the duties of the President in the event the President is not able to perform due to disability, absence, death, or resignation.

**VICE PRESIDENT - PROGRAMS**

FCRV Programs give members the opportunity to participate in fun and learning experiences and volunteerism while helping to strengthen both their community and our organization. Each National Program addresses a unique area of our organization, and the National Program Directors are the vital link between the programs and the FCRV Membership.

To that end, the VP –Programs:

1. Works directly with reporting National Program directors by providing guidance when requested or required and monitors program activities by ensuring timely written reports are submitted by the Program Directors.
2. Recommends appointment of National Program Directors and approves expense vouchers for same.
3. Attends all scheduled National Executive Board meetings and Trustee Meetings; participates in Trustee telephone and electronic conferences; votes on all Trustee matters.
4. Assume other duties as assigned by the President.

**VICE PRESIDENT – PLANNING & DEVELOPMENT**

The following are the expanded duties of the Vice President – Planning & Development of FCRV:

Oversees the FCRV programs that are needed to keep the organization viable and increase membership into the future.

1. Works with the Marketing Director to provide a marketing strategy.
2. Works with the Strategic Planner to define the long and short term strategies needed to grow the organization.
3. Works with the Membership Director to ensure marketing and growth strategies are being implemented and providing support to the organization for membership growth.
4. Works with the news and web editors to ensure the desired branding and message is being communicated to current and prospective members.
5. Works with the Commercial Director to build and maintain relationships with leading commercial vendors and dealers in the camping & RV industries.
6. Works with the Vice President - Programs to maintain, develop and revise FCRV programs which will aid in membership growth and retention.
7. Works with the Vice President - Operations to train field staff on recruiting and marketing strategies.

**NATIONAL RECORDING/CORRESPONDING OFFICER**

The following are the duties of the National Recording/Corresponding Officer of FCRV:

1. Attend all scheduled National Executive Board Meetings, Trustee Meetings, participate in Trustee telephone conferences, and vote on FCRV policies and procedures.
2. Take and maintain an accurate set of minutes for all Executive Board meetings, Trustee Meetings, Trustee Telephone Conferences and General Membership Meetings.
3. Send a draft copy of all minutes to the Trustees for suggestions for additions and corrections.
4. Send corrected copies of Trustee Meeting minutes to the Trustees so they may approve them at their next meeting or conference call.
5. Send corrected copies of the Executive Board minutes to the National Office for dissemination to the members of the Executive Board. The Executive Board will vote to approve those minutes at its next meeting and the National Recording Officer will send any corrections to the National Office.
6. The General Membership Meeting minutes will be approved at the next membership meeting.
7. Handle all correspondence as directed by the Board of Trustees or the Executive Board.

8. Maintain the Master Manuals (to include the: Field Manual, Operations Manual, Campvention Guidelines, and Trustee History) to keep it current.

9. Recommend changes and update pages with approved revisions to the Master Manuals.

10. Send all approved revisions to the Operations Manual to the Trustees at their next meeting.

11. Send revisions to the Field Manual to the Webmaster for posting to the FCRV website.

12. Work with the Parliamentarian on any revisions to the Bylaws.

13. Coordinate the national Awards program.


**COMPTROLLER**

The following are the expanded duties of the Comptroller of FCRV:

1. Attend all scheduled National Executive Board Meetings, Trustee Meetings, participate in Trustee telephone conferences, and vote on FCRV policies and procedures.

2. Work with the investment broker representative to maximize FCRV investment income.

3. Visit the FCRV National Office at least once each year to review accounting procedures with the office staff.

4. Maintain the records of the general checking account.

5. Pay all submitted and approved invoices and vouchers.

6. Approve the transfer of funds from the general account to the office account and any other necessary fund transfers.

7. In writing, authorize Rally and Campvention Treasurers to open bank accounts for these activities.

8. Serves as Comptroller for Scholarship and Wildlife Funds.

9. Serves as a member of the Scholarship and Wildlife Boards.

10. Prepares the annual budget.

11. Assume other duties assigned by the Trustees.

**IMMEDIATE PAST PRESIDENT**

The following are the expanded duties of the Immediate Past President of FCRV:

1. Attend all scheduled National Executive Board Meetings, Trustee Meetings and participate in Trustee telephone conferences and vote on FCRV policies and procedures.

2. Serve as an advisor to the National President and the Board of Trustees.

3. Maintain a follow-up file of unfinished business from each Trustee and Executive Board meeting and review those items with the meeting participants at the next meeting.
FIELD ORGANIZATION

REGIONAL DIRECTOR

A. PURPOSE:

The Regional Director will assist the State/Provincial Directors in their region and provide coordination of administration between the State/Provincial Director and the Vice President - Operations.

B. DUTIES:

1. Voting member of the National Executive Board and expected to be present and participate in FCRV activities within their realm of authority.

2. Represent FCRV in their region.

3. Within their region, administer National Bylaws, Constitution, regulations, policies, and directives.

4. Recommend appointments or releases for State/Provincial Directors to the Vice President - Operations. Expedite a smooth transition between incoming and outgoing State/Provincial Directors.

5. Receive from State/Provincial Directors regular reports, consolidate and compile into the Regional report required by the Vice President - Operations.

6. Coordinate activities between the various States/Provinces in their region.

7. Act as the State/Provincial Director in States/Provinces that have none.

8. Approve State/Provincial Directors expense vouchers.

9. Submit Regional Director expense vouchers to Vice President - Operations.

10. Hold at least one meeting a year with all State/Provincial Directors of their region.

11. Correspond with the State/Provincial Directors, and familiarize themselves with the various activities taking place within each area.

12. Monitor Executive Board meetings and advise State/Provincial Directors not present, of any business transacted relating to their State/Province and recommend actions the Director should take.

13. Provide input to the National Program Director on appointment or release of respective regional program directors.

14. Maintain a Regional Field Staff list.

STATE/PROVINCIAL DIRECTOR

A. PURPOSE

The State/Provincial Director is to administer and coordinate the activities of the State/Province in the areas of membership and National programs at the State/Province level.

B. DUTIES
1. Voting member of the National Executive Board and expected to be present and participate in FCRV activities within their realm of authority. An alternate may represent the State/Provincial Director in their absence upon sending a letter of authorization to the Vice President - Operations.

2. Within their State/Province administer National Bylaws, Constitution, regulations, policies and directives. FCRV policy and procedures must be adhered to at all times. Oversee all National program promotions in their State/Province.

3. Maintain current membership list for State/Province. Information on new or existing members is to be submitted monthly to the Field Staff.

4. Appoint Assistant State/Provincial Director, District and Field Directors for a period of one year subject to reappointment. These directors may be released at any time.

5. Approve Constitution and Bylaws for new Chapters and applications for new Charter and forward to Vice President - Operations for processing. Per the National Bylaws, no application for Charter will be approved by the Vice President - Operations unless signed by the State/Provincial Director.

6. Periodically review with Field staff activities and procedures for all Chapters to ascertain that they are consistent with the aims and purposes of FCRV.

7. Approve or disapprove amendments to Chapter or State/Provincial Constitutions and Bylaws before final approval by the Chapter/Associations.

8. Promote State/Provincial activities.

9. Notify the Vice President - Operations of a chapter’s disbandment.

10. Appoint/release Program Directors in their State/Province to promote and administer National programs.

11. Submit regular reports to their Regional Director covering activities of the State/Province.

12. Responsible for the consignment of all FCRV insignia within their State/Province.

13. Submit expense vouchers, which include the expenses of their Field Staff, on forms provided, for approval by the Regional Director. Expense vouchers covering postage, toll calls, and supplies must be supported by proper explanations and receipts. Expense vouchers of Field Staff will not be approved for mailings such as chapter meeting notices, chapter news letters, or other chapter business. No expense vouchers will be accepted for payment if submitted more than 90 days after the date on the receipt.

14. Hold meetings with State/Provincial Field Staff.

15. **POLICY**- Will not divulge membership list to anyone other than Field Staff.

16. **POLICY**- Will not endorse any product or organization without the prior specific written approval of the Board of Trustees.

C. **STATE/PROVINCIAL DIRECTOR GUIDELINES**

1. To be an effective State/Provincial Director requires you to have a group of active, capable District and Field Directors.

2. When appointing a Field Director keep in mind that past Chapter Officers make good potential Field Directors. In areas where there are no chapters, interested individuals who are willing to devote time and effort, and who will support a portion of their expenses, can make good appointees. An individual with organizational background such as scouting will have a better concept of the effort required than individuals who have never worked with groups.

3. Where it is geographically possible it is suggested a Field Director should service a minimum of three local Chapters.
4. District and Field Directors who do not actively engage in FCRV activities or do not follow the instructions and/or requirements of the State/Provincial Director should be released.

5. Applications for a Charter must be signed by the State/Provincial Director.

6. Chapters may be formed which limit the number of members when the size of meeting place or campground in the area would not be adequate for a larger group. In an area where limited membership chapters have been filled the Field Director and/or the Chapter should maintain a waiting list of those members who wish to belong to a chapter. When this list contains a sufficient number of names, a new chapter should be formed to accommodate those waiting members.

7. State/Provincial Directors may issue two honorary memberships per year, if they deem it appropriate, with prior approval from the Board of Trustees.

8. State/Provincial Directors may use up to $25.00 per year for plaques, with prior approval of the Vice President - Operations.

9. State/Provincial Directors may use up to $75.00 per year for promotional advertising with prior approval of the Vice President – Operations.

10. Develop and maintain a close working relationship with the State/Province, County Departments and local entities in their area and support desired projects.

11. Develop and maintain contact with the State/Provincial community, recreational and educational agencies. Provide assistance and service to these agencies where possible.

12. There will be only one Assistant State/Provincial Director for any State/Province.

13. The State/Provincial Director will have the option of appointing or not appointing an Assistant.

ASSISTANT STATE/PROVINCIAL DIRECTOR

A. PURPOSE

The Assistant State/Provincial Director will assist the State/Provincial Directors in the performance of their duties and to provide an alternate/secondary contact within the State/Province.

B. DUTIES

1. May attend meetings of the National Executive Board and in the absence of the State/Provincial Director, cast the vote the State/Provincial Director would be eligible to cast were they present; provided they have filed with the presiding officer of the meeting a written request from the State/Provincial Director that they are allowed to vote in his place.

2. Perform whatever FCRV duties the State/Provincial Director may assign.

3. Submit to his State/Provincial Director, any field expense, such as postage, telephone calls, or supplies to be included on their expense voucher.

4. An Assistant State/Provincial Director is not authorized to perform the following:
   a. Approve applications for charter.
   b. Approve Constitutions and Bylaws, or amendments there to.
   c. Appoint or remove Field Directors.
   d. Deviate from the policies set down by the State/Provincial, or Vice President - Operations.

DISTRICT FIELD DIRECTOR
A. PURPOSE

The District Field Director will provide administrative assistance to the State/Provincial Director at the district level.

B. DUTIES

1. Hold periodic training and informational meetings for Field Directors.

2. Receive Field Director reports and forward condensed reports of FCRV activities to the State/Provincial Director as requested.

3. Discuss FCRV activities with Field Directors and keep them informed when any activity planned would be contrary to State/Provincial or National policy. FCRV policy and procedures must be adhered to at all times.

4. Consult with the State/Provincial Director on any matter of policy.

5. Submit any field expense, such as telephone calls, postage, or supplies, to the State/Provincial Director to be included on their expense voucher.

6. A District Field Director is not authorized to perform the following:
   a. Approve applications for charters.
   b. Appoint or remove Field Directors.
   c. Give approval of Constitution, Bylaws, or amendments.

7. Does not work in direct contact with the chapters unless called upon by the assigned Field Director, or when a chapter is not serviced by one.

FIELD DIRECTORS

A. PURPOSE

Field Directors represent FCRV at the local level.

B. DUTIES

NOTE: In states/provinces that have District Directors, the Field Director reports through the District Director to the State Provincial Director.

1. Aid in the promotion of FCRV in their area by personal contact. FCRV policy and procedures must be adhered to at all times.

2. Keep members informed of all FCRV activities.

3. Report as instructed on FCRV activities in their area.

4. Receive monthly reports from chapters and forward to the State/Provincial Director.

5. Familiarize themselves with facilities, services, and activities in their assigned area, which will benefit the membership.

6. Become aware of other organizations and individual campers in their area.

7. Report any legislation that is of interest to the organization.

8. Report publicity concerning camping and hiking to the State/Provincial Director.

9. Perform the following membership building and retention activities:
   a. Contact new members.
b. Organize new chapters.
c. Encourage new members to join a chapter.
d. Encourage renewal of lapsed membership.

10. Maintain a supply of brochures supplied on request from the State/Provincial Director. For camping shows where large quantities of brochures are required, requests should be made to the State/Provincial Director at least eight weeks in advance.

11. Submit applications for Charters from local chapters.
   a. These applications are available from the State/Provincial Director.
   b. On Charter application, whoever attends the meeting of the new chapter, whether it is the State/Provincial, District or Field Director, will sign on the top line.
   c. Forward the application for Charter, together with required copies of the new chapter Constitution and Bylaws to the State/Provincial Director.

12. Chapters may be formed which limit the number of members when the size of meeting place or campground in the area would not be adequate for a larger group. In an area where limited membership chapters have been filled the Field Director and/or the Chapter should maintain a waiting list of those members who wish to belong to a chapter. When this list contains a sufficient number of names, a new chapter should be formed to accommodate those waiting members.

13. Maintain a current file of all FCRV members in his area and check them against his chapter membership list to determine if all are currently paid up national members.

15. Encourage chapter identity through chapter vests, patches, projects, etc.

15. Submit field expense such as telephone calls, postage, or supplies to their State/Provincial Director, with related receipts, to be included on their expense voucher.

16. Are not to be involved in the governing of a chapter, but assist and advise the chapter.

17. **POLICY** - Endorsement of any product or organization without the prior specific written approval of the Board of Trustees is prohibited.

18. Advise chapters and/or members to use discretion in the consumption of alcoholic beverages at organizational activities. The use of illegal drugs is prohibited.
NATIONAL PROGRAM DIRECTORS

A. PURPOSE

To provide centralized program management, administration and guidance at the national level of the membership participation programs, and to accomplish tasks strictly related to the operations of the national organization.

B. DUTIES

1. Responsible for a specialized program activity. One group serves all FCRV and may have counterparts in States/Provinces, such as Conservation, Communications and Security, Disaster Awareness and Safety Training, Campers Actively Moving, Insignia, Membership, Retirees, Teen, Travalong and Trip Information, Youth, Scholarship, Wildlife Refuge, and Veterans. Another group works mostly with the Board of Trustees and the Executive Board such as, Campvention Director, Commercial, FCRV Editor, Webmaster, Public Relations & Publicity, Parliamentarian & Bylaws, Special Projects and Training. Also reporting to the Board of Trustees are the FCRV Band Director and the Chaplain.

2. Voting member of the National Executive Board.

3. Determine needs and make recommendations in their specialized area.

4. Advise the Board of Trustees and the Executive Board of program activities.

5. Advise Field Directors and Chapters on request, and coordinate such advice with the State/Provincial Director, Regional and State/Provincial Program Directors.

6. Answer correspondence.

7. When necessary make presentations to the Board of Trustees and/or Executive Board to recommend solutions or changes in their specialty program.

8. Confer with Regional Directors on appointment of respective Regional Program Directors.
ORGANIZING A CHAPTER

A. REASONS FOR ORGANIZING

“There are many objects of great value to man which cannot be attained by unconnected individuals but must be attained, if at all, by association.” Daniel Webster

B. ADVANTAGES OF ORGANIZING

1. Help individuals and families to get started in camping.
2. Exchange information on trips and camping procedures.
3. Help local campers to make new friendships through meetings, group campouts, trips, programs, and other related hobbies.
4. Exchange travel information on routes and campsites.
5. Commend, request, or protest legislative and conservation actions on the local, State/Province, and National level. An organization recognized nationally as the leader lends weight when most needed.
6. Meet during the winter months to show movies, slides, and other mementos of interesting places visited, thus encouraging others to travel and broaden their family’s education and hobbies.
7. Bring in speakers on related subjects.
8. Utilize the aid of Field Directors in getting to know other State/Province and National members through multiple chapter campouts and meetings.
9. Produce a local bulletin to inform members of future activities and events of interest.

C. SUGGESTED STEPS IN FORMING A LOCAL CHAPTER OF FCRV

1. The original interest must come from you through two or three local families.
2. Contact other local people known to be interested in camping and hiking.
3. Talk up the benefits of camping to friends and business associates.
4. Locate a local meeting place either in a private home, hall, park, or a civic minded service business.
5. Set a date for a meeting and let all interested persons know of the time and place.
6. Call your local newspapers and radio station and ask them to announce the meeting. The following is a typical announcement:

   “With National and State/Provincial Park Departments scrambling to meet the requirements of a fantastic increase in family camping as a hobby, it is natural that campers should want to implement this spirit of family togetherness in pursuit of a wholesome type of recreation. Many communities have developed camping clubs with the help of Family Campers and RVers, a volunteer nonprofit group. Mr. and Mrs. ______ have invited a Field Director to assist in forming local chapter of campers and hikers. All interested campers and hikers in this area will gather at_______ building at _____ o’clock on (date). An Interesting program has been arranged. It is free, and children accompanied by their parents may attend. Come out and meet the “Friendliest People in the World.”

7. During your talk on chapter activity, display various types of identification insignia. Describe the National Office activities, as well as Regional and State/Province activities. Explain the dues per family regardless of size, pointing out that the dues include a subscription to the official FCRV publication. Ask someone to pass out application forms and ask as many as possible to join FCRV at this meeting.
8. Ask for a show of hands of those people who want to start a chapter. The groundwork for this was laid when the people were originally contacted about coming to the meeting. It should be made clear at this time the purpose of the meeting is to start a chapter.

9. Ask for a volunteer to serve as temporary President of the chapter to be formed. A little previous discussion with a potential president will make this much easier. If you can get someone to volunteer for the President, usually, people will follow this example when it comes to filling the other temporary offices. Follow the same process for a temporary Secretary, Treasurer and Vice President. Make clear these are temporary appointments and that as soon as the chapter is formed an election should be held to fill these offices for the remainder of the year.

19. Work can now progress on a Constitution and Bylaws. Have ready several copies of the recommended Constitution found in this handbook. These can be handed out to assist the members in formulating their own Constitution and Bylaws. Point out that they cannot have anything in their Constitution and Bylaws which are contrary to the National Constitution and Bylaws or National Policy. It is advisable to have them follow the recommended Constitution as closely as possible as it provides a very satisfactory basis for chapter activities.

11. A temporarily appointed Secretary should make a list of all the names, addresses, and telephone numbers of those present at this first meeting. Those who have shown an interest in forming a chapter should be so indicated.

12. If possible, it is good to complete the forming of the chapter at this meeting. However, if the meeting gets too late or members seem reluctant to make the final decision on the Constitution, suggest to the temporary President that he set a date for another meeting. He should then ask the temporary Secretary to have a copy of the proposed Constitution and Bylaws for final changes and approval, if one has been prepared. Urge that this meeting be held as soon as possible, but no later than the following week. Someone may be asked to help provide coffee and cookies at this meeting if the group so desires. A "KITTY" can be used to pay for refreshments.

13. Some of the items that usually take considerable time and discussion by the group are the choosing of their name, their colors, and some symbol that reflects the chapter name. It is best to postpone these items until the second evening if the discussion reflects several points of view.

14. Announce that those who did not join either FCRV or the chapter at this meeting are welcome to come to the next meeting.

15. If a chapter is formed at the first meeting or at a following meeting, be sure the chapter elects officers or confirms the temporarily appointed officers by acclamation. Have such officers sign the charter application in the appropriate places. Also obtain an extra copy of the Constitution and Bylaws to forward to the State/Provincial Director together with the completed charter application.

D. SUGGESTED INSTALLATION OF OFFICERS

Will the officers elect please come forward as your names are called?
President ________________________________
Vice President ______________________________
Secretary ________________________________
Treasurer ________________________________
Board of Directors ______________________________

Your election has come as an honor. The members of this chapter have expressed their confidence in you by choosing you for your respective offices. If you, as officers, are willing to accept the responsibilities of the offices to which you have been appointed/elected repeat after me:

"It is my intention to serve this chapter by fulfilling the duties of my office, furthering the aims and purposes of FCRV as set forth in the Constitution and Bylaws to the best of my ability."

I declare you duly installed as officers of the _______ Chapter of the Family Campers and RVers for the coming year. I am sure that by all working together this next year will prove a great one for this Chapter. Congratulations to all. (Shake hands)
E. SUGGESTED CONSTITUTION FOR CHAPTERS

Family Campers and RVers

*ARTICLE I. NAME

Section 1. The name of this organization shall be the ________ Chapter of the Family Campers and RVers.

*ARTICLE II. CHAPTER COLORS AND SYMBOLS

Section 1. The Chapter colors are______________ and the symbols will be______________

*ARTICLE III. PURPOSE

Section 1. The purpose and objectives of the Chapter shall be to provide, through identification with the Family Campers & RVers, a basis of friendly welcome with other members.

Section 2. To cooperate with other organizations which are working toward the conservation of our natural resources.

Section 3. To provide for a frequent interchange of camping and hiking ideas.

Section 4. To recommend improvements in camping and hiking facilities wherever the need exists; to bring these recommendations before State/Provincial or National agencies and press for action until the improvements have been made.

Section 5. To take part in educational programs which improve the public knowledge of campers and camping.

Section 6. To plan group campouts, week-end trips, etc.

Section 7. To promote camping and traveling safety.

Section 8. To educate members in the prevention of the destruction of our natural resources.

Section 9. To support litter and other such campaigns.

*ARTICLE IV. MEMBERSHIP AND FEES

Section 1. The Chapter was formed as part of the Family Campers and RVers, a nonprofit, volunteer, national organization of campers and RVers.

Section 2. Membership in the Family Campers & RVers is a requirement for chapter membership.

Section 3. The annual dues for the ________ Chapter shall be recommended by the Board of Directors, and voted on by the chapter members.

*ARTICLE V. OFFICERS

Section 1. The Officers of the chapter shall be President, Vice President, Secretary and Treasurer, all of whom shall perform the duties that pertain to these respective offices. They shall be elected by the Chapter at the annual meeting, from its membership, and shall hold office for one year or until their respective successors have been duly elected and installed.

Section 2. If any vacancy occurs during the year, in any one or more of the offices provided in this Constitution, the Board of Directors may appoint a successor or successors, who shall hold the office for the unexpired term.
ARTICLE VI. BOARD OF DIRECTORS

Section 1. The Board of Directors shall be the governing body of the Chapter and shall also perform such functions and duties as may be ordered by the Chapter. They shall be elected by the chapter members at the annual meeting.

Section 2. The Board shall consist of seven members, as follows: the Officers, the immediate Past President, and two members at large. All shall hold office for a term of one year.

Section 3. All Directors shall hold office until their successors have been elected. Any vacancies on the Board shall be filled by the Board for the unexpired term or terms.

Section 4. The Board of Directors shall hold such meetings as they deem necessary, and the President, or any two Directors, may at any time call a meeting of the Board of Directors.

Section 5. A majority of the Directors shall constitute a quorum to hold a meeting. On any specific question absentee Directors may mail their votes to the Secretary.

ARTICLE VII. COMMITTEES

Section 1. The Program Committee shall consist of not less than three members appointed by the President and shall be responsible for programs and entertainment. The Nominating Committee shall consist of the Board of Directors who shall meet shortly prior to the annual meeting to propose a slate of officers. This slate of officers shall be presented to the Chapter at the annual meeting by the Immediate Past President, or in his absence, by a Director delegated by him. Other nominations for Officers and Directors may be presented from the floor at the annual meeting.

Section 2. Other committees may be appointed by the President and shall act for the duration of their assigned task or until the end of the chapter year.

ARTICLE VIII. MEETINGS

Section 1. Regular meetings of the Chapter shall be held monthly, the day and hour to be fixed by the Board of Directors. Additional meetings may be held if so decided by the Board of Directors.

Section 2. Each year the annual meeting shall be the meeting, at which time Officers and Directors shall be elected. Such Officers and Directors shall take office at the next regularly scheduled meeting.

Section 3. Special meetings of the membership may be called by the President, or by any three members of the Board of Directors upon notification to all members of the chapter.

Section 4. A quorum of the Chapter shall consist of ____ members.

ARTICLE IX. FISCAL YEAR

Section 1. The fiscal year of the Chapter shall begin with ______ of each year and end the following ________.

*ARTICLE X. CONSTITUTION

Section 1. This Constitution may be amended by a majority vote of the members present at any regular meeting of the Chapter provided a quorum is present.

Section 2. The intention to amend the Constitution shall have previously been communicated in writing to all members and submitted to the Field Director and State/Provincial Director for approval before action is taken.

*ARTICLE XI. TERMINATION OF CHAPTER

Section 1. No FCRV Chapter shall disband or terminate its activities and be inactive as long as five members remain in good standing with the National Organization and wish to restructure the chapter by remaining as or becoming the
immediate officers and continuing to promote FCRV in rebuilding the chapter.

Should a chapter drop in membership, it shall continue to be classified as active as long as at least three members wish to continue and agree to work to increase the membership. The status of chapter membership will be monitored by the Field Director, District Director, or State/Provincial Director on a regular basis.”

A decision to disband a chapter will call for a motion against the Constitution of the Chapter; therefore, a Constitutional change shall be handled in accordance with the procedures set forth in the Chapter’s Constitution. No chapter shall disband by making a motion and taking action on the matter the same night.

The Field Director, District Director or State/Provincial Director shall be notified of the proposed change before a vote can be accepted.

Section 2. Complete minutes of the meeting in which the decision to drop the affiliation with FCRV or to disband the chapter must be included with the disbandment documents. The minutes must show how the vote was conducted and the actual count.

Section 3. The Treasurers’ books, along with receipts showing proof of the disbursement of the chartered chapters’ assets must be included with the disbandment documents.

a. Because of IRS nonprofit status, no chapter shall divide the assets among the remaining members.

b. In the event the Chapter would disband, all property will be sold and after all the bills are paid, the assets will be turned over to a nonprofit organization such as the Scholarship or Wildlife Fund of the National/State/Provincial organization, or a charitable organization in the area.

c. The choice of programs or groups to receive the chapters assets shall be decided by the majority of members in good standing with the chapter at the time of termination.

ARTICLE XII. BYLAWS

Section 1. Bylaws may be adopted or amended by a majority vote at any regular meeting, provided prior notice of intent to do so has been communicated to all members.

Section 2. In case of disagreement, Robert’s Rules of Orders shall govern on any item not specifically covered by this Constitution and Bylaws.

Section 3. The regular order of business at all meetings shall be as follows:

a. Call to order
b. Reading of minutes of previous meeting by Secretary
c. Reading of Treasurer’s Report
d. Introduction of guests
e. Unfinished business
f. Election and installation of Officers (annual meeting only)
g. New business
h. Program
i. Adjournment

*MUST BE INCLUDED IN ALL CONSTITUTIONS AND BYLAWS*
Application for Charter

This is to certify that we, members of the Family Campers & RVers of ____________________________ having duly elected the required officers and Board of Directors, do hereby apply for our charter.

This group shall be known as the ________________________________

Chapter and will conduct club business under the constitution and by-laws suggested by the Family Campers & RVers.

__________________________________________  __________________________
PRESIDENT                                      DATE

SECRETARY

I have personally attended a meeting of this chapter and found it is in due order.

__________________________________________
FIELD DIRECTOR

__________________________________________
STATE DIRECTOR

__________________________________________
REGIONAL DIRECTOR
SUGGESTIONS FOR CHARTER PRESENTATIONS

Tonight I am privileged to appear before you as the official representative of the Family Campers & RVers. It is my responsibility and pleasure to present your Charter. To all of you this is a moment of great importance because this charter makes you officially recognized as an active unit of the Family Campers & RVers, Inc. Family camping is serving the basic human need to get away from everyday tensions and relax in the great out-of-doors. In order to enjoy this pastime to the fullest you have joined the greatest international camping organization.

______________________as President of this local chapter, you hold a very important position in leading your group. I am sure you and your officers know the values of a local organization. I am happy to have the opportunity of presenting to you this Charter issued by the Family Campers & RVers, Inc., and I know you will exert your best efforts to see that your Chapter promotes the aims of the organization.

Thank you.

(This is only a guide to aid you in making your presentation. It should not be read.)

GENERAL RULES AND INFORMATION FOR CHAPTERS

1. Chapter officers may be a husband and wife team.
2. Chapters should use their own stationery. National stationery should not be given to or sold to individual chapters.
3. -POLICY-  Any person or chapter desiring use of FCRV designs of insignia for projects are required to secure permission from the National Insignia Director.
4. -POLICY-  Any chapter wishing to use a trademarked or copyrighted name must file a permission request for the use of the name along with the chapter application.
5. -POLICY-  There shall be no duplication of chapter names within a State/Province
6. If a State/Provincial Director wishes to use a numbering system for chapters, they will use the State/Provincial assigned number (1, 2, 3, etc.).
7. Charters will be sent to State/Provincial Directors for presentation to the chapter president.
8. Chapters must provide a membership list and schedule of activities on request of the Director servicing the chapter.

DEALER CHAPTER GUIDELINES

The following guidelines have been established to help Directors establish Dealer Chapters in FCRV. Directors should consult with and work closely with the National Membership Director in this process.

A. The State/Provincial Director must receive training provided by the Membership Director regarding the formation of new Dealer Chapters.
B. A Dealer Chapter Field Director is appointed to serve only the Dealer Chapter. This Field Director must also receive training from the Membership Director.
C. The RV Dealer must agree to form a Dealer Chapter and sign a contract to be returned to the National Membership Director. The Dealer will be provided contact information for the State/Provincial Director.
D. The Dealer Field Director orders supplies for the Dealer Chapter from the National Office such as reporting forms, caps for members, Come Camp With Us and Camping Today. The Dealer Field Director will follow up to be certain the Dealer receives the appropriate supplies.
E. The Dealer or the Dealer Field Director mails new memberships to the National Office on a monthly basis for processing.
F. The National Office will send new Dealer Chapter membership reports to the National Membership Director and the Dealer Field Director.
G. The Dealer Field Director will establish regular contact with the Dealer to maintain Dealer supplies, plan Chapter events, and answer questions. If the Dealer runs low on supplies they may contact the National Office directly to order new supplies.
H. The Dealer Field Director will work with State/Provincial Directors and other appropriate Field Directors within their own State/Province and if necessary other States/Provinces to help new Dealer Chapter members become involved in regular FCRV chapters.
Recommended Child Safety Guidelines
For Family Campers & RVers Chapters
When Children Are Present

Purpose

These guidelines should be helpful in keeping our children safe when attending chapter functions as well as state, regional and national functions.

1. **Policy** - All adult members will wear name badges at all FCRV functions. These name tags should include full name and the name of the chapter. All youth, up to and including age 12, should wear wrist bands, containing the same information as the name tags, when attending all FCRV functions. Teens should have their FCRV Teen Cards on their person at all times, at all FCRV functions.

2. **Policy** - State/Provincial Directors will obtain signed Disclosure Statement and Background Check Agreements from individuals in their state/province who volunteer to oversee work with or otherwise participate in any activity involving youths or teens sponsored by the organization. Criminal background checks will be performed on all volunteers who routinely work with youths and teens or who oversee such events. The Custodian of Volunteer Background Records is responsible for maintaining records of Disclosure Statement and Background Check Agreements. The reason for this requirement is to protect the youth and teenage members of our organization as well as our volunteers and the organization.

3. If children want to ride their bikes or take a walk around the campground, encourage them to do so in groups of two or more.

4. If an adult who is not the parent or guardian (or grandparent) is supervising a child, be sure to suggest that this be done in view of another adult.

5. During supervised activities, two or more adults (preferably one of the parents, guardians or grandparents of one of the children) should be present.

6. Tell children not to go into anyone's campsite or camping unit without the permission of their parents, guardians or grandparents.

7. Tell children not to go into or play alone in public restrooms (including those in campgrounds).

8. Parents, guardians and grandparents - **KNOW WHERE YOUR CHILDREN ARE AT ALL TIMES.**

9. Tell children not to talk to or go anywhere with anyone they do not know.

10. Tell children that if they are approached by someone they do not know to tell their parent, guardian, or grandparent about the incident immediately.
CHAPTER PROGRAM IDEAS

If you want to have a happy, active chapter, interesting programs must be planned. Your chapter will only be as good as you make it by all working together as a team. Your children are also part of this team so be sure to plan some activities for their enjoyment also. We note, in many newsletters, that chapters are planning tours through interesting plants, boat trips and even train rides. If your chapter has any special programs, write and tell us about them so that we can share them with other members.

1. First Aid Demonstrations - Your local Red Cross or Fire Department is equipped to provide a guest speaker who will demonstrate and answer your questions.

2. Contact your State or County Park officials for a speaker who will explain the operation of the park system in your area.

3. Slide shows of members’ vacations can be interesting if not too lengthy. Select slides of places of interest and good camp areas - leave the family shots at home as they can be boring to others.

4. Your local sports dealer will be happy to demonstrate and display his latest camping equipment if given advance notice.

5. Square dancing and ice or roller skating parties can be lots of fun. Scotch Bowling is also a favorite of many chapters.

6. A surprise “This Is Your Life” program is a big hit. Select your “star,” gather facts, old photos and information on their early life, invite an old school buddy or someone from way back whom they have not seen for years. Make up a scrap book and present it to the star.

7. Pot-luck dinners are always enjoyed by all. Let chapters provide the dessert and coffee. Each family brings a covered dish and their own table service.

8. “Yankee Swap.” Each member brings a wrapped article priced at a dollar or so, something that can be used at home, camp, or just for fun. (Keep in good taste.) The enjoyment is in guessing and opening your “swap”.

9. Door prize drawings provide a good way to start the meeting. Have a jar of beans on hand, each member takes a guess, nearest guess gets a prize; lowest guess gets a humorous “booby” prize. Winners furnish the next month’s prize.

10. Have a good old-fashioned debate, select three members on each team. A good topic to start with is Tents vs. Trailers vs. Pick-up, Coach, or Motor Home.

11. Auction Sale. Members who have good camping equipment that they no longer use could bring it to the meeting. Let auctioneer know in advance how much you will accept for the article. Any amount over the price goes into the chapter treasury, plus a small fee of 25 or 50 cents for each piece auctioned. Good way to build up the treasury.

12. Cake sales, bingo and white elephant sales are lots of fun too. Bingo prizes can be furnished by members. Chapters charge 5 or 10 cents a card and all proceeds go in the treasury.

13. Idea night. Most people have a favorite gadget that they use in camp, frequently homemade, share their ideas with a fellow member. Campers bring in their favorite idea.

14. Get that Rock Hound in your chapter to bring in his collection and give a talk, it can be very interesting.

15. Everyone collects literature on vacation. Next trip, pick up a few extra folders on that favorite campsite or place of interest. Have a special night for all members to bring material to the meeting. This might help you decide where to go on your next vacation - after attending the National Campvention of course.
MEMBERSHIP AND DUES

A. NATIONAL MEMBERSHIP AND DUES

1. Upon payment of current year’s dues in advance any individual or family may be entitled to all the rights and privileges of FCRV regular membership.

2. Upon payment of current Life Membership dues, any individual or family may be entitled to all the rights and privileges of FCRV Life Membership.

3. All rights in the Life Membership of a family shall terminate upon the death of the survivor of the husband and wife life members. All rights in the Life Membership of an individual shall terminate upon the death of the Life Member.

4. Any organization or corporation, upon payment of current year’s dues in advance, may be eligible for Supporting Membership.

5. Any nonmember distinguished for the rendition of unusual or outstanding service or assistance to FCRV may be elected to an Honorary Membership on approval of the Board of Trustees. This may be renewed annually at the discretion of the Board of Trustees. Honorary members may have all the rights and privileges of membership except voting and holding office.

6. The Board of Trustees, by two-thirds vote, may award an Honorary Life Membership to any member because of outstanding and sustaining service to FCRV above and beyond the ordinary demands of membership. An Honorary Life Member shall pay no dues and shall have all the privileges of membership and shall continue so long as either the husband or wife shall remain living.

7. All FCRV members including Field Staff, Executive Board and Trustees, except Lifetime Members, will pay dues.

B. NATIONAL MEMBERSHIP RENEWAL

1. The national membership records are filed by zip code, name, state and month. As renewal notices are sent out for a specific month, all membership records for that month are removed and held in a “suspense” file.

2. Members are responsible for renewing their own membership and must use the renewal notice envelope. Be sure to include zip/postal code to all addresses.

3. If the member does not have a renewal notice envelope the following is needed:
   a) Members name (husband/wife)
   b) Correct address and zip code (If member has moved since last renewal notice give both past and present address).
   c) Expiration month (This is found on member’s card and label record).

4. The National office does not maintain a list of chapter members and has no way of knowing which member belongs to which chapter. Therefore, any chapter who sends in membership renewals must include the individual members’ names, addresses, zip codes, and expiration months.

5. Familiarize yourself and your chapters with the official national publication schedule so you can answer members’ questions when they think they have been overlooked. Magazine subscriptions are normally dropped a month after renewal due date on the membership.

C. CHAPTER MEMBERSHIPS

1. POLICY - You must be a member of the national organization to be a member of a chapter.

2. In some areas, the following six types of adult and teen memberships are usually found in chapters. Revision of Bylaws is sometimes necessary to solve specific membership problems. Generally, these memberships are as follows:
a) Active - Memberships are held by individuals or families who pay their dues. Active members are always those specifically interested in the objectives and activities of the chapter. They are entitled to all chapter privileges, including the right to vote and hold office.

b) Associate - Memberships are usually held by those not actively involved but whose interest makes them desirable members. Associates are not permitted to vote or hold office, and their numbers should be restricted to a small proportion of the total membership. Local dues are at the discretion of the chapter.

c) Honorary - Memberships are awarded to members who have given outstanding service to the chapter. They are not charged with initiation fees or dues, and are not eligible to vote or to hold office.

d) Life - Memberships are awarded to members who have given outstanding service to the chapter. Life members pay no dues although they do have all chapter privileges including the right to vote and hold office.

e) Nonresident - Memberships are held by those whose qualifications are the same as for active membership, but, whose residence is located outside chapter limits. They are usually charged lower dues, and they have all chapter privileges except the right to vote and hold office.

f) Junior - Memberships are for the teen chapter. They form their own chapter, have their own officials and meetings. They pay dues, have the right to vote, and hold office.

g) Adult Handicapped – Memberships are for persons physically or mentally challenged to the extent that they require the constant assistance of one or more persons for mobility and/or personal care in order participate in FCRV activities. They must pay dues, and they have all chapter privileges including the right to vote and hold office.

D. STATE AFFILIATION

Any member can be affiliated with a state that they do not reside in by contacting the National Office in writing or by phone with that intent. Only the member may make this request.

E. SPECIAL MEMBERSHIPS

1. Cadet Membership Program
   a) A recruitment program reviewed annually by the Board of Trustees permitting members in good standing to offer a six-month free membership to a prospective family (or individual) providing the FCRV member agrees to mentor the Cadet family motivating them to renew their membership at the end of the free year. The Trustees may change or discontinue the Cadet Program when it is deemed necessary.
   b) Cadet members are entitled to all the rights and privileges of FCRV membership except holding an elected national office, voting on national matters, and issuing Cadet memberships
   c) Cadet certificates, policies and procedures are available from state/provincial directors or the national office.

2. Past Presidents and Vice President – Operations: Upon completion of their elected terms of office past Presidents of FCRV and past Vice President – Operations (formerly National FCRV Director) shall be granted life memberships in FCRV upon approval of the Board of Trustees.

F. COMMERCIAL/CAMPGROUND MEMBERSHIPS

The FCRV Commercial/Campground Member is a membership category that offers RV manufacturers, camping accessories suppliers, RV/outdoor equipment dealers, campgrounds, and other camping related businesses the opportunity to support our organization while receiving special considerations for National Campvention exhibits, discounts for advertising in the official FCRV publication, access to the FCRV membership list, as well as merchandising aids and promotional support. Commercial/Campground Members may use FCRV insignia for commercial purposes for the duration of their membership.
AWARDS PROGRAM

- **Policy** - The awards program is under the direction of the Recording/Corresponding Officer and the National Board of Trustees.

**A. PURPOSE OF AWARDS**

To recognize those members who have made an outstanding contribution to the organization.

1. **Plaques** - the highest award given by the organization. Up to four of the five plaques may be awarded to entries with Executive Board service.

2. **Citations** - the second highest award given by the organization. Citations are awarded to member individuals or families who have contributed beyond the normal call of duty to members or chapters in their area.

3. **Letters of Commendation** - letters of recognition to families or individuals who have contributed significantly to FCRV activities within the region where the award is given.

4. **Special Awards** - may be declared by action of the National Board of Trustees at any time.

**B. NUMBER OF AWARDS**

1. **Plaques** - a maximum of five member plaques may be awarded each year. Up to four plaques may be awarded to members who perform national service such as holding a national office, chairing a national program committee, or holding a field staff position. At least one plaque may be awarded to a member or members who have not held positions at the national level. If a family or individual has previously received a plaque, they are ineligible to receive another.

2. **Citations** - a maximum of sixteen citations may be awarded each year to FCRV members. A family or individual may be considered for an additional Citation if the circumstances warrant the consideration, and they have previously received a Citation.

3. **Letters of Commendation** - each region shall be limited to one per State/Province or one per thousand in the region whichever is greater.

**C. AWARD NOMINATIONS**

1. Any member may nominate an individual, or family through their local Field, District, State/Provincial Director, or any member of the Executive Board or Trustees. State/Provincial Directors will be notified of the nominees within their State/Province by the Recording/Corresponding Officer.

2. Special forms will be prepared by the Recording/Corresponding Officer by the end of January and sent by postal mail or emailed to all Field Directors and Executive Board members for the purpose of nominating members for consideration by the Awards Committee no later than April 15 of each year. In addition, the awards forms will be available on the FCRV website.

3. The member submitting the name or names should not indicate whether he feels the nominee should be considered for a plaque or citation as the type of award is determined by the Awards Committee.

**D. THE AWARDS COMMITTEE**

1. The Recording/Corresponding Officer shall appoint at least three FCRV members to a committee with the approval of the Board of Trustees, to judge and select the winners of the National Awards.

2. The Committee shall consist of:
   a) Any Field Director who has been active in FCRV work for at least three years.
   b) A member of the Executive Board who has served at least two years and has been active in attendance at meetings.
   c) One member who has received a plaque and is still an active member of FCRV. A past Trustee may satisfy this position if a plaque recipient cannot be found.
   d) No two members shall be from the same region.
**E. HOW AWARDS ARE JUDGED**

1. The awards are judged by the committee members from information received on forms provided by FCRV.

2. The applicants are chosen on a point system by the Committee.

3. Each committee member shall study each group of nominations and judge each applicant on a scale of 1 to 25 and send the results to the committee chairperson.

4. The Committee Chairperson shall tabulate the score and notify the committee members of the results.

5. The Committee recommends that a nominee is given a plaque or a citation. The decision of the Committee is final and all nomination forms shall be the property of FCRV, Inc. If there is a nomination that does not fall into the category of Citations or Plaques but worthy of special recognition it may be presented to the President for consideration for the special National President Certificate of Appreciation award.

6. Letters of Commendation shall be judged by each region in a manner decided by the Regional Director and State/Provincial Directors of the region.

**F. LETTERS OF COMMENDATION**

1. The awarding of Letters of Commendation must have the approval of the Regional Director and the Vice President - Operations.

2. Letters of Commendation shall be written by the Regional, State/Provincial, or Vice President - Operations.

3. Each letter shall have the signature of the National President, or Vice President - Operations, along with the Regional or State/Provincial Director.

4. A letter of Commendation may be presented by Regional or State/Provincial Directors at Regional or State/Provincial meetings.

5. Letters of Commendation must be sent to the Vice President - Operations at least six weeks prior to the date of presentation.

6. Each region shall be limited to one per State/Province or one per thousand membership in the region, whichever is greater, to be awarded by the Regional Director. Additional Letters of Commendation may be given at the discretion of the Vice President - Operations.

7. The cost, if any, of the letter or other material shall be charged against the Regional Director’s Award budget.

**G. TYPES OF AWARDS AND LETTERING**

1. The Plaque should be a wooden shield approximately 11” across, 13” long, walnut or mahogany, with a metal shield with an FCRV medallion at the top. Lettering shall be:

   **AWARDED TO**
   (name)
   FOR THEIR
   UNSELFISH DEVOTION
   AND
   UNTIRING EFFORTS
   ON BEHALF OF
   FAMILY CAMPERS & RVers
   (YEAR)

2. The Citation is an award printed on 8 1/2” x 11” paper stock like the chapter charter. A sample of the Citation is on file with the National Historian.
3. The Letter of Commendation shall be written by the Regional, State/Provincial, or Vice President - Operations on National stationery.

4. A new gavel, ordered by the Vice President - Operations or his/her designates, shall be presented to the new President. It shall contain a bronze band engraved with the words F.C.R.V. President and year.

5. A plaque, ordered by the Vice President - Operations or his/her designates, shall be presented to the Past President by the incoming President. The plaque shall have a plate stating:

   IN APPRECIATION
   (PAST PRESIDENT’S NAME)
   PRESIDENT
   FAMILY CAMPERS & RVers
   (YEARS)

6. A plaque, ordered by the Vice President - Operations or his/her designates, shall be presented to the Campvention Chairman and Co-Chairman at the National Campvention. The plaque shall have a plate stating:

   PRESENTED TO
   (CAMPVENTION CHAIRMAN OR CO-CHAIRMAN NAME)
   FOR THEIR WORK AND DEDICATION
   AS CAMPVENTION GENERAL CHAIRMAN IN PRESENTING
   THE (YEAR)(STATE/PROVINCE) NATIONAL CAMPVENTION
   FAMILY CAMPERS & RVers

H. TIME SCHEDULE OF EVENTS

1. List of previous plaque and citation recipients shall be compiled and mailed to the National office by February 1 of each year.

2. Forms to be used for nominations shall be sent to the National office by the Recording/Corresponding Officer no later than February 1 of each year.

3. Forms should be mailed to Field Directors and Executive Board members by February 25 of each year.

4. The deadline for receiving nominations from the field shall be April 15 of the same year.

5. The Awards Committee shall notify the Recording/Corresponding Officer and National President of the selection no later than May 1, of the same year.

6. The Recording/Corresponding Officer will notify recipients of awards immediately after receiving the information from the Awards Committee.

7. The Recording/Corresponding Officer shall order or designate an individual to order the necessary plaques and citations to be delivered to the Recording/Corresponding Officer at least two weeks prior to the annual meeting.

8. The awards shall be given at the National Campvention.

9. If the recipient of the award, or a representative, is not present, the Recording/Corresponding Officer shall send the award to the recipient.
I. LIFETIME MEMBERSHIP AWARDS

1. Lifetime membership shall be given to all National Presidents and Vice President - Operations who have served the organization two years in that position.

2. The Board of Trustees may award one lifetime membership each year.

3. The Vice President - Operations shall be responsible for securing and have the name engraved on a plastic lifetime wallet size card. The husband and wife shall both receive cards.

J. FCRV AWARD OF MERIT: Presented to Executive Board Members for effort and dedication.

1. PURPOSE: To recognize, reward, and thank Executive Board Members for their effort and dedication to FCRV.

2. OBJECTIVE: To promote individual efforts to improve FCRV. By giving this award, we hope to encourage the winners to keep up the good work and to encourage others to focus their efforts on the most important aspects of their job and to put out that little bit extra that it takes to be the best at what they do.

3. NOMINATIONS:

   a) Nominations must be to the Recording/Corresponding Officer by April 15.

   b) Nominations will be made by Regional Director(s), and the Trustees.

   c) Candidates will be nominated on their accomplishments during the just past January to January twelve-month period.

   d) Candidates will be judged upon the following three areas on the nomination forms.

      • What has been accomplished for FCRV within the basic area and responsibilities of the nominee?
      • What has been accomplished for FCRV outside the basic area and responsibilities of the nominee?
      • What in particular causes you to believe that this person(s) should receive an FCRV Award of Merit?

4. WINNER SELECTIONS:

   a) Judging will be done by the Trustees.

   b) Judging will be based completely upon what is written on the nomination form and not upon any personal knowledge.

   c) No specific number of these awards will be made each year. If none of the nominations are judged to be deserving of the FCRV Award of Merit, then no awards will be given that year. If in a particular year, there is judged to be more than one nominee who is deserving of the award, each of those nominees will receive the FCRV Award of Merit that year.

K. MEMBERSHIP BUILDING, STATES/PROVINCES:

1. PURPOSE: To recognize and reward the State/Provincial Director(s), their staff and their members who are doing an outstanding job of building FCRV in their state or province and who has the best positive, real, tangible, and solid results.

2. OBJECTIVE: To improve membership building. By giving this award, we hope to encourage the winners to keep up the good work and to encourage others to focus their efforts on the most important aspects of their job and to put out that little bit extra that it takes to be the best at what they do.

3. WINNER SELECTIONS: Two State/Provincial awards will be given using positive gain (number gain & percent gain) in membership and also in retention, regardless of membership growth. One award will go to large states (over 500) and one will go to small states (under 500). Membership growth will not include members recruited through special programs like the members from Camper Clubs of America etc. Winners will be selected using statistical information as follows:

   a) Positive Membership Gain:

      • (Number gain) The largest number gain in total number of members in a state or province will be based upon the growth between the first of June last year to the first of June this year.
• (Percent gain) The largest percent gain in members in a state or province will be based upon the growth between the first of June last year to the first of June this year.

b) Membership Retention: The best results in membership retention will be computed by dividing the total number of drops recorded between the first of June last year to the first of June this year, by the number of members in the state or province as of the first of June last year.

I. THE AMBASSADOR CLUB

1. Objective: To interest and involve members in building the membership through encouraging them to recruit new members. It will also improve retention by getting members involved and enthusiastic about the organization.

2. Purpose: To recognize and reward members who get actively involved in building the membership by recruiting new members, and have social meetings and seminars for prospective Club members.

   a. FCRV Members can attain the following four levels of Ambassador Club Membership by signing up new FCRV members. New membership counts are accumulative, starting with the official start date of December 1, 1994.

      1. **Sapphire Ambassador**, recruit at least 5 new members. You will receive your first pin with a sapphire colored stone and one free year of membership. Free membership is transferrable to a family member.

      2. **Ruby Ambassador**, counting the first five members you recruited; bring in five additional new members for a total of 10. You will receive a second pin with a sapphire and a ruby colored stone and two free years of membership. Free membership is transferrable to a family member.

      3. **Emerald Ambassador**, counting the first 10 members you recruited; bring in 10 additional new members for a total of 20. You will receive a third pin with sapphire, ruby and emerald colored stones and three years of free membership. Free membership is transferrable to a family member.

      4. **Diamond Ambassador**, counting the first 20 members you recruited; bring in 30 additional new members for a total of at least 50. You will receive a fourth pin with sapphire, ruby, emerald and diamond colored stones, plus a lifetime membership in FCRV. Current lifetime members may receive a free golf cart rental at the next campvention following diamond status achievement (will expire if not used within three years).

   b. Counting New Members

      1. Both the head of the household and the significant other will receive credit for the new members they sign up, and both become Ambassador Club Members and they will progress up the levels together.

      2. Where personal follow-up, visits, joint camping or other one-on-one contact is carried out after a show, but before a new application is signed, this member shall count towards Ambassador Club requirements. A new member may also be a former NCHA/FCRV member who has not been a member of the organization for the past twelve months. Please mark the application as a "recovery" member.

      3. To obtain credit for membership in the Ambassador Club the applicant shall complete an Ambassador Club Membership Application. **The applicant must complete a new application for each level** listing the names of each new member recruited and forward the completed application to the National Office for action.

      4. The Office Manager shall list the names on the Award application and then send the application to the National Membership Directors.

      5. The National Membership Director shall review all applications and advise the Board of Trustees of the qualified applicants. Once the applicant has attained the Sapphire level, a file will be kept open by the National Membership Director.
c. Recognition of Ambassador Club Members:

1. Each new member, and present members reaching the next level, will be recognized at Campvention. All new and current members of the Ambassador Club will be invited to a luncheon at Campvention. New Ambassadors will be recognized at the luncheon as well as anyone who has moved up to a new level. Trustees will be in attendance.

PLEASE NOTE: THIS IS AN ACCUMULATIVE AWARD WITH NO TIME LIMITS

1. Procedure for applying for an Ambassador Award

The following is the method now used to operate the Ambassador Award program of Family Campers & Rvers. The system is subject to change from time to time. Changes will be announced through Camping Today.

2. Concept

To make the system fair for all and to provide for easy identification of eligible persons the system requires the submission of an application for each level of award. These applications will identify the qualifying family plus each of the new members used for the qualification. The rules of qualification are printed on the application.

3. Method of Award

a) Complete application form each time you apply for a different level.
b) Send the application to the National Office.
c) The National Office will verify the membership of new members listed on the application.
d) The National Membership Director will send a congratulations letter and pins upon qualification of new members and/or present members reaching the next level.
e) Mention will be made in National Membership Director’s column in the next issue Camping Today.
f) The National Membership Director will issue a membership dues credit note to office and the office will re-issue membership cards with the new membership dates.
g) The National Membership Director will issue club membership certificates.
h) The National Membership Director will advise Trustees of New Member/status change.
i) Names will be added to a list for special recognition at the next Campvention.

The Chairman shall keep records as required for future use as follows:

1. The initial applications will be kept on file for the current qualification level.
2. The National Membership Director shall mail a new application form to the qualified member showing the level achieved and left blank for the addition of more names for higher levels.
3. The National Membership Director shall keep a record, and present to the Board on a quarterly basis the current qualified members of the club.
APPLICATION FOR AMBASSADOR AWARD

FCRV MEMBERSHIP NUMBER: ___________________________ DATE OF APPLICATION: _______________________

STATE/PROVINCE: __________________ CHAPTER AFFILIATION: __________________________

FAMILY LAST NAME: ____________________________________________________________

FIRST NAME: ________________________________ SPOUSE'S FIRST NAME: _______________________

ADDRESS: _______________________________________________________________________

CITY: ___________________________ STATE/PROVINCE: __________ ZIP/POSTAL CODE: __________

TELEPHONE #: ______________________________ E-MAIL: ________________________________

***********************************************************************************************

AWARD LEVEL (Please check level being applied for) – (use a blank sheet of paper for additional names)

Sapphire: [ ]  Ruby: [ ]  Emerald: [ ]  Diamond: [ ]

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QUALIFYING NEW MEMBERS:

<table>
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<th>Family Last Name</th>
<th>First Name(s)</th>
<th>Zip/Postal</th>
<th>FCRV Membership Number</th>
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(for additional names, please submit on another piece of paper)

[ (we) hereby apply for the above award as indicated. I (we) declare that the persons named as Qualifying Members have not been members of FCRV within the past 12 months and have not been entered by any other person(s) as Qualifying Members. I (we) also declare that we have read and complied with Section IL B of the rules on the reverse of this application.

Signature: ________________________________ Date of Application: _______________________

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M. TRUSTEE AWARD
1. Any new Trustee shall receive a bolo tie or necklace from FCRV. The tie or necklace shall be presented at the installation of new officers by the Vice President - Operations.

2. The tie or necklace shall consist of a 2” polished brass disc with National Insignia in the middle and lettered FCRV at the top and Trustee at the bottom with the years of their first installation engraved between FCRV and Trustee with two numbers on each side. The retiring President shall receive a tie or necklace as described above with letters FCRV at the top and Past President at bottom with year retiring engraved between top and bottom with two numbers on each side. The Vice President - Operations shall be responsible for ordering the awards.

N. EXECUTIVE BOARD SERVICE AWARD
Executive Board members completing their years of service to FCRV shall receive a plaque from the Executive Board for their dedication and service.

O. LIFE SAVING AWARD
1. A Life Saving Award may be given each year to an FCRV member who has shown outstanding courage in saving the life of another human being.

2. The nomination for such an award shall be accepted at the same time as other nominations and sent to the Recording/Corresponding Officer.

3. It shall be the responsibility of the Board of Trustees to select the recipient of this National award.

P. CHAPTER OF THE YEAR AWARD
1. The Chapter of the Year nomination shall be mailed to the Recording/Corresponding Officer within the same time schedule as the other award nominations.

2. This award is given annually and shall include only those activities that the Chapter engaged in during the calendar year preceding the nomination. The category and point scale used for judging will be mailed out yearly from the National Office.

3. It shall be the responsibility of the Awards Committee to select the recipient of this National Award.

Q. HUMANITARIAN AWARD
1. A Humanitarian Award may be given each year to an FCRV member who has shown devotion to promoting the welfare of fellow campers and mankind.

2. The nomination for such an award shall be submitted thru the Recording/Corresponding Officer. It shall be the responsibility of the Board of Trustees to choose the recipient of this National Award.

R. HANK NATHAN LIFETIME ACHIEVEMENT AWARD
The Hank Nathan Lifetime Achievement Award is a special award presented to individuals who have rendered extraordinary service and devotion to the Family Campers and RVers. This service may include holding office, chairing and/or participation in programs, program development, and other similar activities performed during their membership years and their lifetime.

Award Guidelines:
1. The criteria for the award will be based on a minimum 25 years of service to FCRV through development, promotion, maintenance, and participation in FCRV activities.
2. A maximum of one Lifetime Achievement Award may be awarded each year. The award will not be presented to anyone if no nominations are received or if those are not judged to meet the criteria established for the award.
3. Recipients do not necessarily need to be members of FCRV.

Award Procedures:
1. Nominations must be submitted to the Recording/Corresponding Officer of FCRV by April 15 of each calendar year.
2. Nominations must be submitted on forms provided by the Recording/Corresponding Officer.
3. Each nomination must be signed by at least twenty five (25) members who support the nomination.
4. The National FCRV Board of Trustees will evaluate each nomination and determine if and to whom the award will be presented. Evaluations will be based on the criteria.
5. The Lifetime Achievement Award will be presented to the recipient at the Annual FCRV National Campvention.
HANK NATHAN LIFETIME ACHIEVEMENT AWARD
NOMINATION FORM

DATE___________________

Nominee name:________________________________________________________

Address:________________________________________________________________

City:______________________________  State:____________   Zip:_________

Telephone:_____________  Cell Phone:_______________  Email:____________

Nominee is an FCRV member:  Yes ______   No ______   Nominee has been a member since ____________

Check one

NOMINATION:

In a separate document, typed, double spaced, and no longer than 1500 words, explain in detail why the following list of
members support the nomination of the individual listed above.  This nomination should include details of the nominee’s
lifetime of activities in and for FCRV that cause this person to stand above other devoted members of FCRV or other outside
individuals who support FCRV.

SUBMITTING THE NOMINATION:

This nomination form and the required written nomination document must be mailed to the Recording/Corresponding Officer
of FCRV on or before April 15 of the calendar year.

SIGNATURES:  The following members (25 required) have read the above nomination documents and support them without
reservation:

1. _________________________________________  13. ___________________  ________________________
2. _________________________________________  14. _________________________________________
3. _________________________________________  15. _________________________________________
4. _________________________________________  16. _________________________________________
5. _________________________________________  17. _________________________________________
6. _________________________________________  18. _________________________________________
7. _________________________________________  19. _________________________________________
8. _________________________________________  20. _________________________________________
9. _________________________________________  21. _________________________________________
10. _________________________________________  22. _________________________________________
11. _________________________________________  23. _________________________________________
12. _________________________________________  24. _________________________________________
13. _________________________________________  25. _________________________________________
AWARDS, INFORMATION, AND INSIGNIA COORDINATOR

This position reports to the Vice President-Operations. Reports containing recommendations and activities will be made three times during the year. The Vice President-Operations will indicate the exact due dates of these reports.

As Awards Coordinator, this position:
1. Maintains a list of awards presented by FCRV
2. Identifies an appropriate provider for the awards
3. Communicates with provider to assure awards are created to FCRV specifications
4. Communicates with program directors requiring awards
5. Communicates with Campvention chair people to obtain the various awards and trophies that are presented by Campvention
6. Communicates with the Recording/Corresponding Officer regarding FCRV’s national awards
7. Proposes changes and recommendations as needed

As Information Coordinator, this position:
1. Maintains current contact information for members of the Executive Board
2. Distributes Executive Board Contact list as needed

As Consignment Coordinator this position would:
1. Maintain the consignment contract
2. Issue a contract for a new consignment account as requests come in
3. Communicate with office staff on the status of consignment accounts
4. Contact delinquent consignment accounts to reconcile them
5. Proposes changes and recommendations as needed
A. FCRV BLANKET LIABILITY INSURANCE PLAN

FCRV carries blanket liability insurance which must not be confused with accident insurance. Liability insurance does not automatically pay for any injury, or damage that might occur at a FCRV activity. It covers only when the injury or damage results from an accident caused by negligence or fault on the part of FCRV, its subsidiaries, officers, directors or members when involved in performing any activity of FCRV.

Within the limits explained below, the FCRV blanket liability insurance is intended to prevent catastrophic loss for any member due to performing duties at or for any FCRV sponsored or approved activity. It is intended to protect the officers, directors and members, in the event that they are held personally liable for any serious injuries or damages arising out of any affair or activity performed in behalf of FCRV. This includes FCRV members and activities at all levels of the organization.

The FCRV liability insurance protects all its various groups, chapters and members while they are engaged in any National, Regional, State, Provincial, chapter or other activities or operations of the association. This includes Campventions, rallies, campouts, meetings, social affairs or any other FCRV sponsored programs, activities or operations.

The insurance limit is $1,000,000 (including property damage) and can act as either primary or excess insurance. When the member has other insurance in effect, such as homeowners liability, automobile, etc., the member’s own insurance is the primary insurance and the FCRV insurance becomes the secondary or excess insurance. The FCRV insurance covers amounts in excess of the primary insurance limits up to the limits of the FCRV policy. If there is no other insurance involved, then the FCRV insurance becomes the primary insurance. If someone attending a campout is injured solely through his own fault, there would be no claim paid. If in an instance like this, someone files a claim, the company will investigate it and defend FCRV and its members. If no negligence can be shown on the part of FCRV or any of its members, the claim will normally be denied.

Coverage also includes any liability assumed in lease agreements for use of a fairground or campground; products liability; work performed by independent contractors and non-owned automobile insurance.

The non-owned automobile coverage is also excess insurance. This means that it provides protection over and above the drivers own insurance. If a member was using a car, other than his own, on FCRV business of some type and both he and FCRV were sued because of some accident, then the FCRV insurance would apply in addition to whatever limit of insurance the member carried for himself. However, if the member were using his own car, the insurance would not cover any damage to the members own car.

This problem seems to confuse people when it involves the use of vehicles. Since almost everyone has automobile insurance, the non-owned automobile liability rarely gets involved in a claim since it acts as excess when there is other insurance. But, that is as it should be, since the intent is to provide a large amount of insurance for large catastrophic claims. Our insurance does not and could not cover all the small fender bender accidents that might happen in the course of all of the activities. The insurance premium cost to FCRV would be phenomenal.

Any questions should be directed to the State/Provincial Director who will refer them to FYI Insurance Agency.

Revised – May 2011
ADDITIONAL BLANKET INSURANCE EXPLANATION

Many of us have thought that our guests we invite to Chapter, District, State/Province, National or any other FCRV sponsored activities were protected by our insurance, just like our members. The fact is; guests are not really protected. If they were sued as individuals and not part of FCRV, then our insurance would not be involved at all.

EXAMPLE:

A State/Province is performing a conservation project at a State/Provincial park, and the activities include transplanting trees, taking up barbed wire, fixing corral fence and putting a new roof on a bunk house. One of the people on the roof of the bunk house is a guest, and he drops his hammer on the head of some other camper who is just watching and is not a FCRV member and not part of the project at all.

If FCRV is sued because of this accident, the insurance will protect FCRV and its member as an excess insurance if there is other insurance or as primary insurance if there is no other insurance. However, the guest is probably not protected by the insurance either as excess or primary insurance. Although they are probably not covered, we should go ahead and file the claim, because the insurance company will judge each case on an individual basis. Our Insurance Agent advises us to file the claim and let the company make the ruling.

A form should be completed by some FCRV member who is involved with the operation of the campout or other activity. If a first aid tent is on the premises, the person in charge of first aid could complete the form, also.

The intent of this is to get a statement of what happened from FCRV’s point of view, similar to what you'd give your own insurance company if you had a car accident. The company will get the injured person, and the witness statements later.

Be sure to get the injured person's name, address and phone number. If they’re taken to a hospital, that name and address would be helpful, too.

A description of the accident should include what caused the damage or injury (if a person has fallen, did they trip over something, slip on a wet spot? etc.)

The completed form should be returned to:
FYI Insurance Agency
7835 Parallel Pkwy
Kansas City, KS 66112
Fax: 913-788-7058
Email: jalft@alftinsurance.com

Do’s and Don’ts

1. **Do** - tell the injured party (or their spouse or parent) that the accident is being reported to the insurance company who will contact them later.

2. **Do** - mention that they will have to use the name of their own hospital and medical insurance carrier for any hospital or medical treatment. FCRV does not provide that.

3. **Don’t** - tell anyone that FCRV will take care of their hospital or medical expense, or in anyway acknowledge responsibility for the accident, nor agree to reimburse them for any expense. This will have to be determined by the insurance company.

4. **Don’t** - tell anyone that FCRV’s insurance won’t cover the expense or damage either, or try to discourage their filing a claim.
Please fill out and return by e-mail or mail

National Campers & Hikers Association
(Family Campers & Rver’s)

**Request for Certificate of Insurance**

Name of Chapter or Group requesting proof of Insurance:

________________________________________________________________________

________________________________________________________________________

Date, location and address of Event: ____________________________

________________________________________________________________________

________________________________________________________________________

Name of Entity (land or building owner, fairgrounds, municipality etc..) and that requires Proof of Insurance: ____________________________

________________________________________________________________________

________________________________________________________________________

Mailing Address: ____________________________

________________________________________________________________________

Phone Number______________________  FAX Number______________________

EMAIL ADDRESS: ____________________________

Request to be additional insured: YES_______ NO_______

Number of copies Required:_______

**If This Form is Not Filled Out Completely, a Certificate Will Not Be Issued**

From: FYI Insurance Agency
7835 Parallel Pkwy
Kansas City, KS 66112
PH: 913-334-6100
Fax: 913-788-7058
Contact for Certificates: Jane Alft
Email: jalft@alfitinsurance.com
FCRV TRAVELING MEDICAL CONSENT FORM

WHEREAS, ______________________(name of child), ____ (age) is our child by birth, legal adoption, or guardian rights, and
WHEREAS, said child travels to and from, and attends, various Family Campers and RVers events from time to time, and we are unable to accompany him/her, and
WHEREAS, it is our desire and intent to ensure on such occasions that said child will receive any necessary emergency medical treatment, and to authorize the person(s) hereafter designated to consent to the rendering of such treatment in the jobevent reasonable attempts to contact us and obtain such consent are unsuccessful.
NOW, THEREFORE, we do here by authorize___________________________ (name of authorized person(s)), authority to procure and consent to any necessary emergency medical care (including rendering of prescribed medicine or surgical treatment) to be rendered to said child while he/she is traveling to and from, and attending, the following FCRV event:

______________________________

To our knowledge _____________________________(name of child) is known to have _______________ (name of disease or condition) and is on __________________________________________ (name of prescribed medicine). He/she is also allergic to ____________________________ (medicine or environment).

Childs Social Security Number or Canadian I.D. Number_______________________________________________

The following additional information is needed by any hospital or practitioner not having access to the child’s medical history:

Insurance company _______________________________Policy number _______________________________

Physical impairments __________________________________________________________________________

Blood type_____________________________________________ Date of last tetanus shot __________________________

Doctor’s name _______________________________ Doctor’s phone number [ ] ______________________________

Doctor’s address _____________________________________________________________________________

Dentist’s name _______________________________ Dentist’s phone number [ ] ______________________________

Dentist’s address ____________________________________________________________

Other pertinent facts___________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

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IN WITNESS THEREOF: This consent form has been executed by

the undersigned parent(s) and/or legal guardian(s) this ____________ day of ____________, (year)_______

Parent / Guardian

Parent / Guardian

Street Address

City: ________________________ State/Prov. __________________ Zip: ______________________

[_____] ______________________ [_____] ______________________

Business Phone ______________________ Home Phone ______________________

Alternate Phone Number

State / Province of: ______________________

City / County of: ______________________ , to wit:

The foregoing instrument has been acknowledged before me on this the _____ day of _________, (year)_______.

By: ________________________________________________________________

Notary Public

My commission expires: _______________ (seal)
FCRV DISHONESTY BOND

FCRV has a blanket dishonesty bond, which covers its employees** at a given time.

**"Employee" is defined as any natural person:
  a. while in your service or for 60 days after termination of service; and
  b. who you compensate directly by salary, wages, commissions; and
  c. who you have the right to direct and control while performing services for you; including one
  d. who is performing services for you as the chairman, or a member of any committee and whether compensated or not; or
  e. who is a director or trustee while acting as a member of any of your elected or appointed committees to perform on your behalf, specific, as distinguished from general directorial acts; or
  f. who is a non-compensated officer; or
  g. who is a volunteer who is not compensated other than one who is a fund solicitor, while performing services for you that are usual to the duties of an “employee”.

The Bond covers loss of, or damage to money, securities or other property, caused by employee dishonesty.

FCRV officers or chairman must be bonded to protect the organization from default or financial loss. The limitations are primarily that the dishonest acts were committed by an “identifiable” employee/volunteer; and that they are provable by more than just inventory shortage, or profit and loss computation. In effect, the company will not assume a dishonest act occurred in instances where the explanation could be an accounting error.
FCRV PUBLICATION SCHEDULE

FCRV members receive monthly online issues of the official publication, Camping Today. It appears the first of each month on FCRV’s web site – www.fcrv.org under News / Camping Today. Those whose email address is on file at the FCRV office will receive a notice with a direct link. Those without internet access may have a double sided black and white, printed copy mailed for an annual fee. Contact the FCRV Office at 4804 Transit Rd., Depew, NY 124043 (716-668-6242).

PUBLICATION DEADLINES

Deadline for submission of articles to the editor is the 1st of the month, 1 month prior to publication. Exceptions are made for Farewell Notices.

EDITOR

The editor of Camping Today coordinates news from FCRV sources across the U.S. and Canada and prepares it for the layout and graphic person to use in the online layout. The magazine is sent in PDF form so that individual pages may be selected to print. He requests follow-up or preview / promotional articles from members on FCRV activities and programs. He works closely with the Trustees to relay their priorities to the membership. He also works with each state or province that is preparing next year’s Campvention to publish information about planned Campvention events and activities. The annual Retiree Rally is covered also. He uses articles from sources such as “RV Business” and news releases on new camping / RV products. Advertising space is available.
ADULT ACTIVITIES PROGRAM

It has been a growing concern with FCRV that many of our teens view their twentieth birthday as an end to their FCRV activities. As an organization we should ease the transition from the teen program to something that is positive, active and fits with the individual's lifestyle. The Adult Activities program is intended to satisfy that difficult transition.

The goal of this program is to keep FCRV’s young adults active, and too it provides the opportunity to pursue activities more in keeping with their age group. An Adult is anyone 20 years and older (including both married and single adults) and married teens.

Planned activities for State/Provincial and National campouts may include evening dances, sports events, tours geared to the younger adult and most important a designated area of their own.

OBJECTIVE
To facilitate the integration of the various adult groups and assist the Campvention Chairman and Host Chairmen in planning Family/Adult Games and Activities.

PURPOSE
To provide all adults with Executive Board representation.

DUTIES OF THE ADULT ACTIVITIES DIRECTOR

1. Keep the official adult games rules (horseshoes, washer toss and volleyball) up-to-date and provide them for the Campvention Chairman and Campventions, as needed. Will recommend changes to the Trustees and Executive Board as needed.

2. Develop and maintain a library of Adult/Family type games and activities to use at Campvention in the Adult Activity Center.

3. Encourage scheduling of appropriate seminars and dances at the Adult Center at Campvention.

4. Purchase game equipment (such as volleyballs, softballs, bingo cards, etc.) as needed for the National Adult Family Activities.

5. Responsible for inventory and maintenance of the equipment in number 4 above and seeing that the equipment is moved from one Campvention/Rally to the next.

6. Be available to the Campvention Chairman, Campvention Rally Chairman and the Campvention Adult Activities Chairmen to help plan and carry out activities at Campventions/Rallies.

7. Provide Adult/Family Activities information and suggestions to Regional and State/Provincial Directors upon request.

8. Write at least one Camping Today article per year, which encourages members to come to the Adult Activities Center and get involved and meet people. Encourage others planning campouts to provide activities similar to those at the Campvention Adult Activities Center.

9. See that there is a suggestion box at the Adult Center, collect the suggestions, and bring them to the Vice President – Programs.

10. See that Adult Activities’ schedule is listed in the Campvention Program Book.
ADULT SPORTS

Adult winners of the state/provincial sports' contests will represent their respective areas at the national competition each July. However, if winners or runners-up are unable to attend or not available, the State/Provincial Director will designate the appropriate member(s) to represent his/her/their respective area. If the designated contestant is not available, and the State/Provincial Director is not available to appoint a replacement, the first person(s) from that state/province, who arrive(s) and wants to be a contestant(s), will be accepted as the representative. Every effort will be made to allow all members to play and participate in the competitions.

States/Provinces and Regions may play their own rules at their own campouts, but the National Adult Sports Rules must be followed at the National Campventions. These rules have been developed from input from all parts of the organization. They are not intended to be like any other rules but are intended to preserve the fun of the game, to make the game easy to play and easy to judge and to keep the game time reasonable in length.

A. NATIONAL ADULT HORSESHOES RULES
   (Men & Women Singles, Doubles and Mixed)

1. ELIGIBILITY: A contestant must be at least 20 years of age at the time of the competition and be a member in good standing of FCRV. The contestant(s) must be the official representative(s) of their state or province.

2. COURT LAYOUT: The court area will be selected based upon available space, safety, comfort and convenience. A single court will occupy a level area of at least 50 ft. in length and to keep the sun from being a disadvantage to either player or team, the court should run north and south whenever possible. Two stakes 1 inch in diameter and 32 inches long should be placed 40 feet apart for the men and 30 feet apart for the women. The stakes should be centered in a wooden box whose frame extends 1 inch above the surrounding surface. The box should be 6 feet long and 36 inches wide, with soft dirt surrounding the stake. The stakes should extend 14 inches above the ground, with a 3 inch incline toward each other, if concrete pits are furnished by the facility, then they will be acceptable. If the facility has neither wooden or concrete pits and will not allow the placement of wooden boxes for the horseshoe pits, then play will be conducted without them and the following rule changes will be observed.
   a) A foul line shall be marked on the ground 36 inches in front of and on both sides of each stake.
   b) Any rules other than 1 above, which refer to the box will be ignored.

3. FOUL SHOE: A foul shoe does not count in the scoring of the game and is immediately retrieved by the fouling team. Foul are as follows:
   a) The pitcher extends his foot beyond the foul line which is 36 inches in front of the stake.
   b) The shoe hits in front of the foul line or strikes the box surrounding the pit.
   c) If the shoe strikes outside the box surrounding the pit, it will be removed.

4. OFFICIAL SHOE: Contestants may use their own shoes as long as they meet the following specifications:
   a) No shoe shall exceed 7 1/4 inches in width/space (distance between the closest points at the toe of the shoe).
   b) No shoe shall exceed 7 5/8 inches in length (distance from the back of the heel of the shoe to a line connecting the points of the shoe).
   c) No shoe shall exceed 2 pounds and 10 ounces in weight.

5. CONDUCT OF PLAYERS: While a contestant is in the pitching position, no contestant shall make any remarks; any sounds or any movement which might interfere with the opponents play. No contestants shall walk to the opposite stake or be informed of the position of a shoe, prior to the completion of the inning. The player who is not pitching must remain behind and to the opposite side of the stake from the player who is pitching.

6. MATCH PLAY: Play will be by single elimination where parings will be chosen by lots. Singles and doubles must be played at different times.

7. FORFEIT: A contestant/team will forfeit the game if they are not on the court and ready to play when the court referee calls for their game to start. Forfeit can also occur when one contestant/team concedes to the other.
8. **BYE:** Byes are used in the preliminary rounds of competition, when uneven numbers of teams occur in a column of a tournament bracket. The bye fills in the place of the missing team, and the team paired with the bye automatically wins and advances to the next bracket. A team must never be advanced to the final playoffs via a bye. The byes must be placed in selected positions of the tournament brackets, except for the finals, before the pairings are done by drawing lots. The byes will be placed so that no team can receive more than one bye in the tournament.

9. **WARM UP THROWS:** Each contestant shall receive a minimum of two innings (four throws) of warm up pitching before the game starts.

10. **CHOICE OF PITCH:** The choice of first pitch or follow pitch shall be determined by tossing a coin or flipping a shoe. In each subsequent inning, the contestant/team scoring the most points will pitch first. In an inning where there is no score, for whatever reason, the contestant/team who pitched last will start the inning.

9. **MEASUREMENTS:** All measurements to determine the closest shoe to the stake, shall be made with calipers or a straight edge.

12. **MOVED PITCHED SHOE:** When the shoe being pitched moves another shoe which has already been pitched, all shoes are left where they are and measured wherever they end up at the end of the inning.

13. **SCORING RULES:**
   a) **GAME:** A game is divided into innings and each inning constitutes the pitching of two shoes by each contestant. A regulation game ends at the end of an inning, when one team has reached a score of 21 or more points.
   b) **POINTS:** A shoe must be within 6 inches of the stake to be considered in scoring. A shoe leaning against the stake counts no more than the closest shoe within 6 inches.
      0 points....all equals and ties count as no points
      1 point....a contestant has one shoe closer than either of the shoes of his opponent(s)
      2 points....both shoes within 6 inches of the stake and both of them closer than either of the opponents shoes.
      3 points....only one ringer and the second shoe of the contestant with the ringer is not within 6 inches of the shoe and closer than either of the opponents shoes.
      3 points....when there are three ringers, the contestant having two ringers scores 3 regardless of where the fourth shoe is.
      4 points....only one contestant has a ringer, and their second shoe is within 6 inches of the stake and closer that either of the two shoes of the opponent(s).
      6 points....one contestant has thrown 2 ringers, and the opponent has thrown none.

**DEFINITION OF A RINGER:** A ringer is scored when the shoe encircles the stake with the points of the toe of the shoe extending far enough past the stake to touch both toes simultaneously with a straight edge.

14. **EQUIPMENT NEEDED:**
   a).....32 inch solid stakes. no more than 1 inch in diameter
   b).....1 single elimination tournament chart and some pencils
   c).....regulation shoes as described in item 5
   d).....1 scoring table and chair
   e).....badges for officials
   f).....at least one set of national sports rules
   g).....water, cups, trash bag, etc.
B. NATIONAL ADULT LADDER GOLF RULES

Ladder Golf is played with 2 or more players or teams. Each player has 3 golf ball bolas. A bola is 2 golf balls attached by a nylon rope. The object of the game is to wrap your bolas around the steps of the ladder. The ladder consists of 3 steps, a top, middle and a bottom step.

1. PLAYING THE GAME:
   Prior to game play a line must be set 5 paces from the ladder. This is the called the toss line. The official toss line is 15 feet away but most players measure 5 paces from the game ladder to set the toss line. This allows for a closer toss line for children's games. Ladder Golf is played in rounds, each round consists of all players tossing 3 bolas. A coin toss is used to decide which player or team will toss first. The first player must toss all 3 bolas before the next player is able to toss his or her bolas. Bolas can be tossed in anyway the player chooses, as long as they are tossed individually and can be bounced off the ground. The winner of the round earns the first toss in the next round. Games are played to an exact point total of 21. In order to win, a player must be the only one to score exactly 21 points after the completion of a round. If a player goes over the exact point total, that players points for that round do not count. For example: A player with 18 points needs 3 points to get the exact score of 21 in order to win. If that player has 5 points hanging on the ladder after all the players have tossed all strands, none of those points count and the player will enter the next round with 18 points again needing 3 points to win. In the case of a tie, the players that tie will play as many overtime rounds as needed until one player ends a complete round 2 points ahead of the other player. The 2 point rule only applies in overtime rounds. During regular play any player can win as long as that player is the only one to score an exact total of 21 points at the end of that round no matter how many points the other players have.

2. ETIQUETTE OF THE GAME
   Basic etiquette of Ladder Golf states that contestants should make as many remarks, sounds or movements as possible during play in order to distract the opponent’s during play. Touching the player during tossing is never allowed. In the course of play no contestant is to walk to the ladder prior to completion of the current round of play.

3. SCORING:
   After all teams have tossed all their bolas, scoring is determined by the bolas that are still hanging from the steps. Players can knock-off bolas during the course of the game, in fact knocking-off other players bolas is encouraged and a good way to play defensively. bolas that are knocked off during play do not count as points. Only bolas that are left hanging after all bolas are tossed are counted as points.

   a.) Points:
       Points are determined by which step your bola wraps around. The top step is worth 3 points the middle step is worth 2 points and the bottom step is only worth 1 point. Players can score an optional bonus of 1 point by hanging all 3 bolas from the same step or by hanging a bola on all 3 (1-2-3) steps in one round. The highest amount of points available per player is 10. This is accomplished by hanging all 3 bolas on the top (3 point) step.

4. TEAM PLAY:
   Four players can play Ladder Golf by alternating play each round. Players simply alternate turns with teammates. Extra bolas can also be purchased so up to 4 players can play individually on the same ladder or a second ladder can be purchased for team play. With multiple ladders 2 players on opposite teams would be on one side and the other 2 opposing players would be at the other game ladder. One side would toss all bolas and the other team would toss them back. Same rules apply.
5. GLOSSARY OF TERMS:

   Bolas: A Bola consists of 2 golf balls attached together with a piece of nylon rope. Golf Balls are spaced 13” apart.
   Ladder: The ladder is the structure that consists of 3 steps each spaced 13 inches apart.
   Steps or Rungs: Each ladder has 3 steps. The top step is worth 3 points, the middle 2 and the bottom 1 point.
   Toss Line: The line that the players tosses from. Officially is set to 15 feet. For backyard games 5 paces works fine.

C. NATIONAL ADULT VOLLEYBALL RULES (Mixed Teams)

1. ELIGIBILITY: A contestant must be at least 20 years of age at the time of the competition and be a member in good standing of FCRV. Contestants(s) must be the official representative(s) of their state or province.

2. TEAMS: Each state/province may enter only one team. Each team shall consist of a maximum of 12 players, of which the male/female ratio shall be as close to 1 to 1 as possible. At no time may a team have 3 men next to the net at the same time and a team may never have more men than women playing at any time.

3. SUBSTITUTIONS: There may be only 6 substitutions during a game. Players may reenter a game only once, and they must reenter to their original position of rotation. If an injury substitution is made (not one of the 6 allowed substitutions), the injured player may not reenter to the game. Substitutions may only be made during dead ball periods, and an injury causes a dead ball.

4. MATCH PLAY: The tournament will be single elimination where team pairings are drawn by lots. No team may come into the finals via a bye. When the tournament has played down to three teams, they will play off the finals in a round robin. In a round robin play off, team "A" will play team "B" and team "C"; team "B" will play team "A" and team "C"; and team "C" will play team ‘A’ and team "B". The team with the most wins in the round robin will be the champion. If there is a tie, the team with the most accumulated points in the round robin will be declared the champion. If the tournament plays down to two final teams, they will decide the championship with a three game play off.

5. BYES: Byes are used in the preliminary rounds of competition, when uneven numbers of teams occur in a column of a tournament bracket. The bye fills in the place of the missing team, and the team automatically paired with the bye wins and advances to the next bracket. A team must never be advanced to the final playoffs via a bye. The byes will be placed in selected positions of the tournament brackets, except the finals, before the pairings are done by drawing lots. The byes will be placed so that no team can receive more than one bye in the tournament.

6. FORFEIT: A team will forfeit the game if they are not on the field and ready to play when the court referee calls for their game to start. A forfeit may also occur when one team concedes to the other.

7. CONDUCT OF PLAY: Unsportsmanlike conduct shall not be allowed. Unsportsmanlike conduct shall include but not be limited to stamping feet and shouting when an opponent is in the act of serving or playing the ball. The referee has the power to warn, declare side out, award a point or disqualify from the game any player or coach who commits, in the opinion of the referee, a gross violation of sportsmanlike conduct.

8. COURT LAYOUT: The court area will be selected based upon available space, safety, corner and convenience. The playing field will be 30 feet by 60 feet, divided into two 30 feet by 30 feet sides, by a net 7 foot 6 inches high. Boundaries and the center line below the net must be clearly marked; sport chalk is ideal. A 6 foot playing area around the boundary of the court will be kept clear of objects and spectators as a safety precaution. If possible the court should be laid out so as to not give either side a disadvantage from the sun. If possible, an elevated platform should be provided at the net, for the referee for better viewing of both playing areas.

9. REFEREE: The referee is the head official who shall be responsible for making decisions, starting games, net fouls, determining the number of hits, ball in play, dead ball, points and serving order. The referee is responsible for overall rules and conduct of play.
12. **OFFICIAL SCORER:** Keeps track of the scoring during the game and records scores and game results.

13. **TIME OUTS:** Each team is allowed 2 time outs of 30 seconds duration per game. They are to be called by the captain during dead ball periods.

14. **CHOICE OF SERVE OR SIDE:** The choice of serve or side will be determined by the toss of a coin.

15. **SWITCHING OF SIDES:** To eliminate any disadvantage caused by sun or weather, teams will change sides after the 8th point of each game.

16. **LENGTH OF GAME:** The first team scoring 15 points and having a margin of 2 over the opponents is the winner. If both teams reach 15 or more points without either team gaining a 2 point margin, play will continue until one team gains a two-point advantage.

17. **SERVICE RULES:** The server shall serve from behind the boundary line, between his right corner and 10 feet in from this corner. The server may not serve from the center or the left court, but there is no limit on how far back a server may stand. The server’s foot may not come down on the boundary line or inside the boundary until after the ball has been served. However, the server’s foot or body may be in the air over or past the boundary line when the ball is served. A served ball is dead if it does not clear the net without assistance, hits the net or other obstructions, is served by the wrong person or is served before the referee starts play. Under the last circumstance only, the team has one more chance to serve per game.

16. **PLAYERS:**
   a) Front line players may hit the ball from any position above or below the top of the net.
   b) Back line players may spike the ball only when they take off from behind the 10 foot line (10 feet back from the net). Back line players may not block the ball.
   c) One player shall not play the ball twice in succession. A block does not count as a hit.
   d) A team is allowed a maximum of 3 hits before the ball crosses the net.
   e) When a spike is blocked, it is considered to have crossed the net.

17. **NET PLAY:**
   a) Players may not touch the net in any manner during play.
   b) Reaching over the net is permitted only:
      1) During the follow through of a legal hit.
      2) Blocking a return that will cross the net.
   c) Service may not be blocked or attacked. Attacked is defined as receiving the ball with the hand(s) behind the head forcing the ball over the net.
   d) Recovering a ball hit into the net is permitted.
   e) During play, a ball touching the net within the boundaries shall remain in play.
   f) A ball is considered across the net if any portion of the ball crosses the net or when a spiked ball is blocked and returned.
   g) Successive contact of the ball by a player whose first contact was the result of a block shall be counted as one hit. A blocker may make the next play; basically, a block does not count as a hit.
   h) When the ball is simultaneously played by opponents, the player on the opposite side of the net from which the ball lands is considered the last person to touch the ball.
   i) The center line under the net may be stepped on, but not crossed.
   j) Players may not touch a ball traveling parallel to the net after the opponents first or second hits.

18. **HITS.** A legal hit is contact with the ball by a player’s body above and including the waist, which does not allow the ball to visibly come to rest, even for a moment. Legal hits include:
   a) Serve.....contact with the ball to initiate play  
   b) Bump or Set.....a play in which the ball is hit into the air so another player can hit the ball or so the ball goes over the net.
   c) Spike or Attack.....a play in which the ball is hit forcibly into the opponents court

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d) Block.....a play at the net where players attempt to prevent a spike from coming across the net, or to return it immediately

19. EQUIPMENT NEEDED:
  a) 2 playing courts
  b) 2 step stands
  c) 2 stop watches for time outs
  d) 2 whistles
  e) a copy of the national adult volleyball rules for each court
  f) sports chalk for boundary lines and a line machine
  g) scoring table and chairs
  h) tournament bracket chart & pencils
  i) score board for each court
  j) officials for each court
  k) drinking water, cups, trash bag, etc.
C. NATIONAL ADULT WASHER TOSS RULES

1. ELIGIBILITY: A contestant must be at least 20 years of age at the time of the competition and be a member in good standing of FCRV. Contestants(s) must be the official representative(s) of their state or province.

2. COURT AND EQUIPMENT: The court area will be selected based upon available space, safety, comfort and convenience. The court can be laid out in any direction or arrangement as fits the above considerations. The boards are 12"x48"x4" high, constructed with wood under frames, topped with plywood (1/2" through 3/4") and surfaced with short napped indoor/outdoor carpet (the carpet must not extend into the holes). There will be three 4" (plus or minus 1/8") holes in each of the two boards. One hole will be in the exact center of the board, with an additional hole twelve inches (center to center) in each direction. The boards will have a pitching base connected by a 10 foot length of cord, rope, chain, cable, etc., to keep the distance consistent and correct. Attaching cans, bowls, or other vessels to catch the washers when they go into a hole are optional. (See drawing on page 120.)

Two sets of three standard 3" washers are required and each set must be of a different color or somehow marked differently. Contestants may use their own washers as long as each washer is at least 2 15/16" in diameter and weigh 4½ ounces or less.

3. SCORING:
   a) The first (closest) hole is 1 point, second (middle) hole is 3 points and the third (farthest) hole is 5 points. Each time both sets of washers (all 6) are tossed, the points scored for each team are compared and the team which scored the most points is awarded the difference in the points just scored. (EXAMPLE: team A scores 4 points with their three washers and team B scores 10 points with their three washers. Team B is awarded 6 points).
   b) Any washer which is bumped into a hole by another washer counts just as if it had been tossed into the hole. Foul tosses are removed from the board before the next washer is tossed (see FOULS).
   c) A game will consist of 10 rounds, and the team leading at the end of the 10th round will be judged the winner. If they are tied at the end of 10 rounds, one round playoffs will continue until there is a winner.
   d) Each player tossing all 3 washers one time is a round. (EXAMPLE: In singles competition, both players would toss their 3 washers one time and in doubles all four players would toss their 3 washers one time.)

4. FOULS:
   a) Stepping past the front of the board with either foot before the washer has traveled the distance to the other board will be judged a foul.
   b) Any washer which bounces or rebounds onto the playing surface of the board will be judged a foul.

5. PLAY:
   a) National tournaments will be single elimination where the pairings will be done by lot.
   b) To begin the game first toss will be determined by the toss of a coin or washer and there after, the first toss will go to the team being awarded points or in the event of no scoring, to the last team to score.
   c) After the tournament starts, contestants may have two rounds of warm up tosses before beginning their games.
   d) Players may stand on the boards or beside them when making their tosses, but may not cross the foul line.
   e) No player shall deliberately attempt to distract another player.
   f) The player tossing first will toss all 3 washers, and then the other team will toss all 3 of their washers.
   g) The game will continue for 10 rounds and at the end of the 10th round; the team with the most points will be judged the winner (see scoring).
   h) The Official may declare a forfeit if a team is not present and ready to play when the Official declares that it is time for their game to start.
   i) The decisions of the Official are final.

6. BYE: Byes are used in the preliminary rounds of competition, when uneven numbers of teams occur in a column of a tournament bracket. The bye fills in the place of the missing team, and the team automatically paired with the bye wins and advances to the next bracket. A team must never be advanced to the final playoffs via a bye. The byes must be placed in selected positions of the tournament brackets, except for the finals, before the pairings are done by drawing lots. The byes will be placed so that no team can receive more than one bye in the tournament.
CAMPERS ACTIVELY MOVING PROGRAM
C.A.M.P.

(amended April 2017)

Family Campers and RV’ers “Campers Actively Moving” Program is designed for campers who travel without use of motorized vehicles (exception; motorized wheelchairs). Family Campers and RV’ers would like to encourage as many of our members as possible to participate in any or all activities of this program, for these activities encourage good health, good fun, and good fellowship.

The intent of this program is to encourage Family Campers and RV’ers members to participate in these activities, not as part of a normal fitness routine or as part of one’s employment, but as a special time with your Family Campers and RV’ers friends. These activities must be held at an official Family Campers and RV’ers Chapter, District, State/Provincial, Regional, International Campout or indoor meeting with at least two persons (any age) participating. Anyone with special concerns, please contact the Campers Actively Moving Program Director.

Anyone with medical ailments should be sure your Doctor has approved your participation in the activity.

Campers Actively Moving Program – Merchandise Certificates

Family Campers and RV’ers members may earn Campers Actively Moving Program merchandise certificates for completing Campers Actively Moving Program activities. A Family Campers and RV’ers member can apply for only one Campers Actively Moving Program merchandise certificate for each activity completed and will be awarded according to the guidelines for each activity. Those guidelines are listed under Activity Guidelines.

Each Campers Actively Moving Program merchandise certificate can be redeemed for Family Campers and RV’ers merchandise from Family Campers and RV’ers or from a cooperating Family Campers and RV’ers merchandise vendor. The certificate can also be redeemed as part of the International Campvention fees. There is currently no limit on how many you may redeem at a time, and this includes other Program merchandise certificates as well.

There are different values of Campers Actively Moving Program merchandise certificates. Each value and the corresponding distance or time requirements are listed under Activity Guidelines.

Campers Actively Moving Program – Activity Chairperson Duties

1. Choose and make plans for the activity chosen such as place, time, route, music, equipment, etc.
2. Obtain Family Campers and RV’ers Campers Actively Moving Program report forms and maintain a record of the participants. The Campers Actively Moving Program forms and information about activities are available from the State/Provincial Campers Actively Moving Program Director, State/Provincial Director, International Campers Actively Moving Program Director or Family Campers and RV’ers website.
3. For insurance purposes, notify your Field Director or State/Provincial Director as to the type and date of the activity.
4. Encourage everyone to have a good time.
5. Fill out the Campers Actively Moving Program report and be sure it is complete and correct.
6. Send the finished report to your State/Provincial Campers Actively Moving Program Director or, if a Campers Actively Moving Program Director is not available, send to your State/Provincial Director. They will approve and send the report to the International Campers Actively Moving Program Director. This may be done by email or U. S. Postal Service mail. A copy will be returned with the merchandise certificates for your own records.
7. Be sure the participants have the ability and knowledge to complete the activity safely.
8. Distribute merchandise certificates to the participants as soon as they are received from the International Campers Actively Moving Program Director.

Campers Actively Moving Program – State/Provincial Director Duties

1. Encourage members of your State/Province to participate in the program.
2. Inform members of the requirements, rules, and other information that might be needed to enjoy the activities.
3. Inform the Campers Actively Moving Program activity chairperson of duties, rules, and procedures.

Field Manual – Rev. 09/17

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4. Pass on any information to the Campers Actively Moving Program Activity Chairperson that will aid in achieving a successful activity.
5. Approve all report forms that have been completed correctly for activities that have met the standards and requirements of the Family Campers and RV’ers Campers Actively Moving Program.
6. Forward a copy of the report to the International Campers Actively Moving Program Director as soon as possible.
7. Maintain and log all report forms and maintain a file of the activities.
8. Inform the International Campers Actively Moving Program Director of outstanding trips, tips about activities, or interesting problems encountered.
9. Review program procedures and make suggestions as to how improvements may be made and forward to the International Campers Actively Moving Program Director.

Campers Actively Moving Program – Forms
1. The Campers Actively Moving Program Report Form is for the use by the Campers Actively Moving Program Activity Chairperson to report the participants and statistics of each Campers Actively Moving Program activity and to request Merchandise Certificates. In order for individual yearly awards to be given, it is requested that the names of participants be clearly written or typed (please watch for spelling).
2. The Campers Actively Moving Program Consignment Request Form is to be used by Campers Actively Moving Program Chairpersons for an event/activity at a State, Provincial, Regional, Retiree, or International Campvention level. Individual chapters will not be provided a Consignment from the International Campers Actively Moving Program Director. The Consignment form is to aid in providing certificates to others without having to mail them out later.
3. The Campers Actively Moving Program Consignment Report Form is to be used by the Chairperson for the event to report the statistics of the activity for which a consignment was requested. The completed Campers Actively Moving Program Report Form is to be returned to the International Campers Actively Moving Program Director along with the excess merchandise certificates that were not awarded, unless being held for another event later in the year.
4. Each of these forms can be obtained by either the Campers Actively Moving Program Director or via the Family Campers and RV’ers website.

Campers Actively Moving Program – Activity Guidelines
Be sure you have the right equipment such as shoes, water, weights, music, first aid kit if needed, and instructions for the activity you are participating in. As a reminder, these activities must be held at an official Family Campers and RV’ers Chapter, District, State/Provincial, Regional, International Campout or indoor meeting with at least two persons (any age) participating.

Hiking/Walking/Jogging/Running – any route of at least one-half mile for which members can walk, hike, jog or run at any time during the course of the campout. Each participant will be awarded a merchandise certificate as follows:

<table>
<thead>
<tr>
<th>Distance (miles)</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5 – 3.4 miles</td>
<td>50-cents</td>
</tr>
<tr>
<td>3.5 – 7.4 miles</td>
<td>$1.00</td>
</tr>
<tr>
<td>7.5 – 11.4 miles</td>
<td>$1.50</td>
</tr>
<tr>
<td>11.5 – 17.4 miles</td>
<td>$2.00</td>
</tr>
<tr>
<td>17.5 – 22.4 miles</td>
<td>$2.50</td>
</tr>
<tr>
<td>22.5 – 27.4 miles</td>
<td>$3.00</td>
</tr>
<tr>
<td>27.5 – 32.4 miles</td>
<td>$3.50</td>
</tr>
<tr>
<td>32.5 – 37.4 miles</td>
<td>$4.00</td>
</tr>
<tr>
<td>37.5 – 42.4 miles</td>
<td>$4.50</td>
</tr>
<tr>
<td>42.5 – 47.4 miles</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Golf (at an official golf course) – Based on number of mile(s) actually walked on the course (not while on a golf cart)
- Convert yardage (as printed on the official course scorecard) to miles:
  5,280 ft / 3 ft per yard = 1,760 yards in a mile, then
- No. of yards for the course / 1,760 = reportable mileage.
Example: Say course is 5,000 yards/1,760 = 2.84 walking miles = $0.50

Each participant will be awarded a merchandise certificate same as Hiking/Walking/Jogging/Running

Biking – any route of at least one-half mile for which members can bike at any time during the course of the campout. This would also include self-propelling wheelchairs (non-motorized). Each biker will be awarded a merchandise certificate as follows:

<table>
<thead>
<tr>
<th>Distance (miles)</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5 – 5.4 miles</td>
<td>50-cents</td>
</tr>
<tr>
<td>5.5 – 10.4 miles</td>
<td>$1.00</td>
</tr>
<tr>
<td>10.5 – 19.4 miles</td>
<td>$1.50</td>
</tr>
<tr>
<td>19.5 – 29.4 miles</td>
<td>$2.00</td>
</tr>
<tr>
<td>29.5 – 39.4 miles</td>
<td>$2.50</td>
</tr>
<tr>
<td>39.5 – 49.4 miles</td>
<td>$3.00</td>
</tr>
<tr>
<td>49.5 – 99.4 miles</td>
<td>$4.00</td>
</tr>
<tr>
<td>99.5 and up</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
Bowling – any single bowling session of a full 10 frames.
   Each participant of the bowling session will be awarded a 50-cent merchandise certificate.

Disc (Frisbee) Golf or Miniature Golf – any single Disc Golfing session.
   Each participant of the Disc Golf or Miniature Golf session will be awarded a 50-cent merchandise certificate.

Canoeing, Kayaking, Rafting, Paddling or Open Water Swimming – any route of at least one mile for which members can participate by riding in and/or helping to steer or row a raft or canoe or swim on a marked water course. Each participant of any of these activities will be awarded a merchandise certificate as follows:

<table>
<thead>
<tr>
<th>Miles</th>
<th>Certificate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>50-cents</td>
</tr>
<tr>
<td>5-9</td>
<td>$1.00</td>
</tr>
<tr>
<td>10-14</td>
<td>$1.50</td>
</tr>
<tr>
<td>15-19</td>
<td>$2.00</td>
</tr>
<tr>
<td>20-24</td>
<td>$2.50</td>
</tr>
<tr>
<td>25-35</td>
<td>$3.00</td>
</tr>
<tr>
<td>36-50</td>
<td>$4.00</td>
</tr>
<tr>
<td>51 miles and up</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Leisure Swimming – swimming at either an indoor or outdoor pool at a campground or local YMCA or comparable facility as a leisurely fun activity. Session must include a constant movement such as actual swimming, treading water or water aerobics. Lounging at poolside does NOT count.
   Each participant will be awarded a 50-cent merchandise certificate for each session of at least one half hour duration.

Free Standing Aerobics, Zumba or Yoga – any routine of aerobic exercise or yoga positions that is at least 15 minutes in duration. No bars, chairs or other equipment of assistance (other than a floor mat or weights) should be used. Each participant will be awarded a merchandise certificate as follows:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Certificate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-30</td>
<td>50-cents</td>
</tr>
<tr>
<td>31-45</td>
<td>$1.00</td>
</tr>
<tr>
<td>46-60</td>
<td>$1.50</td>
</tr>
<tr>
<td>61-90</td>
<td>$2.00</td>
</tr>
<tr>
<td>91 minutes and up</td>
<td>$2.50</td>
</tr>
</tbody>
</table>

Chair or assisted aerobic, Zumba or Pilates (a chair, bar, stretch band or some type of equipment is used for participation) Any routine of aerobic exercises, Zumba or Pilates while using some type of assistive device and is at least 15 minutes in duration. Each participant will be awarded a merchandise certificate as follows:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Certificate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-30</td>
<td>50-cents</td>
</tr>
<tr>
<td>31-45</td>
<td>$1.00</td>
</tr>
<tr>
<td>46-60</td>
<td>$1.50</td>
</tr>
<tr>
<td>61-90</td>
<td>$2.00</td>
</tr>
<tr>
<td>91 minutes and up</td>
<td>$2.50</td>
</tr>
</tbody>
</table>

Dancing (line, square, freestyle, ballroom, etc.) – Any type or style of dance of at least 15 minutes in duration.
   Each participant will be awarded a merchandise certificate as follows:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Certificate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-30</td>
<td>50-cents</td>
</tr>
<tr>
<td>31-45</td>
<td>$1.00</td>
</tr>
<tr>
<td>46-60</td>
<td>$1.50</td>
</tr>
<tr>
<td>61-90</td>
<td>$2.00</td>
</tr>
<tr>
<td>91 minutes and up</td>
<td>$2.50</td>
</tr>
</tbody>
</table>

Skiing and/or Snowboarding
   For each 90 minutes of skiing and/or snowboarding time a participant will be awarded a 50-cent merchandise certificate.

Volleyball
   A participant will be awarded a merchandise certificate as follows:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Certificate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-30</td>
<td>50-cents</td>
</tr>
<tr>
<td>31-45</td>
<td>$1.00</td>
</tr>
<tr>
<td>46-60</td>
<td>$1.50</td>
</tr>
<tr>
<td>61-90</td>
<td>$2.00</td>
</tr>
<tr>
<td>91 minutes and up</td>
<td>$2.50</td>
</tr>
</tbody>
</table>
Litter Pickup – A designated area (strip of roadway, city/county park, etc.) in which cleaning and/or beautifying the area is involved.

Each participant will be awarded a merchandise certificate for each mile equivalent to the Hiking/Walking/Jogging/Running miles.

Shoebox Skating and Ice Rink Skating

Each participant will be awarded a 50-cent merchandise certificate for each session of at least one half hour duration.

Geocaching – An outdoor treasure hunting game.

Each participant will be awarded a merchandise certificate with the same values as the Hiking/Walking/Jogging/Running miles actually walked to/from the geocaching spot.

Campers Actively Moving Program – Special Awards

Awards will be given at the National level each year as decided by the Campers Actively Moving Program Director. Awards will be by membership numbers in the States or Provinces. The categories will be Small, Medium and Large state/provincial memberships. The awards will be decided from the report forms received for activities dated between June 1st and May 31st each year. Report forms received after June 20th will not be considered for that year’s awards.

Please contact the Campers Actively Moving Program Director if you feel an activity that is not listed above might be considered a qualifying activity.

NATIONAL CAMPVENTION DIRECTOR

A. PURPOSE
Provide centralized management, administration and guidance for the planning and execution of campvention.

B. DUTIES
1. Voting member of the National Executive Board reporting to Vice President - Operations. Attend executive board meetings.
2. Work with regional directors to identify appropriate campvention site.
3. Travel to proposed sites to assess feasibility as necessary.
4. Present proposal and recommendation for campvention site to Trustees for their approval.
5. Along with host regional director and National President negotiate contract assuring all campvention needs are addressed. Assure compliance to contract.
6. Advise the Board of Trustees and the Executive Board of upcoming campvention plans.
7. Answer correspondence.
8. Make presentations to the Board of Trustees and/or Executive Board to recommend solutions or changes in campvention.
9. Maintain Campvention Guidelines and other documents pertaining to campvention. Provide these documents to each campvention host committee.

CHAPLAIN

The FCRV National Chaplain serves on the Executive Board as a voting member. The responsibilities of this position are:

1. Attend the winter Board meeting to conduct invocations and offer guidance for anyone seeking assistance or wanting to consult.
2. Attend Campvention to:
   a. Lead daily morning bible studies
   b. Be prepared to organize and conduct the non-denominational church service on Sunday.
   c. Offer invocations and prayers at official meetings and gatherings.

3. Throughout the year, be available to offer comfort and spiritual support to FCRV members by phone, e-mail, or in person. While the chaplaincy is primarily for our members of the Christian faith, we do not expect or encourage any proselytizing. The chaplain must be able to speak to and comfort our members of all creeds.

COMMUNICATIONS/SECURITY DIRECTOR

PURPOSE

To coordinate all areas of electronic communication needs of the Family Campers and RVers.

DUTIES OF THE COMMUNICATIONS DIRECTOR:

1. Develop a total communication approach to electronic communications to be used for FCRV Campventions and Retiree Rallies. This plan would integrate the utilization of FM, CB, Ham, and Cellular (excluding conventional telephone systems) into a balanced cooperative communications system for Campvention/Rally control and coordination, emergency news, and information distribution.

2. Provide assistance to the communication and emergency committees for Campventions and Rallies.

3. Provide recommendations to the states, provinces, and regions for electronic communications to be used at their functions.

4. Organize electronic communications meetings and seminars at National Campventions.

5. Have total responsibility of the FCRV Campvention/Rally electronic communications equipment.
   a. Recommend the updating of equipment.
   b. Purchase new equipment with approval of Trustees.
   c. Schedule all use of the FCRV electronic equipment and ensure that it is shipped/transported to the necessary locations. (If shipped, adequate insurance must be provided.)
   d. Maintain and keep the equipment up-to-date.

6. Write for fun & safety articles in Camping Today. These articles on the use of electronic communications could include subjects ranging from conducting CB Mystery Caravans and Road Rallies to communications options and opportunities during emergencies and disasters. They could also include amusing communication situations encountered anywhere.

QUALIFICATIONS

1. Must have an extensive radio background in FM, CB, or Ham radio operation.

3. Preferably hold a Ham radio license.
CONSERVATION

PREFACE

Conservation manuals are available from the National Conservation Director at a minimal cost.

FCRV members have always been concerned with protecting the environment and conserving natural resources. A history strong in conservation programs has earned FCRV the title of "Campers with a Conscience."

At the heart of the FCRV Conservation effort is a program designed for local chapters to correct environmental problems in their own areas. Chapters can plan activities which are tailored to local needs while individual members who take part in these projects can earn recognition patches in nine categories. These categories include Highway & Park Beautification, Wildlife Conservation, Forestry, Water Conservation, Soil Conservation, Air Conservation, Recycling, Conservation Education and Construction/Restoration.

In addition, FCRV’s program includes projects designed to build awareness for conservation among members, an annual poster contest encourages members of all ages to create conservation messages through artwork. FCRV also sponsors an annual essay contest for youthful members in grades 5-12 (grade 13 in Canada).

FCRV has often rallied its membership on a regional or national basis to react to specific environmental threats. The organization’s effort in combating the spread of the gypsy moth is one example of such coordinated conservation action. For more information about the FCRV Conservation program, contact your National Conservation Directors.

The National Conservation Board is made up of the following: National Conservation Director; Reporting Trustee; National Wildlife Director; and 2 members at large.

PURPOSE OF THE NATIONAL CONSERVATION DIRECTOR

1. Serves on the Executive Board of FCRV.

2. Represents FCRV in conservation matters.

3. Performs the administrative duties required by the National Conservation Program.

DUTIES OF THE NATIONAL CONSERVATION DIRECTOR

1. Make regular quarterly reports on the Conservation Program to the Reporting Trustee.

2. Present comprehensive conservation program reports as requested.

3. Issue news releases concerning FCRV’s stand on conservation matters, upon approval of the Board of Trustees.

4. Maintain existing conservation program guidelines, formulate new programs and initiate these programs to the state/province levels.

5. Maintain a National Conservation board to help initiate and carry out the administrative duties of the conservation program and to provide continuity should the Director be released or resign.

6. Appoint or release the at-large members of the National Conservation Board upon approval of the Reporting Trustee.

7. Keep the FCRV membership informed through articles in the official FCRV publication.

8. Formulate conservation manual or keep existing manual current with the program guidelines to be used by conservation directors/chairmen.
9. Conduct all administrative duties.

10. Hold at least one meeting each year with the Conservation Board. Hold at least one informational meeting each year during Campvention.

11. Submit all expense vouchers to the Vice President - Programs, who will submit them for approval and payment.

10. Maintain a proper file of records on the Conservation program so as to provide continuity of the program upon his release or resignation. Place in the care of the Reporting Trustee all files, records, materials, etc. upon the release or resignation of the position of National Conservation Director.

11. Keep informed as to Conservation legislation and environmental problems throughout the nations.

12. Initiate action to fight improper legislation on Conservation matters or to correct environmental problems through member participation when feasible, upon the approval of the Board of Trustees.

PURPOSE OF THE STATE / PROVINCIAL CONSERVATION DIRECTOR

1. The State/Provincial Conservation Director is appointed by the State/Provincial Director.

2. The State/Provincial Conservation Director reports directly to the National Conservation Director and keeps the State/Provincial Director informed of the activities in his state/province through monthly reports.

DUTIES OF THE STATE / PROVINCIAL CONSERVATION DIRECTOR

1. Represents the National Conservation Director in the state/province.

2. Initiates all FCRV Conservation Programs and encourages chapter participation.

3. Approves all Merchandise Certificate applications from chapters under the FCRV Conservation Program guidelines and forward them to the National Conservation Director.

4. Keeps an accurate file of each Chapter’s conservation activities and gives comprehensive reports on the State/Province conservation activities for the year to the National Conservation Director by February 28th each year (succeeding).

5. Attends all workshops on the national level, when feasible and keeps the state or province informed as to new programs or changes in guidelines of the FCRV Conservation Programs.

6. Founds and directs the State/Provincial Conservation Board, appointing the board members upon the approval of the State/Provincial Director.

7. Conducts Conservation workshops for the Chapter Conservation Chairmen.

8. Arranges for State/Provincial Conservation campouts or projects, if this meets with the approval of the State/Provincial Director.

9. Keeps informed on conservation matters within the state or province and attends and participates in as many conservation matters as possible.

10. Encourages participation in conservation groups, for the purpose of learning from them and promoting FCRV Conservation image.

11. Will refrain from making statements to the news media concerning FCRV’s position on any conservation controversy unless it has been approved by the State/Provincial Director.
12. Upon retirement from the position of State/Provincial Conservation Director, all Director records and files on the conservation activities of the state/province will be transferred to the State/Provincial Director or the next Conservation Director.

PURPOSE OF THE CHAPTER CONSERVATION CHAIRMAN

The Chapter Conservation Chairman is appointed by the Chapter President to initiate the Chapter's participation in the FCRV Conservation Program.

DUTIES OF THE CHAPTER CONSERVATION CHAIRMAN

1. Represent the FCRV and State/Provincial Conservation Director on the chapter level initiating all FCRV Conservation programs according to the program guidelines.

2. Arranges for educational speakers for chapter conservation programs and projects. Sees that the FCRV guidelines for the Conservation Program are followed but encourages originality in the Chapter's approach to the projects.

3. Keeps an accurate record of Chapter activities on conservation and of members participating.

4. Makes reports on projects and Merchandise Certificate applications, in triplicate, keeping one copy on file, mailing the original and one copy to the State/Provincial Conservation Director or State/Provincial Director. Keeps the Chapter President and chapter informed through monthly reports.

5. Keeps informed on conservation matters within the area and attends and participates in as many conservation meetings as possible.

6. Encourages members to be conservation minded.

7. Keeps the manual up-to-date as new programs are introduced or guidelines are updated, by inserting the program materials in the proper places in the loose leaf manual.

8. Upon retirement from the position of Chapter Conservation Chairman, all Director records and files on the Conservation activities of the state/province will be transferred to the State/Provincial Director or the next Conservation Director.

RULES TO GOVERN FCRV CONSERVATION MERCHANDISE CERTIFICATE PROGRAM

Each conservation merchandise certificate has a $.50 value and can be redeemed for official FCRV merchandise from FCRV or from a cooperating FCRV merchandise vendor. Certificates can also be applied to campvention fees.

Each chapter shall devote a portion of two chapter meetings to educational background or sponsor membership attendance at two organized conservation meetings for each merchandise certificate. (Suggestions, films, lectures, discussions, reports, demonstrations, quizzes, or field trips to observe existing projects related to subjects under study.) If there is 100% attendance of the chapter at the first meeting, the second meeting may be eliminated. If the educational meeting immediately precedes or follows the field project and all participants attend both, the second educational meeting is not necessary.

The second requirement for earning merchandise certificates is for the chapter to choose and carry out a field project for each certificate. Chapters may choose one of the suggested field projects (see guidelines) or select a project of their own for each certificate. We would like to place emphasis on chapters selecting their own projects. In this way they may select projects of local interest and ones that will meet local needs.
Only individual members (children included) who have participated in at least one educational meeting and the field project for each certificate will be eligible to receive that certificate. One certificate will be awarded for each complete conservation project. Additional merchandise certificates may be earned each time a project is completed. The Chapter Conservation Chairman shall keep an accurate record of the participants and send the record with a summary of educational meeting(s) and field project to the State/Provincial Conservation Director in compliance with the eight steps for submitting applications for merchandise certificates found in these guidelines.

The State/Provincial Conservation Director shall send the approved merchandise certificate application along with his recommendation to the National Conservation Director.

The National Conservation Director shall review the merchandise certificate application and recommendation from the State/Provincial Conservation Director and upon approving shall send the merchandise certificate(s) if requested to the Chapter Conservation Chairman and a copy of his transaction back to the State/Provincial Conservation Director.

FCRV members not affiliated with a local chapter may earn merchandise certificates by participating in chapter programs and projects or programs and projects conducted by State/Provincial Area or Zone Conservation Directors and Field Directors.

**RULES FOR THE APPLICATION FOR MERCHANDISE CERTIFICATES**

1. The application shall be made out in triplicate; a personal copy, State/Provincial Conservation Director’s copy, and the original for the National Conservation Director.
   a. If more than one certificate is earned per project, submit a separate application for each different type of merchandise certificate earned.
   b. Request only the number of merchandise certificates wanted. If no merchandise certificates are wanted, please indicate this on QUANTITY on the form.

2. Dates of the educational meetings, giving the name of the educational speaker, and the conservation position. (EXAMPLE: John Doe, District Conservationist, USDA)


(PLEASE NOTE THAT APPLICATIONS WHICH CONTAIN NO SUMMARY RESTRICT THE JUDGING OF THE QUALITY OF THE WORK ACCOMPLISHED FOR THE CONSERVATION AWARD COMPETITION.)

4. Both the original and one copy MUST be mailed to your State/Provincial Conservation Directors, who in turn approves the original and forwards it to the National Conservation Director. The National Conservation Director, upon receiving the approved original from the State/Provincial Conservation Director, either further approves or rejects the application. Upon his approval the National Conservation Director mails the required amount of Merchandise Certificates to the Chapter Conservation Chairman and sends a copy of the reply back to the State/Provincial Conservation Director. Should the National Conservation Director have reason to reject an application for merchandise certificates, the Director will send the rejection letter to the Chapter Conservation Chairman with copies of the letter going to the State/Provincial Conservation Director and the National Conservation Director.

RESOURCES FOR FCRV CONSERVATION PROGRAMS

For assistance in setting up chapter conservation programs, Chapter Conservation Chairmen should check with governmental departments (Local, State/Provincial and Federal), other conservation organizations, local conservation areas, etc.

**FCRV CONSERVATION MERCHANDISE CERTIFICATE GUIDELINES**

1. **HIGHWAY AND PARK BEAUTIFICATION:**
   a. Brush cutting along highways and roads. How many intersections are there in the community with signs dangerously concealed by brush?
   b. Trees, shrubs, and flowering plants planted along highways and roads. These can be used to screen and hide unsightly areas, dumps, auto junk yards, etc.
c. Grass seeding of road cuts or other barren areas.
d. Build a scenic overlook or picnic site where needed locally.
e. Any other beautification project that your chapter can come up with to meet a local need. Every community needs more aesthetic beauty and green areas.
f. The park beautification merchandise certificate will be awarded for Conservation and Beautification work done in National, State/Provincial, Municipal or private parks. Erosion control, tree planting, planting of live screens to hide unsightly areas, stream improvements, construction of nature trails, etc., will be acceptable.

2. WILDLIFE / CONSERVATION:
   a. Construct and maintain wildlife feeding stations, bird feeders, wood duck feeding areas. Construct, install and maintain. Help increase our wildlife.
   b. Create shelters for small game. Various types are needed everywhere.
   c. Build brush piles for small game shelters.
   d. Assist local Conservation Officers with a wildlife census.
   e. Construct birdhouses, install, and maintain them. (Minimum 4 per family).
   f. Pond stocking.

3. CONSERVATION EDUCATION:
   a. Sponsor a community conservation "Field Trip" to point out specific local conservation problems.
   b. Help establish and maintain local trails, nature study centers, or nature preserves.
   c. Enter a float with a conservation theme in a local parade.
   d. Sponsor a community wide conservation poster contest among local schools.
   e. Plant trees and flowers in your local community, sponsor a cleanup of the local business district, solicit help from other organizations. Help them.
   f. Education of the general public and especially of FCRV members regarding any phase of their environment through conservation displays at shows. Set up a booth at local or county wide sport shows, fairs, etc. Sponsor tours of local conservation areas in conjunction with conservation lectures by qualified conservation personnel in charge of areas. Also, tours of industries in relation to their meeting of EPA standards to learn what is being accomplished to protect the local environment. Many industries have extensive conservation programs. EDUCATIONAL TOURS MUST BE CARRIED OUT WITH QUALIFIED CONSERVATION PERSONNEL GIVING LECTURES CONCERNING THE AREA TO BE TOURED.
   g. Assist your local schools with a conservation program, donate current books on conservation to school libraries.

4. FORESTRY:
   a. Plant trees. Many landowners would gladly plant trees, wildlife shrubs, multi flora, etc. except that planting season frequently conflicts with spring plantings of crops and other necessary spring chores.
   b. Wood lot improvement.
   c. Preservation and planting of wild flowers and shrubs.
   d. Gypsy moth survey (or survey of any insect which may be harmful under the direction of the Forestry of USDA).
   e. Forest fire prevention and control. (Clearing fire lanes of downed trees and brush
   f. Establishing, improving and maintaining hiking and nature trails.
   g. Study of harmful insects and their control under the direction of qualified forestry personnel.

5. WATER CONSERVATION:
   a. Adopt a small stream and work to improve its quality. (Fence off an area in which livestock cannot tramp down the banks). Remove snags and debris from stream channel and use it to mulch eroded banks. Plant with grass for waterways.
   b. Solve a water pollution problem in your local community. Build a retaining pond for acid or sulfur water. Stop a pollution source!
   c. Clean a stream bank of undesirable materials and brush, and return and maintain the proper flow patterns of the stream. Check for soil erosion and bring this to the attention of the local soil conservation service.
   d. Study ways each individual family can conserve their water supply. Have each family in the chapter live for one week under a water rationing system, and record their experiences to share with other member of the chapter or with the public.
   e. Check local conservation groups for current projects and volunteer your help.

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6. **SOIL CONSERVATION:**
   a. Plant and maintain windbreaks.
   b. Erosion prevention and control. Work with a local farmer or ask your local soil conservation service about helping with a particular problem.
   c. Find farm or land areas where you may be able to help with contour and strip farming.
   d. Learn about soil fertilizing. Begin family compost piles to fertilize your own garden plots

7. **AIR CONSERVATION:**
   a. If field study or projects are not feasible, chapters may earn this for having three meetings on air pollution and control.
   b. Tour a plant which has met the Federal Emissions Standards. Learn how they have solved their emissions problems.
   c. Recycling of rubbish or papers and things which normally have been burnt. (Compost piles for leaves, fireplace logs from old papers and magazines).

8. **RECYCLING:**
   Educational background meetings should identify:
   a. Types of litter
   b. Ways of eliminating once collected
   c. Types of litter which can be recycled

   Educational background resources:
   a. Head of local Sanitation Department - Free
   b. County Health Department - Free
   c. Keep America Beautiful, Inc. - May have fee

   Study litter and refuse most common to the homes or your chapter members. Have the Director of the Community Sanitation Department give educational talks, giving specifics on types of litter and how it is disposed of once it is collected.

   Study ways of recycling in the home or community, the major causes of litter.

   Use the imagination and ingenuity of the Chapter members to recycle discarded items into an object of value to someone. Always remember many times one man’s cast offs can become another man’s prized possession. A noted educator Boyd K. Packer coined the phrase "Eat it up, wear it out, make it do, or do without."

   Remember recycling is an important way to teach chapter members how to make it do, so that some day that knowledge will keep them from doing without.

   **GUIDELINES FOR RECYCLING PROJECTS:**
   a. Recycle used scraps into wooden toys; donate these toys to the children’s ward of a local hospital or clinic or give to a needy family at Christmas. (Example: pull toys such as ducks, train engine, puzzles, etc.)
   b. Recycle cloth scraps into dolls for children or a quilt to be given to some aged person who has difficulty obtaining adequate heat for winter. (Cloth may be obtained free from clothing factories, or old clothing may be utilized.)
   c. Recycle paper scraps into paper logs. Divide logs among chapter members with fireplaces or wood burning stoves. Utilize on chapter campouts for campfires or donate to some aged, disabled or needy family in need of adequate heating for the winter if they have a stove or fireplace.
   d. Recycle dead tree limbs and trees from National forest lands (with permission) into fuel for winter months. Utilize this fuel in the homes of members or for aged, disabled or needy families with a stove or fireplace.
   e. Recycle aluminum, glass, paper, and cardboard for profit by having regular recycling items picked up from homes, stores, clubs, package shops, furniture warehouses, etc. Utilize these funds to aid in work/principle application projects such as
insulating homes of members, chapter gardening project, beekeeping, and honey making project, or donate to charitable causes.

f. Recycle cast-off furniture. Have a class on furniture repair and reupholstering. Repair and reupholster old furniture. Use as a means of funding other work/principle application projects.

g. Recycle left over food into a chapter potluck supper complete with recipes to help other chapter members to utilize left over food in a delicious manner.

9. CONSTRUCTION / RESTORATION:
   a. Construction using wood, nails, and hammers or any facsimile thereof to put together objectives of educational, recreational, or community service nature to benefit organizational establishments.
   b. Construction and/or repair of objects which will benefit the community and/or general public.
   c. Restoration and preservation of buildings, bridges, monuments and adobes that are of historical value including cemeteries.
   d. Restoration work to include masonry, carpentry, painting, landscaping, brick making or any other work necessary for restoration; i.e., obstacle courses for schools, scouts, camps/trails for disabled, help for elderly and public / provincial parks.

   ABSOLUTELY NO CARPENTRY WORK FOR PRIVATE INDIVIDUALS WILL QUALIFY.
This application should be prepared in triplicate. The original and one copy are to be sent to the State Conservation Directors and one copy retained in the Chapter Conservation Chairman files. List each person who attended at least one educational meeting and participated in the field project on the back side.

Date_________________

Chapter Conservation Chairman: ____________________________ State/Provincial Conservation Director: ____________________________

Name: ____________________________

Address: ____________________________

City: ____________________________ State/Province: ____________ Zip: ____________

Chapter Name: ____________________________ Chapter Number: ____________

************************************************************************************

Merchandise Certificate

Applied For: ____________________________ Quantity: ____________

Educational Meeting: ____________________________

First Meeting Date: ____________ Number Attending: ____________

Report of Meeting: ____________________________

___________________________

___________________________

Second Meeting Date: ____________ Number Attending: ____________

Report of Meeting: ____________________________

___________________________

Field Project or Workshop Date: ____________ Number Participating: ____________

Location: ____________________________

Describe Project: ____________________________

___________________________

___________________________

___________________________

___________________________

___________________________

___________________________
Name of each member who attended at least one educational meeting and participated in the field project.

1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________
6. __________________________
7. __________________________
8. __________________________
9. __________________________
10. _______________________
11. _________________________
12. _________________________
13. _________________________
14. _________________________
15. _________________________
16. __________________________
17. __________________________
18. __________________________
19. __________________________
20. __________________________
21. __________________________
22. __________________________
23. __________________________
24. __________________________
25. __________________________
26. __________________________
27. __________________________
28. __________________________
29. __________________________
30. __________________________

Those listed above are current members of FCRV and are entitled to receive the FCRV conservation merchandise certificates.

(Signed):___________________________________________________________

(Chapter Conservation Chairman or Chapter President)

Enclose any pictures you have of the project, such as before and after pictures.

Was news media involved? If so, please enclose paper clippings and pictures, give radio and TV station call letters and date of broadcast on separate sheet, and attach to this form.

Do you feel this project merits National Award Recognition    Yes _____ No _____

If yes, give your opinion as to why on separate sheet and attach to this form.

Is your chapter involved in a continuing conservation program?    Yes _____ No _____ If yes, give details on a separate sheet and attach to this form. Also, give your opinion as to its merit for the National Award Recognition.
RULES FOR CONSERVATION ESSAY CONTEST

1. The contest will be open to children in grades 5 through 12 (a Senior in high school) See Divisions one and two below.

2. The subject of entries must pertain to some phase of conservation.

3. All entries must be typewritten; double spaced, or neatly printed, and cannot exceed five hundred words.

4. Entries will be judged by the National Conservation Board on originality and creativity in relation to subject. Drawings, art work, etc., will have no advantage in the judging. The decision of the judges will be final.

5. Entries MUST BE SUBMITTED to a local Field Director or State/Provincial Director for approval. The Director’s signature on the cover page of the essay will approve the entrant’s family as being current members of FCRV.

6. Cover page of essay must give the following information:
   a) Title of essay.
   b) Entrant’s full name.
   c) Date of birth, grade in school.
   d) Address
   e) Have the following:
      "I certify that this family is currently in good standing of FCRV."

   _______________________________________________________________________
   Signed by Field Director (Field Director Signature)

7. Entries will be mailed to the National Conservation Director, POSTMARKED NO LATER THAN APRIL 1ST of each year. Entries may be submitted any time between January 1st and April 1st of each year. The essays shall be forwarded by the Field Director or State/Provincial Director approving same.

8. Winners will be announced at the National Meeting, and the awards presented to the winners at that time. In the event there is no National Campvention, the awards will be mailed.

   DIVISION ONE - for children in school grades 5 through 8
   DIVISION TWO - for those in grades 9 through 12 (a senior in high school)
   FIRST PLACE - Fifty U.S. Dollars
   SECOND PLACE - Thirty five U.S. Dollars
   THIRD PLACE - Twenty-five U.S. Dollars

   A conservation merchandise certificate will be awarded to ALL QUALIFIED entrants.

9. All entries become the property of the Family Campers and RVers and will be kept on permanent file and can be used by the Conservation Board to promote FCRV’s Conservation program.

10. When possible, the winning first place essays will be published in the official FCRV publication.
NATIONAL CONSERVATION POSTER CONTEST RULES

For the purpose of the National Conservation Poster Contest, a poster will be defined as a medium to catch the attention of the observer and convey a specific conservation message.

Contestants must be members of FCRV who have won first place in a State/Provincial or overseas competition. Each poster must be approved and signed by a Field Director to certify the entrant, or his family is a member in good standing with FCRV.

Each poster must pertain to some phase of conservation. Posters must be on standard sized poster board (approximately 22” x 28,” not to vary more than 1/2”). Name, date of birth, chapter, and complete address and Field Director’s certification (signature) MUST appear on the lower left hand corner of the back of the poster. The poster must be the contestant’s own work and must have been created for the FCRV contest only. Any art media may be used. Ages up to 5 years inclusive, may have help on lettering.

Age categories will be:
- Up to 5 years inclusive
- 6-8 years inclusive
- 9-11 years inclusive
- 12-14 years inclusive
- 15-19 years inclusive
- 20 and up

Age is to be determined as of July 1st of the year of the contest.

Bar pins will be awarded to the 1st place winners in each category. Ribbons will be awarded to 1st, 2nd and 3rd places in the six categories. Participation ribbons will be awarded in each category for those not placing 1st, 2nd, or 3rd.

Judging at all levels will be based on:
- Adherence to National Conservation Board Rules
- Originality
- Neatness
- Adherence to or development of the theme

All posters must be in the hands of the Poster Chairman by the time and date specified in the Poster Contest publicity published prior to the Campvention. The six first-place winning posters become the property of FCRV for use of the Conservation Board in promoting conservation. All other entries must be claimed by contestants by the end of the Campvention or they will be discarded.

Contestants need not be present.
FCRV LITTER SURVEY PROGRAM

WHO: Any organized FCRV Unit (examples: chapter, zone campout, state/province campout).

WHEN: Litter Survey period to run from January 1 through December 31. (Deadlines for National Conservation Director receiving reports is March 1st of following year).

WHERE: Any public place.

WHAT: Litter Survey programs that will help to make our present day environment a cleaner and more beautiful place in which to live.

HOW: Have permission from authority such as highway patrol, park ranger, or other persons in charge of area you wish to survey. Children and teen participation are encouraged. Recognition of you and FCRV is encouraged.

List the TOTAL NUMBER in your chapter or unit (include adults, children, and teens that make up the chapter or unit).

Photo of litter collected and participating members. Ideally this would include before and after pictures and participating members with the litter, which they collected.

Indicate amount of time spent in collecting litter.

Use of the standard report form is encouraged. These forms can be obtained from the National Conservation Director or duplicated from the manual. Have the report form signed by consenting authority.

RECOGNITION: All survey reports will be listed and points will be given. See points system below. At the end of the year, points will be totaled and awards will be given as follows:

- National Litter Survey - one each year
- Certificates - balance of participants

POINT SYSTEM: One litter survey may merit as many as eight points.

- One point - for group participation with less than 50% of the chapter or unit participating.
- Two points - for group participation with 50% more of the unit or chapter participating.
- One point - For photo of litter and members participant.
- One point - For newspaper publicity submitted
- One to four points - may be awarded in judgment for overall effort and value

AWARDS CLASSIFICATION

The Litter Survey Award applications will be judged by the National Conservation Board. The National Litter Survey Award will be for the most outstanding program. These will be a plaque with special inscription. This award will be presented at the National Campvention.

Certificates to chapters not winning top awards will be given out at the National Conversation Meeting during the National Campvention. For those not present, plaques and certificates will be mailed.
# FCRV Litter Survey Report Form

<table>
<thead>
<tr>
<th>President</th>
<th>Chapter</th>
<th>Conservation Chairperson</th>
</tr>
</thead>
</table>

**Name**

Name: __________________________________________________________

**Address**

Address: _________________________________________________________

**Chapter No.**

Chapter No.: ____________________________________________________

**Date of Litter Survey**

Date of Litter Survey: ____________________________________________

**Number of adults participating**

Number of adults participating: __________________________________

**Number of children participating**

Number of children participating: _________________________________

**Type of location of litter pick-up**

Type of location of litter pick-up: ________________________________

**Time spent picking up litter**

Time spent picking up litter: _____________________________________

**Approximate weight of litter collected**

Approximate weight of litter collected: ___________________________

**Picture of litter collected (enclose)**

Picture of litter collected (enclose): ______________________________

**Picture of participating members (enclose)**

Picture of participating members (enclose): _________________________

**List names of participating members (enclose)**

List names of participating members (enclose): ______________________

**Publicity and news releases (enclose)**

Publicity and news releases (enclose): ______________________________

**How many members are in your Chapter**

How many members are in your Chapter: _____________________________

**Consenting Officials Signature**

Consenting Officials Signature: _________________________________

**Chapter President Signature**

Chapter President Signature: _________________________________

**Title:**

Title: __________________________

**Example:** State, City, Park Ranger

Mail to: Special Conservation Program Director

Note: All reports will be acknowledged within 30 days upon receipt.

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NATIONAL CONSERVATION BOARD’S ANNUAL AWARDS

GUIDELINES

The National Conservation Board’s annual awards are a series of awards, which are an extension of the FCRV National Conservation Merchandise Certificate Program.

These award recipients shall be judged on their overall effectiveness in the conservation program, excellence in quality, originality, and continuity of the conservation program at the chapter and State/Provincial levels, as well as for outstanding merit in the conservation programs or projects.

The judging period shall be from January 1st through December 31st of the year preceding the award recommendations.

Each year the winners will be notified before the National Campvention of FCRV, as to the day and time of the presentation of the awards. Winners should be responsible for having someone to represent them in the event they cannot be present to receive their award.

AWARD CATEGORIES

REGIONAL CONSERVATION DIRECTOR’S AWARDS

Each year by February 28th, the State/Provincial Conservation Director will submit their recommendations for the best Chapter Conservation Chairmen, Chapter Conservation program or project and Teen Chapter Conservation program or project to the National Conservation Director. In the absence of the State/Provincial Conservation Director’s recommendations, the National Conservation Director will rely on his/her records to judge the merits for each category.

Recommendations for awards should include chapter projects, summaries, pictures, etc., and be sent to the National Conservation Director.

NATIONAL CONSERVATION DIRECTOR’S AWARDS

1. Plaques: Higher recognition than Regional:
   - One plaque for the best Chapter Project.
   - One plaque for the best State/Province - wide project.
   - One plaque for the best State/Province Conservation Director.
   - One plaque for the best Chapter Conservation Chairman.
   - One plaque for the best Teen Chapter Project.

2. Winners will be notified of their award and be informed of the presentation ceremony at the National Campvention.
FCRV TEEN CONSERVATION MERCHANDISE CERTIFICATE PROGRAM

This program is conducted by the National Teen Directors and NOT by the Conservation Board. Requests for Teen Conservation Merchandise Certificates should be routed through State/Provincial Teen Directors (unless there are none) to the National Teen Directors.

GUIDELINES AND RULES FOR TEEN CONSERVATION MERCHANDISE CERTIFICATE PROGRAM:

1. Teens only (chapters and individuals) can earn the FCRV Teen Conservation Merchandise Certificates, by one of three methods explained below.

2. Teens (chapters and individuals) can earn FCRV Conservation Merchandise Certificates by working with their adult chapters on projects of the adult chapters.

3. The Teen Merchandise Certificate is the same conservation merchandise certificate earned by adults and has the same value when redeemed.

4. Three methods for earning the Teen Merchandise Certificate have been selected:
   a) METHOD ONE: Teens may select, develop, and carry out one of the suggested projects listed in the FCRV Merchandise Certificate Guidelines for adult chapters. If this method is chosen, Teen projects should be developed and carried out separately from the adult project. Teens may consult the Conservation Chairman of adult chapter if they need advice. Teens must participate in an educational meeting as well as a field trip. (The educational meeting might be in conjunction with the adult chapter educational meeting, but a field trip or activities must be separately conducted).
   b) METHOD TWO: Teens may select, develop, and carry out an entirely different project from those in the adult chapter guidelines. Projects of local interest and ones that will meet local needs can be selected. An educational meeting must be attended pertaining to project as well as field trip or activity. Suggestions for developing projects are included in these guidelines.
   c) METHOD THREE: Teens who submit essays in the Conservation Essay Contest and National Conservation Poster winners will receive a Teen Conservation Merchandise Certificate.

5. Teen Chapter conservation projects will be eligible for the National Conservation Board’s Awards.

6. To receive Teen Merchandise Certificates:
   a) Conservation Chairman of adult sponsors will approve project.
   b) Keep an accurate record of participants and send this record and a brief description of the project to State/Provincial Teen Directors (if none, to State/Provincial Directors or State/Provincial Conservation Directors). The State/Provincial person then records the names and chapter, determines if project fully meets standards, and processes the requests. If standards of a conservation project are not met, request is to be returned with letter of explanation. If acceptable, request is forwarded to FCRV National Teen Directors.
   c) The National Teen Directors will send the certificates to the State/Provincial Teen Director (State/Provincial Director, or State/Provincial Conservation Director if no Teen Director). This person will forward or present the certificates to teen recipient or to appropriate person for award presentation.
   d) Only teens who participate in the project are eligible to receive Teen Merchandise Certificates.

7. Conservation is a continuous need: therefore, projects may be repeated to help new members earn their certificates.

A REMINDER....Secure permission from property owners before proceeding with the project.
HOW TO PICK A PROJECT FOR METHOD TWO

1. Survey the needs of your community, and choose a project that is appropriate for your area (city project for city, country for country). Find out what will be most beneficial to your community. Contact local civic and professional groups, business, schools, and government offices to find out what has already been done or needs to be done in conservation or beautification. Make these contacts yourself. Personal contact and the sincerity and enthusiasm conveyed by young people are important. (School yard plantings needed to replace originals, inner courtyard erosion or beautification problems, boundary line needing hedgerow...are some examples).

2. Seek adult assistance and support. This does not mean adult takeover.

3. Know your financial limitations. Start with a project to fit your ability financially to not only originate the project but maintain it (Example - permission granted to plant flowers an area in the park or store in planters, make sure you can financially maintain replacement of plants in the future as well as originally, nothing looks worse than a flower bed gone to weeds, especially if well kept lawn was removed).

4. Start with a small project and do it well. If you are having difficulty convincing the adults in your community that you can take on big problems, take on a small one first. Handle it successfully and they will be ready to let you take on a bigger one.

5. Pick a project that is interesting and fun, one that shows accomplishment within a definite time span.

6. Pick a project that will start other projects. A project that is durable as well as pretty. Make the project interesting so that the participants won’t want to drop it in the middle. Always be open to new ideas and ways of doing things. Evaluate your project periodically and learn from your mistakes.

7. Seek advice on legalities. Consider safety and appropriateness.

In order that Teen Chapter Conservation projects and programs are eligible for consideration of the National Conservation Board Awards, all projects and programs must have two copies sent by the State/Provincial Teen Director to the State/Provincial Conservation Director who will retain one copy for their files and forward one copy to the National Conservation Director.
GUIDELINES AND RULES FOR YOUTH CONSERVATION MERCHANDISE CERTIFICATE

The Youth Conservation Merchandise Certificate will be awarded to the youth of FCRV that qualifies for the regular merchandise certificates. The Youth Certificate will be awarded each time projects are completed by the individual youths. Only those who qualify for the Youth Conservation Merchandise Certificate before their thirteenth birthday may earn the certificate.

The Youth Conservation Merchandise Certificate will be identical in appearance and value to the adult Conservation Merchandise Certificate.

To obtain the Youth Conservation Merchandise Certificate send a brief description of the conservation project, a description of the educational meeting and a list of the youth that qualifies to the National Youth Directors.

The youth Conservation Merchandise Certificate may be earned in the following ways:

1. Participation in an adult oriented conservation project in which the youth of the chapter take an active part.

   EXAMPLE: Highway Beautification - This certificate can be earned when the youth of the chapter work right along with the adults in all phases of the project including the educational meetings.

2. Participation in a youth oriented conservation project conducted by adult leaders.

   EXAMPLE: Conservation Education - This certificate can be earned when the education is done on a level for the youth involved.

   NOTE: It is advised that this certificate, i.e. Conservation Education, be awarded to the youth only when it is youth oriented and not as in No. 1.

3. Participation in a project other than these suggested provided the project is a bona fide conservation project.

SUGGESTED YOUTH CONSERVATION PROJECTS

PROJECT #1 Wildlife Conservation - Building and placing birdhouses.

Plans for a simple to build birdhouse can be found in the Youth Manual. An ideal place for this type of project is the chapter spring campout. The birdhouses can be precut and taken to the campout. Wood can be obtained from the scrap piles of local lumber mills. When you contact places for your wood make sure you tell them of your project and the ages of the youth involved. Rough wood, bark slabs of 1/2" construction grade plywood is ideal for these birdhouses. Best results are obtained with 1/2" thick wood. Coated box nails will give the birdhouses durability.

After displaying a sample birdhouse and explaining your project you should have no trouble placing the birdhouses in a wooded area of a campground or park.

PROJECT #2 Wildlife Conservation - Construct brush piles for rabbits and small game.

When brush clearing is involved in an adult project, the youth of the chapter can be given the task of moving the brush to designated piles and hedge rows. With the proper educational meeting, one that would fully teach the reasons for providing brush piles, this project can earn the youth of the chapter their certificates.

PROJECT #3 General Suggestion

When a chapter undertakes any conservation project, a certain portion should be allotted to the youth rather than working along with the adults in the main project. The educational portion of the project for Youth should be aimed directly at them. Reasons for the project, and the results accomplished, should be fully explained. Caution should be taken on any project that the adults don't overwhelm the youth with their leadership and end up taking over the project.
SPECIAL YOUTH ORIENTED CONSERVATION MERCHANDISE CERTIFICATE

This certificate will be given for a special youth oriented conservation project completed at a State, Province or National Campout.

The special youth oriented conservation projects, with adult supervisors, may be one of the following to qualify:

EXAMPLE: Children planting trees at Campvention site or any other approved site.

Children making birdhouses and placing them in an approved place.

Conservation education - Distribution of conservation literature through a hospitality or a booth located in the preteen area.

Only those children who qualify before their thirteenth birthday may earn the certificate.

To obtain the Special Youth Oriented Conservation Merchandise Certificate, send a brief description of the conservation project, a description of the educational meeting and a list of the youth that qualifies to the National Youth Directors.

NOTE: Other conservation youth oriented projects may be considered. The above are merely examples.
VOLUNTEER BACKGROUND RECORDS CUSTODIAN

Job Description/Procedures

The Custodian of Volunteer Background Records is a voting member the Executive Board and reports to the Vice President - Programs. Reports containing recommendations and activities will be made three times a year. The reports are due the last day of the month prior to an Executive Board meeting and November 30.

A. Purpose: The reason for this requirement is to protect the youth and teenage members of our organization as well as our volunteers and organization. The Custodian of Volunteer Background Records is responsible for maintaining records of Disclosure Statement and Background Check Agreements from individuals who intend to work with youth and teens for a specific event as well as Criminal Background Checks from individuals assigned by FCRV to oversee such activities. The Disclosure Statement and Background Check Agreements require disclosure of all felonies as well as any misdemeanor with a fine or penalty greater than $200.00.

B. Duties:

The Custodian will

1. Request that State/Provincial Directors secure signed Disclosure Statement and Background Check Agreements from individuals in their state/province who volunteer to oversee work with or otherwise participate in any activity involving youths or teens sponsored by the organization. The Custodian will provide all relevant forms to State/Provincial Directors.

2. Instruct State/Provincial Directors to make copies of the signed Disclosure Statement and Background Check Agreements (“Documents”) and forward the original Documents to the Custodian. The Custodian will acknowledge receipt via email or USPS mail of the Documents. The Custodian will maintain a file of the Documents until the State/Provincial Director notifies the Custodian that the member no longer works with youth or teens. Following such notification, the Custodian will maintain the Documents for another 24 months. After the 24 month period, the Custodian will shred the cancelled Documents and notify the State/Provincial Director to shred his or her copy of the Documents. After the original and copy of the Documents have been destroyed, the individual to whom the Documents referred will be notified by the State/Provincial Director that the Documents no longer exist.

3. Use a criminal background research service approved by FCRV Trustees to perform criminal background checks on all volunteers who routinely work with youths and teens or who oversee such events. Any positive result from such a criminal background check will be reported to the Vice President - Operations who will then take the information to the Trustees for evaluation. The Trustees will determine what action, if any, will be taken. An individual may challenge the Trustee’s decision in writing (email or regular mail) by detailing reasons for reversing the Trustees’ decision. The challenge will be sent to the Vice President - Operations, who will have final say on how the matter is handled.

4. Provide a report on the number of active volunteer Documents on file, the number of Documents being held for shredding, and the number of Documents shredded in the past year. This report will be given during the Trustees’ meeting at the annual Campvention.
DISCLOSURE STATEMENT
AND BACKGROUND CHECK AGREEMENT

1. Criminal History Information

1.1 Have you been ever been convicted, or are there charges pending against you without final disposition, for the commission of any felony, or a misdemeanor with a penalty greater than $200.00.

________ No _________ Yes

1.2 In the event your response is "Yes," please state the crime(s) for which you have been convicted, or the pending charge(s), the date of conviction, or the scheduled trial date for any pending charges, and the court in which the conviction is entered, or the charges are pending.

_______________________________________________
_______________________________________________
_______________________________________________
_______________________________________________

2. ACKNOWLEDGEMENTS AND REPRESENTATIONS

2.1 I authorize the National Campers and Hikers Association d/b/a Family Campers and RVers (the "Association"), and its agents and employees, to obtain further information regarding any criminal background that I disclose, and I agree to provide the Association, their agents and employees, any and all authorizations needed to obtain such additional information, including authorization to conduct a criminal background investigation. I hereby waive any rights that I may have under federal, state, or provincial law and/or regulations to the confidentiality of any records that may contain criminal background information and I authorize the custodian of such information to disclose it to the Association, its agents and employees. I agree to execute such further documents that may be needed to effectuate the Association access to such information.

2.2 The Association may disclose the information obtained pursuant to this Disclosure Statement to other persons or entities that the Association, in its discretion, believe have a need to know, including other camping associations. I further agree to provide, if necessary, the Association whatever authorizations necessary to effectuate such disclosure.

2.3 I covenant not to sue the Association, its agents or employees, and shall hold them harmless from any and all liability, loss, claims or damages in connection with obtaining and/or disclosing criminal background information, as permitted by this Disclosure Statement and Background Check Agreement.

2.4 I have previously had a background check: yes ____ no ____

If "Yes", date and name of organization or agency performing check:

_______________________________________________

2.5 I will provide a copy of my driver's license or state identification.
3. ALIASES AND NAME KNOWN AS

1. List all names you have been known as ________________________________________________
   ______________________________________________________
   ______________________________________________________

I solemnly affirm under the penalties of perjury that the contents of the forgoing paper are true and correct to the best of my knowledge, information, and belief.

Signature ___________________________ Date __________________

Witness ___________________________ Date __________________

Print Full Name __________________________________________

Print Complete Address ____________________________________

Telephone number and E-mail ________________________________
DISASTER AND SAFETY AWARENESS TRAINING
DASAT

A. PREFACE
The purpose of the DASAT program is to provide FCRV members with knowledge and training needed to cope with a variety of disasters on widespread or personal levels. Although all answers cannot be provided, this training will offer approaches to prevention, preparation for, and response to such events. Because the needs of the members vary depending on location and activity, flexibility is encouraged in designing the presentations.

Information may be presented in a variety of ways. Formal and informal presentations may be made at local, state/provincial, regional, and/or national campouts. Articles may be published in State/Provincial newsletters. If important information is needed during a time of crisis or disaster, use of personal or mass email, websites, or even social media may be needed.

In all areas, it is essential to provide information that is accurate, proven, and accepted by experts in the areas addressed. In a day of free and sometimes questionable information on the internet and elsewhere, caution must be taken to avoid spreading “fad” ideas that may be ineffective or even harmful.

B. OFFICES
1. NATIONAL DASAT DIRECTOR
   The national DASAT director is appointed by the FCRV National Trustees.
   The term of office coincides with that of Vice President - Programs.
   The national DASAT program comes under the office of the Vice President - Programs and reports should be made regularly to him (her).

   PURPOSE OF THE NATIONAL DASAT DIRECTOR
   1. Serve on the executive board of FCRV.
   2. Perform the administrative duties required by the national DASAT program.

   DUTIES OF THE NATIONAL DASAT DIRECTOR
   1. Report to the Vice President - Program on the progress of the DASAT Program.
   2. Report to the executive board at each meeting and to the board of trustees as required.
   3. Propose any necessary changes in the national DASAT program to the national board in order to keep it current and up-to-date.
   4. Keep FCRV membership informed on the DASAT program through articles in the national FCRV publications.
   5. Be prepared to provide DASAT manuals to those who have a need for them.
   6. Maintain a supply of merchandise certificates to send as needed to the state/provincial directors.
   7. Fill all merchandise certificate orders as received from the state/provincial DASAT directors, maintaining accurate distribution records.
   8. Keep a roster of state/provincial directors and their corresponding state/provincial DASAT directors.
   9. Answer all correspondence from the membership.
   10. Upon termination of office, the national DASAT director will turn over all files and records to the Vice President Programs.

2. STATE/PROVINCIAL DASAT DIRECTOR
   • The state/provincial DASAT director is appointed by the State/Provincial Director and is considered part of the field staff.
   • The state/provincial DASAT director reports directly to the national DASAT director.
PURPOSE OF THE STATE/PROVINCIAL DASAT DIRECTOR
Set up, promote and maintain the DASAT program in that state/province.

DUTIES OF THE STATE/PROVINCIAL DASAT DIRECTOR

1. Represent the national DASAT director on all DASAT matters in the state/province.
2. Provide DASAT information to the state/province through programs at state/provincial campouts and through the state/provincial newsletters.
3. Maintain records of all state/provincial DASAT programs and participants in those programs.
4. Order merchandise certificates from the national DASAT director according to the established modified-consignment program. Keep accurate records of the certificates ordered and presented.
5. Encourage and assist DASAT activities on the chapter levels.
6. Make reports to the national DASAT director on the state/provincial DASAT activities, including, when appropriate, news and pictures that could be of national interest.
7. Maintain and report financial records to the state/provincial director and/or the state/provincial association board of directors at least once a year. (Essential costs for the state/provincial DASAT programs are to be paid from the state/province according to the approved budget within that state/province.)
8. Upon termination of office, the state DASAT director will turn over all files and records to the state/provincial director or the immediate successor.

CHAPTER DASAT CHAIRMAN
The chapter DASAT chairman is appointed by the chapter president.

PURPOSE OF THE CHAPTER DASAT CHAIRMAN
1. Promote the DASAT Program on the chapter level.
2. Report directly to the state/provincial DASAT director on all DASAT activities in the chapter.

DUTIES OF THE CHAPTER DASAT CHAIRMAN
1. Represent the national DASAT director and the state/provincial DASAT director on the chapter level.
2. Maintain a correct and up to date roster of the chapter with participation records for those who attend DASAT programs.
3. Make arrangements for chapter DASAT programs. (The state/provincial DASAT director should be made aware of projects in progress.)
4. Provide the state/provincial DASAT director with reports on chapter DASAT activities at the completion of those activities.
5. Order needed DASAT merchandise certificates from the state/provincial DASAT director whenever they are needed. (See attached report/order form).
6. Read the DASAT column in the national, state, and district FCRV publications for additional information.
7. Upon termination of office, the chapter DASAT Director will turn over all files and records to the chapter president or the immediate successor.

C. MERCHANDISE CERTIFICATE INFORMATION

Merchandise Certificates are a method of recognizing the participation of FCRV members in the various programs. Because most participation in the DASAT program will occur at state/provincial, regional or national campouts, it is important to have the certificates on hand to give to the participants at the time of the programs. The cost of mailing the certificates after the fact is prohibitive.

Merchandise Certificates have a value of $0.50, applicable on FCRV merchandise purchased from FCRV or cooperating FCRV merchandise vendors. They also may be used in partial payment of FCRV Campvention fees according to national FCRV policy. The certificates have no cash value.
Requests for certificates should be made by the state/provincial DASAT director to the national DASAT director. Such requests should be in advance of the expected need, and should be for a quantity estimated to be sufficient for the number of anticipated participants.

Records will be kept of the number of certificates sent. Immediately following the program, a list of the participants who have received the certificates should be sent back to the national DASAT director. *Without this list, further certificates will not be sent.* The form to be used for reporting the activity, participation, and request for further Merchandise Certificates is attached.

As merchandise certificates are distributed, the name of the recipient should be written on the certificate. This is the responsibility of the person distributing the certificates, and assures that the recipient did participate in the program.

Merchandise certificates can be earned in the following ways, and should be requested through the state/provincial DASAT director:
1. One certificate per member upon participation in a training program or demonstration on the chapter, state/provincial, regional, or national level
2. One certificate per member upon participation in local disaster assistance
3. One certificate per member upon completion of certification in First Aid, CPR, or ACLS.

**D. PROGRAM INFORMATION**

These four basic training categories cover the major emphasis in the DASAT program: preparation, prevention, participation and health and wellness. The subcategories listed are non-inclusive examples of the types of presentations that can be provided.

In all areas, accuracy of information is essential, and any information that is promulgated through popular e-mail type communications should be thoroughly evaluated before presented as fact.

Programs can be presented through utilization of community resources such as FEMA, Red Cross, local Police and Fire Departments, Attorneys, Funeral Directors, Dieticians, TV or Radio Weather persons, electricians, even knowledgeable people from such places as hardware stores (ladder safety) or local service organizations. FCRV members who have expertise in any of the given areas are also good resources from which to tap.

Some power-point programs in different training areas are available through the Vice President - Operations. Contact the national DASAT director for more information on what is available.
DISASTER AND SAFETY TRAINING CATEGORIES

PREPARING FOR DISASTERS
   Emergency Preparedness – RV & Home
   Insurance – RV, Home, Life, Disability, etc.
   Weather Safety
   Disaster Awareness & Resources (type of Disasters, resources available for more information and help such as Red Cross, FEMA, etc.)
   Self Sufficiency (this could just go under Emergency Preparedness)
   Preparing for the Death, Illness or Injury of a Family Member (Wills, Living Wills, Insurance, Estate Planning, Funeral Planning, Financial liability, etc.) - this could be one topic or split up into various presentations for each sub topic

PREVENTING DISASTERS
   Fire Safety (RV & Home)
   Pet Safety (Travelling & Home)
   Home Hazards (Electrical Safety, Ladder Safety, Poison Control, Carbon Monoxide, etc.)
   Security – RV & Home
   Travel Safety (could include information on Pet Safety, Children safety, home security)
   Camping Safety (yearly RV inspection, campfire safety, etc.)

PARTICIPATING IN DISASTER RECOVERY
   Emergency Communication Tools
   Search and Rescue
   Survival

HEALTH AND WELLNESS
   First Aid & CPR
   Safe Cooking
   Preventing the spread of disease (colds, flu, etc)
   Drugs & Poison Control
   Healthy Lifestyles (preventing heart disease, diabetes, cancer, stress, depression, etc.)
DISCOUNT PROGRAM

The discount program is a single source for the compiling, verifying, sorting and publishing, any and all discounts that can be obtained for the benefit of all FCRV members. The primary goal is for discounts at campgrounds, since these are used by all FCRV members. However, other discounts, such as RV parts and service centers, as well as tourist attractions and others, are included.

Additional discount participants may be obtained by any FCRV member on a form provided by the FCRV Discount Directors, State/Provincial Discount Directors, or the State/Provincial Director. This form is also printed in the annual FCRV Discount Directory. The service is free to the discount participants; their gain is only by the increased volume of business that we hope this service will produce for them.

The Discount Program can be the greatest tool that the State/Provincial Director has available for the retention of members or in gaining new members.

Everybody likes to save money, and the Discount Program will do that. If a prospective member is shown where he can save money by taking advantage of the existing discounts that in itself might convince the prospect to join FCRV. By utilizing the discounts, the new member could save more than the cost of his/her dues.

A complete listing of all discounts will be published annually and mailed to all FCRV members for their benefit.

To All FCRV Members

The following is a form that is used to sign up campgrounds and others to participate in the FCRV Discount Program. All FCRV members are authorized and encouraged to obtain additional discount participants to be included in future issues of our discount directory. In addition, new participants during the year will be published in Camping Today.

We urge all FCRV members to reproduce the form and carry it with them during their camping travels. When you locate a campground, RV service, or tourist attraction that you believe other FCRV members would like to use sign them up to be an FCRV discount participant, and mail the form to us. We’ll do the rest.

There is no charge to the campground or business for this service, and we hope that we can increase their volume of business by sending other FCRV members to the same campground or business. Those listings that are also shown in the Woodall’s Campground Directory will have the following notation added to their Woodall listing: “FCRV 10 percent discount.”

FCRV decals will be mailed to the campground or business when we receive the completed form.
**Request to Provide a Discount for *Family Campers & RVers***

Name of campground or other listing________________________________________________

Address ______________________________________________________________________

City ________________________________ State/Province __________ Zip _________

Telephone Number________________________ FAX Number ___________________________

E-Mail Address_________________________ Web page ______________________________

Directions:__________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Page # in Woodall’s____________________

**Family Campers & RVers** is a non-profit organization operated by volunteers for family camping and RVing and for the betterment of camping/RVing. Our members travel and camp in all types of recreational vehicles. Our members come from all walks of life, reside in all parts of the United States and Canada, with their average family size being 3.4 persons. Our members range in age from young couples to retirees. We would like to extend to you the opportunity to increase your volume of business and, at the same time, offer a service to our members. **There is no charge to you for this service.**

Will you offer a 10% discount to our members upon presentation of a current FCRV membership card? We will publish the information in our annual Discount Directory which every member receives free. **With this approval, you are authorized to use the FCRV logo in your advertising.**

YES (Sign here. Check mark is not acceptable.)

If you have a listing in *Woodall’s Campground Directory* and agree to give our members a discount, will you agree to have this information added to your listing in the Woodall Directory? **There is no charge for this addition to your listing.**

YES (Please sign) NO (Please sign)

______________________________________________________________________________

This approval will remain valid until you advise FCRV otherwise.

<table>
<thead>
<tr>
<th>Campground Business Representative</th>
<th>FCRV Representative</th>
</tr>
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<tbody>
<tr>
<td>Signature _________________________</td>
<td>Signature __________</td>
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<tr>
<td>Printed Name ______________________</td>
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<tr>
<td>Title ____________________________ Date _________</td>
<td>FCRV Position __________________________</td>
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<td>Address __________________________</td>
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<td>City _____________________________ St/Prov ____ Zip _________</td>
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</table>
FCRV HISTORY PROGRAM

A. PURPOSE
To provide future NCHA dba FCRV (now known as “FCRV”) members the opportunity to trace the association's history from its inception to the present.

POLICY - Each year the Campvention Chairpersons will collect the following for the National History Archives: 5 patches (if applicable or “i/a”), 5 Decals, 3 Pins (i/a), 2 aerial photos (i/a), 2 DVDs (i/a), 2 Program Books, and 2 copies of local media coverage (newspapers) from the beginning of Campvention to the end, including the Parade. These items are to be given to the National Historian at Campvention or as soon thereafter as possible.

B. DUTIES
1. National Historian is to search for, collect and preserve FCRV’s history through whatever means of media and memorabilia are available.
2. To assist State/Provincial Historians in whatever way possible.
3. To promote the appointment of State/Provincial Historians where vacancies exist.
4. To encourage and support Chapters and Chapter Historians who do not have a State/Provincial Historian in their quest for preserving their FCRV Chapter history.
5. Maintain records and statistics as follows:
   a. Copies of all FCRV publications from 1949 to present.
   b. Albums with each National Campvention depicted by newspaper articles, photos, plaques and/or awards (photographed for albums), insignia, decals and/or badges; and statistical data, major events and programs.
   c. Albums with sections for each State/Province activities.
   d. Albums with sections for each National Program: purposes, rules and notable events depicted by photos, newspaper articles, insignia, etc.
   e. Running list of every chartered chapter in FCRV (also available through Vice President of Operations).
   f. All slides, 16 mm, Super 8 film, videos, DVDs, etc., chronologically of all major events of the organization.
   g. Miscellaneous files - correspondence, special projects, assorted memorabilia, etc.
   h. Historian Workshop at Campvention to show techniques in creating a chapter Scrapbook.
   i. National Historian Scrapbook Contests
      1) State/Provincial Adult Chapter History Scrapbook Contest and display (annually).
      2) Teen Chapter History Scrapbook Contest and display (annually).
      3) At-Large and Overseas Chapter Contest (annually)

*(NOTE: State/Provincial Historians Display Contest was discontinued as of July, 2011).

I. CHAPTER SCRAPBOOK CONTESTS’ RULES
1. Purpose - to recognize the outstanding Adult chapters and Teen chapters from each State/Province, and At-Large Chapters and Overseas Chapters, for their contributions, participation and dedication to FCRV, recording their chapter’s history through various forms of media, for other members and future members to enjoy.
2. Chapters Participating
   a. Category A
      1) Adult and Teen Chapters must have good standing in FCRV who have won 1st place in a State/Provincial scrapbook competition.
      2) State/Provincial Association Chapters and Teen Association Chapters, must have good standing in FCRV, are considered as an Adult or Teen Chapter, and judged accordingly, in the contests.
   b. Category B - At Large Chapters and Overseas Chapters must have good standing in FCRV (i.e. YARS, Solos Unlimited, Retirees, etc.)
3. Time Period - Scrapbooks history period will be for one (1) year from January 1 through December 31 (the calendar year) (i.e. - July 2010 Campvention contest, scrapbook activities will be from January 1, 2009 - December 31, 2009, inclusive. State/Provincial contests should be held at their respective Spring Campouts.
4. Rules
a. The winning Adult Chapter Scrapbook per State/Province, and/or the winning Teen Chapter Scrapbook per State/Province will be allowed to compete at National.
b. Scrapbook size will be no larger than 20” in. X 24” in. X 8” in. They may be smaller.
c. Page 1 (the actual first page—not the inside cover) must include the following:
   1) Chapter Name, National Charter Number & Date chartered (plus parent chapter name and national number for teen chapters).
   2) Chapter Patch or emblem, and Colors.
   3) State/Provincial or Regional Director's (in absence of State/Provincial Director) Printed Name and Signature in lower right hand corner of first page, to certify the Scrapbook entry.
   4) If any 4.c.1 or 4.c.2 requirements are missing, a 10 point reduction to the final score will be imposed.
   5) If the State/Provincial or Regional Director's (in absence of State/Provincial Director) Printed Name and Signature in 4.c.3 are missing, a 25 point reduction to the final score will be imposed.
d. Adherence to specified dates, size of scrapbook, and first page information.

5. Content of Scrapbooks -
a. Coverage of chapter activities and accomplishments (during the year)
   1) Campouts, community projects, parade floats, special programs, special projects, national programs and other FCRV related activities.
   2) Scrapbook Suggestions
      a) Newsletters, program booklets, captioned photographs of groups, singles, special events, parties; human interest and candid snapshots; newspaper clippings with dates and identity of persons pictured.
      b) Certificates and awards.
      c) Chapter publicity for community activities and any FCRV related outside interest concerning members.
      d) If trophies or plaques have been awarded to chapter for outstanding events, photograph and place in scrapbooks.

6. Judging
a. Judges will be three (3) non-FCRV members in the journalism, historian, and/or library science fields.
b. Scoring - Judges will score in five (5) areas as follows:
   1) Originality (creativity).
   2) Authenticity (historically oriented, documentation).
   3) Continuity (balance).
   4) Public appeal (interest).
   5) Interpretation (expression).

7. Awards - 1st place, 2nd place, 3rd place and honorable mention will be awarded in each Category. All participating chapters will receive a Certificate.

8. Separate Contests
a. The Adult, Teen, At-Large and Overseas Chapters categories are all separate contests. The same rules apply for all contests.
b. Adult Chapters having teens, or a teen chapter, whose activities are included as part of the adult chapter, may be included in the adult chapter scrapbook.
c. Teen Chapters having adults (advisors, etc.) in their chapter whose activities are included as part of the Teen Chapter may be included in the Teen Chapter Scrapbook.

9. Registration and Deadline - All entries must be pre-registered. All pre-registration forms must be received by June 15 (i.e. - for 2015 Campvention, forms must be received by June 15, 2015). Forms may be obtained from either the State/Provincial Historian (if your particular state/province has one) or from the State/Provincial Director. If the State/Provincial spring campout is held after June 15 and before July 1, please notify National Historian that a chapter winner will be entered from that State/Province to insure the late entry is valid.

10. State/Provincial level Scrapbook Contests, adult and teen, should be held by the State/Provincial Director, or designated representative, within National time frame rules. (See C.3. section of rules). It is recommended that the National Contest Rules be followed on the State/Provincial level to achieve continuity and fairness to all chapter participants.

11. Scrapbooks must be brought to the National Campvention at the Historians Scrapbook contests location for registration as scheduled in the Campvention Program booklet.
12. Judging will take place shortly after the Scrapbooks are registered. Scrapbooks must be picked up by participating Chapters by 3:00 p.m. on the day of the contests, or if later, at the National Historian’s campsite.

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II. STATE/PROVINCIAL HISTORY PHOTO BOOK CONTEST

1. PURPOSE
To serve States and Provinces by giving them the incentive to compile and preserve their FCRV activities in a Photo Book each year, to serve as a recruiting tool for new members, and to provide a vehicle by which each State or Province achieves recognition for its dedication and participation in FCRV.

2. RULES AND CRITERIA
A. Entries
Any State or Province may enter.

B. Time Period
History in a Photo Book of the States/Provinces will cover a one (1) year time period (i.e. January 1, 2014 through December 31, 2014 state/provincial activities), for the 2015 contest at Campvention.

C. Photo Book Size
Photo Books will be 8.5” X 11” in landscape, or 12” X 12” hardcover, of at least 20 pages. Additional pages are allowed but should not exceed 40 pages.

D. Criteria on Cover
1. State or Province name will appear on the cover of the Photo Book.
2. Year the State/Provincial camping activities take place will appear on the cover of the Photo Book.

E. Judging
1. Judges will be three (3) non-FCRV members in the digital website/journalism/historian/library science fields.
2. Scoring - Judges will score in 5 areas as follows:
   a) Originality (creativity)
   b) Authenticity (FCRV historically oriented, documentation)
   c) Continuity (balance).
   d) Public appeal (interest).
   e) Interpretation (expression).

F. Awards
1. There will be a 1st place, 2nd place, 3rd place and honorable mention awarded.
2. All participating States/Provinces will receive Certificates.

G. Registration and Deadline
1. All entries must be pre-registered with the National Historian. All pre-registration forms must be received by June 1, 2015, for the July, 2015 contest. Forms can be obtained from your State/Provincial Director.
2. State/Provincial Photo Books must register for judging at Campvention and set up in the Historian Scrapbook Contests area as per the Program Book Schedule.
3. Judging will take place in the time after Registration.
   * Photo Books can be picked up after the judging (about 1:00 p.m.) on the day of the contest.

3. CONTENT AND TOOLS
A. Activities
1. Photo Books should include photos from State/Provincial Campouts.
2. Photo Books should include photos of any activities the state/provincial members participated in at the Regional Campout.
3. Photo Books should include photos from any activities the state/provincial members participated in at Campvention.
4. Photo Books should include photos from individual chapter campouts.

B. Documentation
1. All photos should be documented with text captions.
2. Newspaper clippings, maps, ticket stubs, and other non-photo documentation can be scanned into an electronic picture format (such as .jpg) and added to the Photo Book, or you can take a photo of an item and add the photo to the book.

C. Photo Book Tools
1. Photo Books can be created online and ordered through digital photo websites such as Snapfish, Shutterfly, Walgreens, MixBook and many others:
2. Prices for Photo Books range from $20 to $50 for a basic 8.5" X 11" 20-page book, depending on site, sales, coupons, shipping, etc. Additional pages are usually charged extra per page.
3. A good website for resources and information on Photo Books is http://www.photobookgirl.com/.

4. **PROS & CONS OF PHOTO BOOKS**
   
   **A. Benefits of Photo Books**
   1. Because it is online, it will be easy for different chapters and people to provide photos to be uploaded and used on the Photo Book (email or direct upload).
   2. Putting together a photo book is more cost effective and time efficient when people do not reside in the same geographic area, because it can be done online and computer screens can be shared out with remote users.
   3. Photo Books can be created online, then shared out electronically for review by others before being printed.
   4. It is easier to rearrange photos and pages because they are affixed to a page.
   5. If more than one person wants a copy of the photo book, more can be ordered.
   6. Photo Books are printed on photo archival quality paper so they will last as long as a regular scrapbook.
   7. Photo Books take up less space than a regular scrapbook.

   **B. Disadvantages of Photo Books**
   1. There are not as many options for page decorations as a scrapbook (can't use stickers, etc.)
   2. You must scan ticket stubs, thank you letters, pamphlets, etc. into a .jpg format before adding to the Photo Book (or you can take a photo of the item).
LEGISLATION

A. GENERAL

Legislative issues affecting campers should be brought to the attention of your State/Provincial Director and your National Legislation Director.

B. UNITED STATES

Through the U.S. Legislative program FCRV is kept abreast of all current Federal legislation that will affect recreation. Additionally, all states are made aware of all proposed Federal legislation that affects them on national parks, U.S. Forest Service land, and Corps of Engineer projects that occur within their state. Through this program, FCRV maintains direct contact with the American Recreation Coalition (ARC), Recreation Vehicle Industry Association (RVIA), and most other recreation and dealer associations. Assistance is also provided to all members regarding any legislative problems in their local area, such as parking ordinances.

Coordination is also maintained with the Canadian Legislative program, keeping each other abreast on mutual interests.

C. CANADA

Through the Legislation Program in Canada, campers and hikers, and RV owners have a voice in support of their concerns in Ottawa and comparable ministries in the provinces. FCRV members in Canada can have a say in "outdoor" planning as it relates to the conservation of the natural resources, park planning and uses, safety in trailering on the highways, construction safety standards for campers, and the management of the environment.

The FCRV Legislation Program in Canada keeps abreast of developments that impact on public park fees, restrictive RV ordinances; RV taxation, development of public lands, use of public lands, safety standards, national park policy for recreation, and other areas of concern to campers and RVers. To learn more about the FCRV Legislation Program in Canada, contact the FCRV Canadian Legislation Directors.
RETIREE PROGRAM

Family Campers and RVers encourages those persons who have retired to join our association and to participate in the Retiree Program. Retirement may be for any reason, and need only involve one member of a couple. Even those who retire from one job, only to embark on a second career, are retirees. While we encourage all members to participate in local chapter activities, regular and/or Retiree Chapters, chapter membership is not required to take part in the Retiree Program. FCRV believes that retired persons in our organization can participate and enjoy the great outdoors in a leisurely program of camping that provides useful and social activities and recognition geared toward retirees.

A. DUTIES:

1. National Retiree Directors: The National Retiree Directors shall be appointed by the Trustees, and shall report to the (Immediate) Past President. They should develop and plan retiree activities, and programs based on the retirees’ needs and desires, but with the understanding that all such activities shall be within the general guidelines of FCRV. They should attend Chapter, State/Provincial, and Regional Campouts to serve as a liaison between the members and the National Program, when requested by the State/Provincial and/or Regional Directors. They shall develop criteria for the selection of the National Retiree Rally, and select suitable sites as early as possible. Upon selection of a National Retiree Rally Site, they shall advise the State/Provincial Director of such selection and keep them advised of progress, as necessary. They shall appoint the National Retiree Rally Coordinator, the Assistant Rally Coordinator, the Registrar, the Treasurer, the Assistant Treasurer, the Retiree Chaplain, the Sound/Special Services Chair, and the Historian/Photographer. The National Retiree Directors shall oversee the preparations of the Retiree Rally and work closely with the Rally Coordinators to try to insure a successful rally. They shall submit a report to the Trustees, as soon as possible after the rally, concerning the rally events and successes/failures. A financial report shall be submitted to the National Comptroller as required by the association. The National Retiree Directors shall be responsible for the association funds held by the National Retiree Program.

2. State/Provincial Retiree Field Director: Each State/Provincial Director is urged to appoint an FCRV retired member as the State/Provincial Retiree Field Director. This couple or person should function as an advisor to the State/Provincial Director, and to the National Retiree Directors on matters pertaining to the Retiree Program. The Retiree Field Director’s major purpose should be to encourage retired persons to join FCRV, to encourage retiree members to join chapters, to form new Retiree Chapters, and to help establish and participate in FCRV retiree activities. They shall keep the State/Provincial Directors, and the National Retiree Directors informed of the retiree programs and activities within their jurisdiction.

3. National Retiree Rally Coordinator: The National Retiree Directors will select the Retiree Rally Coordinator at least one year prior to the proposed National Retiree Rally for which the appointment is being made. The Board of Trustees will be advised of the appointment. The Retiree Rally Coordinator shall then, in concert with the National Retiree Directors, select the required Committee Chairpersons for the Rally.

4. POLICY- Retiree Advisory Council: The National Retiree Directors, with the approval of the Board of Trustees, shall appoint an Advisory Council consisting of three retiree members. This Council shall be available for consultation at the request of the National Retiree Directors, or the Board of Trustees, on matters pertaining to the Retiree Program and/or the National or Regional Retiree Rallies. The Advisory Council shall act as arbitrators in any dispute between the National Retiree Directors and the State/Provincial Directors, and shall have the authority to decide the issue in question. At least one member should be a former FCRV Trustee.

B. RALLY:

It is recommended that the National Retiree Rally is held, each year, during January, February or March, and that it is held only in states with a warm climate and with proper facilities available. The National Retiree Directors shall establish the criteria for site selection, and shall select the site for the Rally. The sites should be selected at least one year in advance.

National Retiree Rallies are considered an FCRV activity similar to the regular Campvention held each year. Therefore, any profits from the Rally shall be submitted to the National Comptroller, and a complete financial statement of the Rally’s activities shall be submitted to the Comptroller by July 1st of the same year. If any deficit is incurred by a Rally, FCRV will be responsible to make up the deficit.
C. RETIREE CHAPTERS:

The formation of Retiree Chapters is encouraged. This should not be interpreted to mean that retirees who do not wish to belong to a Retiree Chapter should be excluded from the Retiree Program and its related activities. The Retiree Chapter should be organized under the same rules and procedures as regular chapters. The purposes, ideals and policy of FCRV should be followed. The Retiree Chapter should be self-governed, as is the principle with all FCRV Chapters. Retiree Chapters may or may not have a Board of Directors. Because time is not as limited at meetings among retirees, the entire Chapter may desire to spend whatever time is necessary to discuss matters and, therefore, may not need a Board of Directors. The Retiree Chapter Constitution and bylaws must conform to FCRV and state/provincial requirements. A sample Constitution and bylaws is found in the Field Director Manual.

D. GUIDELINES FOR THE SELECTION OF STATE/PROVINCIAL RETIREE KING AND QUEEN

1. Contestants must be retiree members of FCRV, and should be residents of the State or Province. All interested members should be considered.
2. The King and Queen should be elected by the retirees of the State or Province at a State or Provincial Campout, or at a State or Provincial Retiree Rally.
3. In order to compete for the International titles, the State/Provincial King and Queen must attend the National Retiree Rally.

E. WHEN COMPETING FOR THE INTERNATIONAL TITLE:

1. International King and Queen contestants may not participate in rally entertainment programs prior to the balloting, except as part of their State or Provincial sponsored hospitality. They may participate in the Talent Show and impromptu jam sessions, but shall not wear their King and Queen regalia, or otherwise identify themselves as candidates.
2. If serving in a staff position at the Rally, contestants shall not wear their King and Queen regalia while working at their jobs.
3. No campaign materials may be affixed to any door, building, window, fence post, or other structure not the property of FCRV or an individual member. Materials may be worn by members, attached (with permission) to members’ RV’s, placed in stands on tables, placed on stands in buildings, and placed on stakes in the ground. Violation of this rule may lead to the disqualification of the contestants.
4. In order to avoid delaying the processing, campaigning shall not be conducted in the parking or registration lines.
5. Candidates shall ensure that all campaign materials are taken down or removed following the voting.

F. IF ELECTED INTERNATIONAL KING AND QUEEN:

1. Any State or Province, whose King and Queen are selected to be International King and Queen, may not enter a King and Queen in the International competition for a period of two (2) years after the termination of their reign. Any couple holding the position of International King and Queen for six (6) months or longer will be considered as having served a full term, and the two-year limitation will apply to their State or Province.
2. If, prior to six months into their reign, the International King and Queen are unable to continue to fill their positions, or choose to resign, the 1st Runners Up will be named International King and Queen and fill the position for the remainder of the year.
3. The International Retiree King and Queen are not required to attend any functions during their reign. However, it is strongly suggested that they attend the FCRV Campvention in July and the next International Retiree Rally to pass on their crowns. While attendance at State/Provincial Rallies is optional, invitations should be considered, especially if they can be attended with reasonable effort.
INTERNATIONAL RETIREE KING & QUEEN
CANDIDATE APPLICATION

PLEASE PRINT

Name: ___________________________ (Last) ___________________________ (His) ___________________________ (Hers)

Address: ___________________________ (Street) ___________________________ (City) ___________________________ (State) ___________________________ (Zip)

Phone: ___________________________ E-Mail: ___________________________

FCRV Chapter ___________________________ Retiree Chapter ___________________________

Other FCRV Chapters: ___________________________

Member of NCHA?FCRV for ________ years

Offices held in NCHA/FCRV:

Chapter ___________________________ State ___________________________ National ___________________________

Hobbies & Interests: ___________________________ (His) ___________________________ (Hers)

Married for ________ years ________ children ________ grandchildren

Date: ___________________________

(Please limit write-up to 300 words)

53b

Revised September 2013
SCHOLARSHIP ADMINISTRATION REGULATIONS

The Family Campers & RVers (FCRV) was founded as National Campers and Hikers Association (NCHA). Scholarships are awarded by the National Campers and Hikers Association, Inc., to the FCRV membership or their dependent* children who are enrolled or planning to enroll in an undergraduate course of study.

*Dependent children of members are defined as follows: Applicants applying under their parents'/guardians’ membership must be dependent thereof for the year of the scholarship award. This means declared as a tax deduction.

I. STIPEND

A. Annual scholarships are awarded which carry a stipend from $500 to a maximum of $2000. Part-time students will receive one-half of the granted scholarship.

1. Each scholarship will be for one year with the recipient having the opportunity to reapply for scholarships each year that they meet the eligibility requirements.
2. Stipends will be paid in one or two lump sums to the institution of the recipient’s choice.

B. The selection of scholarship recipients is under the direction of NCHA Scholarship Inc. Board of Directors. Membership on the Board is comprised of the following FCRV Officers and members: National Scholarship Directors, Vice President-Programs, (Immediate) Past President, Comptroller, and two members appointed at-large from the membership.

C. Amounts awarded to each applicant will be determined by the Scholarship Management Service with the approval of the Board of Directors based upon the following:

1. The amount of interest available from the investments.
2. The qualifications of the applicants.

D. Student(s) receiving the $2000 annual award(s) will be named the "FCRV Scholar(s) of the Year".

II. SELECTION OF SCHOLARSHIP RECIPIENTS

A. Selection of the scholarship recipients shall be made by the Scholarship Management Service, selected by the Scholarship Board at its Annual meeting. The Scholars chosen by the Management Service will be confirmed by the Board of Directors in May by whatever means of communication is deemed appropriate.

Selection will be made prior to the Annual General Membership Meeting held in July. Official announcements of scholarship recipients will be at the NCHA Scholarship Inc. general membership meeting scheduled during the Annual FCRV Campvention.

B. Criteria for selection of Scholarship Recipients:

1. General Eligibility Requirements:
   a. Parents, guardians or applicants must be members of FCRV for one year or longer immediately prior to applying. Membership must be maintained during the period of the award.
   b. Applicants must be enrolled or plan to be enrolled in an undergraduate course of study at an accredited two or four-year college or university. Part-time students must carry a minimum of six credits per term.

2. Scholastic Considerations:
   a. High school students or high school graduates should be in the upper 40% of their graduating class.
   b. Applicants enrolled in college should have a cumulative B average or above (2.7 grade-point-average on a 4.0 scale).
   c. General considerations are: maturity, leadership, related activities and goals of the candidate as related to the objectives of FCRV.
   d. Special consideration will be given to applicants majoring in fields related to conservation, ecology or outdoor activities; although, all other fields will be considered.
e. Applicants currently enrolled in college are given equal consideration with incoming freshman students.

f. Applicants from countries other than the United States and Canada are welcome and will be considered within the educational framework of that country.

III. REQUIREMENTS FOR CANDIDACY OF ALL FCRV APPLICANTS

A. High school students must file all of the following as appropriate:

1. Official application form;

2. Official transcript or international equivalent.
   a. Official high school transcript or
   b. Transcript of all college courses taken through January of the year the award is given.

3. Two letters of recommendation from:
   a. One from an FCRV member (relatives are not acceptable)
   b. One from a school or college official.

4. Explanation of the candidate’s activities, work experience, academic, extra-curricular activities and any other activities worthy of note.

5. Applicant’s or parent’s/guardian’s FCRV membership number.

B. All applications must be postmarked for applying by April 15\textsuperscript{th} of the year the award is being made. The Postmark deadline for requesting an application is April 1\textsuperscript{st}.

C. In the event the applicant is awarded an NCHA/FCRV Scholarship, the Scholarship Acceptance Form must be returned to the Scholarship Management Service by the required date. Two recent photographs of the recipients are required for publication.

IV. INELIGIBILITY OF RECIPIENTS

A. Recipients of scholarships will be declared ineligible for any of the following reasons:

1. Withdrawal from school

2. Participation in activities deemed by the college or the NCHA Scholarship Inc. Board of Directors to be unpatriotic or contrary to the goals of FCRV

3. Being put on academic probation of the college

4. Not being a member or dependent standing.

In February 2017, the Board of Directors of the National Scholarship Fund voted to rename the scholarship to National Campers and Hikers Hank Nathan Scholarship, Inc., in honor of the organizations founder.
TEEN PROGRAM

A. INTRODUCTION:
The following rules and guidelines apply to the National Teen Program. Those included in this manual have been selected to help you as Field Directors guide those members to whom you have been assigned. More complete rules and guidelines are available from your State/Provincial directors and Teen Directors. Additional questions may be addressed to the National Teen Directors.

The rules and guidelines in the manual are National rules only and may differ from State/Provincial contest rules. Any questions on State/Provincial rules contact your State/Provincial Director.

-Policy - State/Provincial Directors will obtain signed Disclosure Statement and Background Check Agreements from individuals in their state/province who volunteer to oversee work with or otherwise participate in any activity involving teens sponsored by the organization. Criminal background checks will be performed on all volunteers who routinely work with teens or who oversee such events. The Custodian of Volunteer Background Records is responsible for maintaining records of Disclosure Statement and Background Check Agreements. The reason for this requirement is to protect the teenage members of our organization as well as our volunteers and the organization.

B. TEENAGE CHAPTERS
1. General Policy - The purpose of teen chapters is to see our teenagers become better campers, better citizens and have more fun in FCRV by forming chapters or youth groups. The following is a list of the three different types of teen chapters, something about them and how to form them.

a) State/Provincial Association - This chapter includes all teenagers whose parents belong to your State/Provincial Association. The main reason for this type of group is to include teens who normally would be in areas too small to organize in some type activity, and to help in planning teen projects on a State or Provincial wide basis including Campventions, litter surveys, etc.

b) Area Chapters - When there are several teen chapters in the area, they may join together to make an area teen chapter. There must be two adult couples who will act as sponsors and they must be from different chapters.

c) Local Chapters - When a chapter has enough teenagers in it they can form a teen chapter. There must be one adult couple acting as sponsor.

In all the above type chapters the parents must be active FCRV members. To form these clubs, the teens must do the following: elect officers, adopt a constitution for their chapter, secure sponsors, and contact either the local field director or the state teen director for a charter application.

Charters issued to teen chapters are on a formality basis and are not to be interpreted as would an adult chartered chapter under FCRV. In all cases, adult advisors to teen chapters are appointed and serve at the pleasure of the adult chapter president.

C. SUGGESTED TEEN CONSTITUTION

ARTICLE I. Name
The name of the organization shall be _________________________________ the teenage branch of ___________________________ and members of the Family Campers and RVers.

ARTICLE II. Chapter Colors and Symbol
Chapter colors are ________________________________ The chapter symbol will be ______________________________

ARTICLE III. Purpose
The purpose of the chapter shall be:

Section 1. To cooperate with other organizations which are working toward conservation of our natural resources.

Section 2. To provide, through identification with the Family Campers and RVers, a basis of friendly welcome with other members.

Section 3. To plan group campouts, weekend trips, and to cooperate with the adult groups in any program.

Section 4. To promote camping and traveling safety and help prevent forest fires.

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Section 5. To support "Don’t Be A Litterbug" and other such campaigns.

ARTICLE IV. Membership

Section 1. The chapter was formed as the teenage branch of ____________________, members of the Family Campers and RVers which is a nonprofit, volunteer, national organization of campers and RVers, for those who love outdoor activities.

Section 2. Any teenager whose parents are qualified members of the parent chapter are eligible for membership in ________________________________.

Section 3. The three qualifications for being a _________ are as follows:

A. Parents must be members of _____________(name of parent chapter)

B. If the parents are dropped from the club for any reason, the teens are also dropped from the ________________________________.

C. A teen is qualified to join ______________________ upon the month of his or her thirteenth birthday.

ARTICLE V. Officers

Section 1. The officers of the chapter shall be a President, Vice-President, Secretary, and Treasurer; all of whom shall perform the duties that usually pertain to these respective offices. They shall be elected by the chapter at the annual meeting, from its membership and shall not hold office for more than one year, or until their respective successors have been duly installed.

Section 2. If any vacancy occurs during the year, in any one or more offices provided for in the Constitution, the Board of Directors may elect a successor or successors, who shall hold that office for the unexpired term.

ARTICLE VI. Board of Directors

Section 1. The Board of Directors shall be the governing body of the chapter and shall also perform such functions and duties as may be directed by the chapter.

Section 2. The board shall consist of six members, as follows: The officers, the immediate past president, and two members at large. All shall hold office for a term of one year.

Section 3. All Directors shall hold office until their successors have been elected; and vacancies on the board shall be filled by the board for the unexpired term(s).

Section 4. The Board of Directors, may at any time call a meeting of said board.

Section 5. A majority of the directors shall constitute a quorum to hold meetings.

ARTICLE VII. Committees

Section 1. The program committee shall consist of not less than three members appointed by the President and shall be responsible for program and entertainment.

Section 2. The Nominating Committee shall consist of the President and two members nominated and approved by the chapter. The committee shall meet shortly prior to the October meeting to propose a slate of officers which shall be presented to the Chapter at the October meeting by the President (as chairman of the committee) or in his absence, by a member of the nominating committee delegated by him. Other nominations for officers or directors may be presented from the floor at the annual meeting.

Section 3. Other committees may be appointed by the President upon approval by the board and shall act for the duration of their assigned task or until the end of the club year.
ARTICLE VIII. Meetings
Section 1. Regular meetings of the chapter shall be held, as far as possible, monthly from September through May (except December) the third Sunday of the month. The time for the regular meeting is two o’clock, and the Board of Directors meeting is at one o’clock. Additional meetings may be held if so decided by the Board of Directors.

Section 2. The annual meeting shall be the October meeting in each year, at which time officers and directors shall be elected, such officers to take office immediately upon election.

Section 3. Special meetings of the membership may be called by the President or by any member of the Board of Directors upon notification of the members of the club.

Section 4. A quorum of the chapter shall consist of 25% of the total membership.

ARTICLE IX. Fiscal Year
Section 1. The fiscal year for the chapter shall begin with November first of each year and end the following October thirty-first.

ARTICLE X. Constitution
Section 1. This constitution may be amended by a majority vote of the members present at any regular meeting of the chapter provided a quorum is present, and provided the intention to amend the constitution shall have been previously communicated in writing to the members.

ARTICLE XI. Termination of Chapter
Section 1. Should the activities of the club terminate, any property or club funds shall be disposed of in the following manner.
A. Property shall be offered for sale.
B. 75% of all funds after debts shall be given to state or National Educational programs such as, Conservation, Scholarship, DASAT.
C. 25% of all funds after debts shall be given to local charitable groups.

D. The choice of programs or groups to receive the chapter’s assets shall be decided by the majority of members in good standing with the chapter at the time of termination. Percentages may be changed to the membership’s desire at the time of accepting the clause.

ARTICLE XII. Bylaws
Section 1. Bylaws may be adopted or amended at any regular meeting.
Section 2. Robert’s Rules of Order shall govern all meetings of the chapter.
Section 3. The regular order of business at all meetings shall be as follows:
A. Call to order
B. Reading of the minutes of previous meeting by the secretary.
C. Reading of the treasurer’s report.
D. Committee reports
E. Old business
F. New business
G. Adjournment

D. TEEN IDENTIFICATION CARDS
Upon the age of thirteen a youth may be issued a teen identification card. This card is similar in size and color to the adult membership FCRV card. The card will state the teen’s full name and expiration date. The expiration date will be the teen’s twentieth birthday. To be valid, a card must be signed by the National Teen Directors and contain a picture of the teen named on the face of the card. Cards may be issued by the National Teen Directors, State/Provincial Teen Directors, State/Provincial Directors or any persons designated by them to issue cards. States/Provinces can provide their own lamination, or the cards can be laminated at the National Campvention for a token fee to defray costs. Regular teen cards will not be issued by the host State/Province without valid proof of birth date (birth certificate, driver’s license).

NOTE: Campvention guest cards will be issued to guests of FCRV members. Guest cards will also be issued to FCRV members without valid proof of birth date. Guest cards are valid for the duration of the National Campvention, entitling the
holder to all teen activities except for competitive sports. Teens wishing to play competitive sports should contact their State/Provincial teen director prior to the Campvention to insure their eligibility.

E. NATIONAL CAMPVENTION TEEN POLICY
The Teen Program at the National Campvention is the highlight of the year for our teenage FCRV members. Each year, for many it is the first time to attend and associate with many teens of like interest. Those who have attended previously look forward to this eventful time of the year for the renewal of friendships and the programmed events awaiting them.

Every effort should be exerted to provide our teens an enjoyable, full week of activity; our Teen Queens a feeling of being a Queen; and above all, to set an example for fairness, honesty and good sportsmanship which will enable them to grow into FCRV adults of tomorrow and become future leaders in our organization that we will be proud of. The Teen Queen Ball is open to persons up until their 23rd birthday. They must follow all the rules of the teens and register with the Teen Director prior to the ball.

All funds required for teen activities stated herein will be provided from Campvention funds. These guidelines are set forth in an effort to accomplish these goals.

F. DESCRIPTION OF CONTESTS AND AWARDS FOR TEENS
Contests for our teens are many, but unless they hear about them and are encouraged to participate, our entries will be few.

1. CONSERVATION ESSAY CONTEST - is open to all FCRV teens. Details are available in the Conservation section.

2. CONSERVATION POSTER CONTEST - has two categories open to the teen age group, the 12-14 year olds and the 15-19 year olds. Details are available in the Conservation section.

3. FCRV SCHOLARSHIP PROGRAM - awards annual college scholarships to child or member of FCRV in all fields of study. Details are available in the FCRV Scholarship section.

4. CHAPTER HISTORY SCRAPBOOK CONTEST - open to all teen chapters. Details are available in the History section.

5. HANK NATHAN GOODWILL CONTEST - is open to all teen chapters and Area/District or State/Provincial teen chapters. Details are available in this section.

6. TEEN ROYALTY CONTEST - Basic rules are available in this section and complete details are available from your state/provincial director.

7. ANNUAL NATIONAL PARADE (Teen Division) - Details are available in this section.

8. TEAM SPORTS COMPETITION (Softball, Volleyball, Relay Race) - Basic rules are available in this section and complete details are available from your State/Provincial Director.

G. TEEN ROYALTY CONTEST
On the National level the pageant chairman and committee, in conjunction with the National Teen Directors, will be in charge of the Teen Royalty contest. All details pertaining to the contest will be in accordance with the current Campvention guidelines and Teen Manual.

On the State/Provincial level, the Teen Royalty contest will be conducted by the State/Provincial teen directors or a committee chosen for that purpose.

State/Provinces may establish eligibility criteria for contestants, provided they do not conflict with national rules. The number of contestants eligible for each state/provincial contest from chapters and/or districts should be determined by the individual State/Province.

It should be stressed to all State, Provincial, District, Chapter contest chairman that the same rules pertaining to age and FCRV membership should apply to every contest.
It is the responsibility of the State/Provincial Director to certify that the contestant meets the criteria for a Teen Royalty Contestant as stated in the Teen Directors’ guidelines. Following State/Provincial certification any infringement of the rules that are disclosed, the National Teen Director will request a ruling on the eligibility of contestants status from the Board of Trustees. At the same time, the contestant, his/her family, State/Provincial Director and Teen Director will be notified in writing of the impending request for ruling on her eligibility.

In the event that a disqualification does occur, the State/Provincial Directors will be given the opportunity to make a replacement prior to the contest, in accordance with the rules of the State/Province.

I. RULES FOR TEEN QUEEN CONTESTANTS
1. Parents, legal guardians or contestant must be a member of FCRV for the current year.

2. Age limit is 13 to 19 inclusive. The contestant must be 13 to 19 years old on the day of the contest at the National Campvention.

3. All national contestants must be a State/Provincial representative. Only one contestant per State/Province, entered by the State/Provincial Director.

4. The contestant must be single and never have been married. The contestant’s moral character should exemplify the goals of FCRV by exhibiting wholesome and respected qualities associated with family oriented values.

5. The contestant must complete official registration blank and return to the National Contest Chairman by the date specified on the blank.

6. The contestant must be registered with the National Contest Committee no later than 9:00 a.m. Monday (Campvention time). The contestant must be present at the time of judging.

7. A contestant who has entered and achieved the Queen’s Court in a previous year may enter the competition again. Once a contestant has achieved the position of National Teen Queen, she may not enter the competition again.

8. The contestant will be judged in an FCRV or Campvention shirt and shorts, in a street length dress at the tea, and in an evening gown at the evening pageant. Contestants will be judged on poise & confidence, personality, appearance, and talent. Talent is not limited to the performing arts and may be displayed in any category as long as it can be performed on a stage and is an individual talent. Talent is limited to three minutes duration with one minute allowed for run over. Five points will be deducted for each 15 seconds, or fraction thereof, over the four minute limit, from the judges' composite talent score for any contestant exceeding the limit.

9. Miss FCRV will relinquish her title if during the year she becomes married, conducts herself in a manner that is contrary to the goals of FCRV, or for any other reason she cannot complete her reign. The 1st runner-up will accept the title of Miss FCRV for the remainder of the year. Miss FCRV will be required to return her crown and cape.

10. The Queen and all her attendants (2) will be in the annual FCRV Parade.

J. RULES FOR TEEN KING CONTESTANTS
1. Parents or legal guardians of contestants must be members of FCRV, or the teen must be a member of FCRV.

2. Age limit is 13 to 19 inclusive. The contestant must be 13 to 19 years old on the day of the contest at the National Campvention.

3. All national contestants must be a state/provincial representative. Only one contestant per state/province, entered by the state/provincial director.

4. The contestant must be single and at no time have been married. The contestant's moral character should exemplify the goals of FCRV by exhibiting wholesome and respected qualities associated with family oriented values.

5. Contestant must complete official registration form and return to the National Pageant Chairman by the date specified on the form.

6. Contestant must be registered with the National Contest Committee no later than 9:00 a.m. Monday (Campvention time). Contestant must be present at the time of judging.

7. Contestant will be judged in a Campvention or FCRV shirt and shorts, which will be purchased prior to Campvention, for the poise and confidence portion, in a business attire, suit and tie at the tea and in a suit and tie at the evening pageant. Contestants will be judged on communication, personality, formal wear, and skills challenge. The skills challenge is limited
up to three minutes duration with one minute allowed for run over. Skills challenge is a pre-determined “competition” to be completed by all king contestants. Such as: Spelling-tricky everyday words, Golf-nearest to the hole, a short chip shot, Lego-building the tallest structure, Cake-decorating/icing cake. Five points will be deducted for each 15 seconds, or fraction thereof, over the four-minute limit, from the judges composite talent/skills challenge score for any contestant exceeding the limit.

8. FCRV Teen King will relinquish his title if during the year he becomes married, conducts himself in a manner that is contrary to the goals of FCRV, or for any other reason he cannot complete his reign. The 1st runner-up will accept the title of FCRV Teen King for the remainder of the year. FCRV Teen King will be required to return his crown.

9. The King and all his attendants (2) will be in the annual FCRV parade.

10. Once a contestant has won the title of FCRV Teen King, he cannot compete in the FCRV Teen King Contest again. However, boys who have not won FCRV Teen King title but have been on the court can compete again. He cannot sit on the court during the contest, if he is a contestant.

J. HANK NATHAN GOODWILL CONTEST
The Hank Nathan Goodwill Contest is conducted annually by FCRV and the National Teen Directors. It was established to encourage goodwill to less fortunate people. Up to three trophies will be given annually: winner and first runner-up in the Chapter Teen category and winner in the Area Teen Chapter category.

The following rules apply to the contest:
1. Eligibility:
   a) Teen chapters sponsored by an FCRV chartered adult chapter.
   b) Teen chapters sponsored by an area/district FCRV group.
   c) Teen chapters sponsored by State/Provincial Associations.

2. Deadline:
The deadline for entries to the National Teen Directors is May 31st. Entries cover activities for the prior twelve month period, starting May 1st of the previous year and ending April 30th of the current year.

3. Requirements:
   a) Complete written description of the project(s) including:
      1) an outline of the project(s) activities
      2) how the project(s) was funded
      3) the names of the people involved
      4) number of hours spent on the project(s)
   b) Letters from recipient groups, verifying activity.
   c) Newspaper clippings and/or snapshot pictures, if available.
   d) The above listed materials must be sent to the State/Provincial Teen Director (or State/Provincial Director if no Teen Director appointed) to verify the chapter’s eligibility. The director’s letter accompanying the entry should include any additional comments about the activity that are known.
   e) The entry is then forwarded to the National Teen Directors by the State/Provincial Teen Director. (The National Deadline of May 31 must be taken into consideration when forwarding the information to the State/Provincial level.)

4. Suggested Projects:
   a) Goodwill Projects - visit senior citizen facilities, homes for the handicapped, children's shelters or hospitals. Projects can include donating money or items, providing entertainment or periodic visits.
   b) Volunteer Organizations participating in scheduled fund raising activities, such as walk-a thons and donating the money in the chapter’s name.
   c) Conservation Projects - planting trees, shrubs, clean-ups, beautification of state and local parks. (Teen conservation projects may be eligible for the National Conservation Board of Directors Award. Projects cannot be considered for both awards.)

NOTE: Activities can be done just once or repeated periodically (as in monthly visits to a nursing home)

5. Project Evaluation:
   a) 1 to 60 points - Chapter involvement in the goodwill community project.
   b) 1 to 20 points - Individual chapter member involvement in community activities, in the name of the FCRV Teen Chapter.
K. OVERALL RULES FOR ALL SPORTS COMPETITION AT NATIONAL CAMPVENTION

1. Only FCRV teenagers may enter into FCRV Teen Sports competition. Any person becoming 13 years of age in the month of July may participate in all teen activities (except Teen Queen Contest). Any person becoming 20 years of age in the month of July may participate in all teen 33 activities (except Teen Royalty Contest). Any 20 year old choosing to participate in teen activities, shall not participate in Adult sports. Effective for July 1995 Campvention.

2. Teams must consist of both male and female players, with female players in play at all times. (Specific numbers are listed under each sport).

3. Teens must have their FCRV Teen ID Card on his/her person, to be checked by the officials or appointee before each game.

4. No alcoholic beverages or other stimulants shall be allowed in the Teen Sports playing area in the possession of any team members or spectators. Violations will result in the removal of offenders from the game and/or area.

5. A team must be on the field within ten minutes after the scheduled starting time or the game will be forfeited.

6. A team roster showing the names and ages is to be given to the Sports Chairman and the opposing team manager prior to the start of the games. (Regional team rosters will also indicate the teen's state/province).

7. The names of two people working with the teens as coach and/or manager shall also appear on the roster, indicating which position each fills.

8. In each classification, regional or state/province, the top winning teams will play each other in final scoring games to determine the National Winner. With new balls to be used in the games, provided by the host teen committee.

9. Medallions will be awarded to each team member (20) by the host teen committee for First (Gold), Second (Silver), Third (Bronze), places in each sport (softball, volleyball, relay race and any other sports competition designated by the host teen committee). A Sportsmanship Award will be given as determined by the host teen committee. The recipient of this award shall be determined by a vote of the team coaches, referees and umpires.

10. The host teen committee shall provide sufficient referees/umpires for the sports, such officials having good knowledge of the games. They shall be provided with FCRV adaptations at least 48 hours prior to the competition.

11. The Protest Committee will only accept protest involving interpretation of the rules. Any judgment decision by umpires and judges will not be subject to protest. All protests must be submitted in writing immediately following the contest to the Teen Sports Chairman and any decision by the Protest Committee shall be final. The Protest Committee shall consist of the Teen Sports Chairman, National Teen Sports Director or Assistant National Teen Sports Director and one State Teen Director not involved in the controversy.

12. Refer to Teen Manual for guidelines and regulations for individual teen sports.

L. Gaming Scheduling – Games are to commence on the Monday of Campvention and conclude by Wednesday. Volleyball and Softball are to be played on Monday and Tuesday (weather permitting). Volleyball to be played in the cooler mornings and softball to be played in the afternoons. Relay race and/or other designated sports to be played on Wednesday morning.
TRAVALONG AND INFORMATION PROGRAM

GENERAL
The Travalong and Information Program is designed to help travelers enjoy group-planned Travalong activities and help other camping members of FCRV or non-members learn about areas of travel and whom to contact for information.

DUTIES OF TRAVALONG AND INFORMATION DIRECTOR
A. Answer letters from overseas campers who are planning to visit America and camp. They may be seeking information on areas to see or where to lease equipment while in the states.

B. Answer letters received from members and other campers who seek information about different areas they wish to visit,

C. Establish group Travalong for members – to coincide with the National Campvention. The National Travalong is limited to 50 units because of campsites available at that time of the year.

D. Plan seven and five-day cruises for members plus trips to Hawaii and tours to Mexico as activities warrant.

E. Special Travalong patches are given to first time participants (not purchasable).

F. Communicate all activities of the Travalong program to the membership through Camping Today and newsletters sent out by the directors to members requesting the program information.

C. Research each Travalong (working with travel agents when necessary) to provide members with a quality package tour at the best possible prices.

H. Plan Travalongs and Tours, establish the fees so the cost of the activities is covered by the participants. FCRV does not subsidize the program.

I. Responsible for providing an itemized financial report after each activity to the Trustees and the FCRV auditor.

J. Report to the Trustees and the Vice President - Programs.

K. The Travalong Directors are members of the National Executive Board and shall attend board meetings.

L. Responsible for ensuring that the tours are always reasonably priced, while providing first class family style activities for the participants.

M. Campsites and activities are handled by the directors for the members, not for profit, since it is a program planned for the members and new members to enjoy.

"Avoid the fuss, travel with us." (Family Style).

TRAVALONG POLICY

GENERAL PRACTICE
A. Maintain a checking account in Dayton area: Name - FCRV Tours. Have three signatures - two directors, one being the FCRV Comptroller.

B. Collect all fees for tours and Travaloongs.

C. Pay postage and phone bills which pertain to each activity from fees collected.

D. Pay all fees to travel agents, bus companies, storage areas, and other expenses incurred such as photos, meals, tips, prizes, or commemorative gifts.

E. Write all letters pertaining to all tours and publicize the activities.

F. The Directors receive no expenses or reimbursement from FCRV for tours.
G. Fees may be approved by the Trustees for a dry run of the area to establish campsites and tours.

H. FCRV Travalong budget shall be used for postage, publicizing all its activities, and answering letters from the members, National office, and phone calls not pertaining to the operation of a Travalong activity.

**TRAVALONGS**
A. Contact FCRV members in a State/Province who are willing to collect information about areas to visit.

B. Establish a national tour for all FCRV members, check on the feasibility of sites and areas for Travalongs.

C. Travalong Directors are responsible for securing the cost of campsites and tours. They are to add at least a 10% overhead for postage, phone calls, and other costs that may arise.

D. Directors are responsible for securing a qualified wagon master for the tour.

E. The wagon master shall be reimbursed for all camping fees, admission fees, and bus tours.

F. No Travalong group shall be more than 25 units, including the wagon master, or less than five units.

C. If a Travalong must be canceled, all participants who have made the down payment must be notified at least three weeks prior to the start of the trip, with full refunds within 30 days.

H. The Trustees must be notified of the Travalong Directors choice of wagon master if the National Travalong Director is not the wagon master.

I. Travalong Directors must make a complete financial report to the Trustees within six months of the activity.

J. A complete financial report, with receipts and other material, requested by the Treasurer, must be filed with the Treasurer for audit within six months after the Travalong.

**TOURS**
A. The Travalong Director may suggest many different Travalong (tours) to the Trustees for approval such as cruises, air flight packages, and others which may be purchased through different travel agents.

B. The Directors shall negotiate with travel agents for the best prices and areas to visit.

C. FCRV is only a vehicle for bringing a package price to the members. We aren't a travel agent and take no responsibility in the changing of agendas by the travel agent or other circumstances beyond our control.

D. The Directors shall keep a record of the members who have made down payments and see that all bills are paid on time.

E. Tours shall be limited to 50 persons unless more than two tour guides are available.

**LETTERS FOR INFORMATION**
A. All letters received from the National Office must be answered.

B. Letters seeking travel routing will be answered by referring the individual to American Automobile Association or other organizations in their area.

C. Individuals seeking rental or leasing equipment shall be given at least two companies to contact.

D. Letters from campgrounds shall be answered and referred to the State/Provincial Directors in the areas for use with local members.

**CANCELLATION POLICY**
A. Cancellations and request for refunds must be submitted in writing to FCRV Tours. Members may call to start cancellation process if close to date of cancellation policy.
B. A cancellation fee of $10.00 will be charged to all Travalong camping activities prior to 30 days before departure.

C. The cancellation fee after 30 days before departure will depend on the availability to sell the reservations to another member and/or the return of admission fees and campground deposits.

D. Cancellations made after the 30 day period will not be refunded until after the tour normally within 30 days.

E. Cancellation fees on tours arranged through a travel agent will be subject to the cancellation policy of that activity.

F. FCRV Tours will return all fees collected minus the penalty imposed by the travel agents, airlines, cruise lines, or other agencies within 30 days after the tour.

G. Cancellation insurance information will be made available to members of these tours.

H. FCRV Tours shall accept no responsibility for lost personal items while on commercial carriers.

VETERANS PROGRAM

The purposes of the International Veterans Program are:

- Support FCRV members who are Veterans
- Gather and distribute Veteran-related material and resources in the cities where FCRV is holding its national rally.
- Support Veterans’ activities and organizations in cities where FCRV holds its national rallies.
- Provide a camping activity prior to national rallies which would lead participants into FCRV rallies.
- Encourage State/Provincial and Regional Directors to appoint Veterans Directors.
- Promote information about FCRV to Veterans who may not be aware of the many FCRV activities and opportunities.
- Conduct informational seminars and/or host guest speakers at national rallies (1 per rally), which are open to Veterans and Non-Veterans alike.

WILDLIFE PROGRAM

Join in the effort to conserve one of our greatest natural resources. Many species of wildlife are near extinction due to the expansion of civilization.

By the creation of wildlife refuges, such as those operated by FCRV, wildlife will be here for our future generations.

For the hunter and sportsman, these refuges give the wildlife a place to live, nest and reproduce in. Habitat and available food require that they range beyond the boundaries of the refuge; consequently, more and better game is available.

For the non-hunter, these refuge areas create a sanctuary of all the forms of nature, and with nature trails existing within the refuges. They create a place where an individual may commune with undisturbed nature.

What we have saved and will save is all that will remain to be passed on. There will never be another chance.

A RESUME OF THE WILDLIFE REFUGE PROGRAM

The FCRV Wildlife Refuge Program was conceived in 1971 and became a not-for-profit corporation, May 10, 1976, under the laws of Erie County, in the State of New York. It is a public supported organization and therefore received its not-for-profit status from the United States Internal Revenue Service, under status from the United States Internal Revenue Service, under code 501-C3 on the 17th day of January, 1977.

The listed Corporate Officers are:

National Wildlife Refuge Director, Chairman
Wildlife Refuge Program Founder, Member
FCRV Vice President – Programs
FCRV Comptroller, Treasurer
FCRV Conservation Directors, Members
One FCRV Member-at-large
Two Regional Wildlife Refuge Directors, Members
FCRV National President, Non-voting member advisor

These Corporate Officers, Board of Directors, make all final decisions for the Corporation, which is then approved by the FCRV National Board of Trustees.

The primary purpose of the Program is to protect large and small segments of land that can be used for temporary or perpetual wildlife sanctuaries. Also equally important, it tends to build and support the fine image of FCRV and ideas that the organization stands for. The FCRV Wildlife Refuge Program also helps support the projects of other organizations in wildlife conservation.

ACRES FOR WILDLIFE

The basic first phase of the program, Acres For Wildlife, is in essence, a voluntary commitment by an FCRV member, or others, to enroll one or more acres of suitable land into the program for use as a wildlife refuge area plot.

This enrollment may be for one or more years and is managed jointly by the land owner and Chapter, or member, involved. The ownership of the land does not change hands and FCRV and the program do not have legal control over the land.

In some cases, based on the judgment of the Director involved, an FCRV member may declare his back yard a refuge area, providing there has been an approved amount of wildlife conservation or feeding involved, and the back yard is of sufficient size to warrant such involvement. These back yard refuge area plots will be signed into the program and posted with signs, and have the same rights to awards, etc., as the larger refuge areas.

Land for these refuge areas may be found in both urban and rural areas and in most cases may be obtained very easily for the asking. They may be wooded, or partially wooded with some undergrowth, or they may be a grassy area, a swamp area, or a combination of any or all these. Many of these plots need no improvements, only a promise from the landowner that they will be left as they are, unmowed, ungrazed, and of course, there should be no great amount of harvesting of the trees. Should the trees be cut, the brush should be piled so as to create a better habitat and nesting areas.

Help may be obtained from the local Department of Natural Resources, either on the local level, county level, State/Provincial level, or even on the Federal level. In most cases, plantings and trees may be obtained at a very reasonable price, from these sources.

In Acres For Wildlife, we are working with the farmers and others in our own communities, establishing good will and creating an awareness of the immediate need for common sense land uses and good sound wildlife conservation.

Signs identifying these refuge areas are furnished by the FCRV WILDLIFE REFUGE PROGRAM, at no cost to the member or the landowner.

Acres For Wildlife applications, Form No. 2001-C. must be used in signing the plots into the program. These forms are available from any Director in the program or from the National Wildlife Refuge Director.

Nature has provided most of the materials, and with the addition of some physical effort, a wildlife refuge plot is really not too hard or expensive, to create and operate.

These refuges make an excellent conservation project for a chapter or group. As with all conservation projects, the general idea is to help our old Mother Nature distribute the things she has made available, to create a more efficient arrangement of these materials in a specific plot of land, to become a better shelter, place to nest and reproduce in, and a place where wildlife can find food, especially in the winter months.

With just a little research and study, any FCRV Chapter or individual, may qualify a plot of land for a wildlife refuge.

GUIDELINES FOR WILDLIFE MERCHANDISE CERTIFICATES

Wildlife Merchandise Certificates are available to all FCRV members. Listed in these guidelines are the requirements of eligibility. Please note that these guidelines must be followed to avoid any delay in receiving these certificates. Each Wildlife merchandise certificate has a $.50 value and can only be redeemed for official FCRV merchandise from FCRV or from a cooperating FCRV merchandise vendor. Certificates may also be applied to campvention fee.
All applications for Wildlife Merchandise Certificates must be on Form WMC1-1, which is available from any of the Wildlife Refuge Program Directors, State/Provincial, Regional, or from the National Wildlife Refuge Director.

All applications must include a letter of statement of evidence of the member’s participation, signed by an authorized representative of the governmental or private organization involved. This may be an authorized representative of FCRV (i.e., Field Director, Refuge Director, etc.).

Wildlife Merchandise Certificates will be issued on a one time basis only. All applications are subject to the approval of the National Wildlife Refuge Director, who will issue the certificates.

The Wildlife Merchandise Certificates may be earned in any order, and the listing below does not suggest that they must be earned in the order they are listed herein.

**Type I:**

The Type I Wildlife Merchandise Certificate will be issued to all FCRV members for their participation in the Phase One part of the program. To receive this Wildlife Merchandise Certificate, a member must have completed one or more of the following:

1. Must have been the landowner of a plot of land, in the phase one part of the program.
2. Must have completed ten or more hours work in the conservation of wildlife in an FCRV Wildlife Refuge area. This may include creating feeding areas, and feeders, building brush piles, planting cover, food plantings, or creating reproducing and nesting areas. These hours may also include the creation of nature trails to allow the human animal to commune with wildlife and nature.
3. Must have been outstanding, in the program, as a whole, or so as to have promoted the program, as a whole, or so as to have involved other FCRV members, or chapters in the program.

**Type II:**

The Type II Wildlife Merchandise Certificate will be issued to all FCRV members for their participation in educational wildlife conservation, other than those seminars and sessions conducted by FCRV. To receive this Wildlife Merchandise Certificate, a member must have completed one or more of the following:

1. Must have attended at least four hours of instruction in educational seminar sessions, conducted by responsible governmental, etc., organizations, such as local, State/Provincial, Departments of Natural Resources, Departments of the Interior Fish and Wildlife Service, etc.
2. Must have been qualified to instruct, or have instructed other FCRV members, in the conservation of wildlife. These qualifications must be documented by a diploma or other sanctioned notification.

**Type III:**

The Type III Wildlife Merchandise Certificate will be issued to all FCRV members for their participation in the conservation of endangered species of wildlife. The endangered species must be officially listed by the U.S. Department of Interior or the equivalent bureau in Canada, or by the State / Province, in which it is located. To receive this Wildlife Merchandise Certificate, a member must have completed one or more of the following:

1. Must have spent ten or more hours of physical work, on a project to protect an endangered species from becoming extinct in a particular location or area.
2. Must have spent ten or more hours in the publicity and administrative part of the project, to protect the endangered species.
3. Must have been instrumental in involving the public and/or governmental departments and organizations, in projects concerning an endangered species. This would include involving other FCRV members and chapters, so as to qualify them for the Type III Wildlife Merchandise Certificate.

**Type IV:**

The Type IV Wildlife Merchandise Certificate will be issued to all FCRV members for their participation in the promotion of legislation concerning better wildlife conservation. To receive the blue Wildlife Merchandise Certificate, a member must have completed one or more of the following:

1. Must have spent ten or more hours in promoting new legislation in local, State/Provincial, or Federal governments. Legislation must be concerned with wildlife conservation laws and regulations, which may include changes in the existing hunting, fishing and trapping laws, such as seasons and procedures.

2. Must have put forth an effort to become elected or appointed to position in government, so as to promote better wildlife conservation. This may include appointments to local conservation committees.

**Type V:**

The Type V Wildlife Merchandise Certificate will be issued to all FCRV members for their participation in wildlife conservation on public lands. To receive this Wildlife Merchandise Certificate, a member must have completed one or more of the following:

1. Must have spent ten or more hours working with the management and administrative forces of local governments, in the conservation of wildlife on public lands. These public lands do not include those listed or signed into the Phase One part of the FCRV Wildlife Refuge Program.

2. Must have involved other FCRV members or chapters in such projects so as to qualify them for the Type V Wildlife Merchandise Certificate.

**FCRV WILDLIFE REFUGE PROGRAM INC., GRANTS**

The FCRV WILDLIFE REFUGE PROGRAM INC., offers grants of financial assistance to responsible governmental and private organizations, to assist them in wildlife conservation projects.

These grants are based on the importance of the project to wildlife conservation, and the amount of funds available in the program for such grants. All funds for these grants are derived through donations to the program by members and others concerned with wildlife conservation.

Since grant funds are limited, all applications will be reviewed and the financial assistance placed where it will do the most, for wildlife conservation, for the dollar. In the case of two or more grants being of equal importance, the financial aid would be divided between the applicants, and each would receive an equal share of the grant.

All grant applications must be form WL-GT 1, and must be thoroughly researched by the applicant, who should be an FCRV member. It must include a signed letter of request, by a responsible person within the organization requesting the grant.

All applications must be sent to the National Wildlife Refuge Director, who will review the applications and give his recommendations to the program’s Board of Directors. The Board will make the final decision on the grants, and will seek approval, or disapproval, of their decision by the national Board of Trustees.

It must be remembered that financial aid, in grants, is controlled by the amount of funds available for such grants, and in some cases, grants may not be made for a certain fiscal year, due to lack of available funds.

The Wildlife Refuge Grant Program is wholly supported from the interest through contributors received from FCRV members, clubs and chapter projects.
CHAPTER PROJECTS IN WILDLIFE CONSERVATION

WILDLIFE PROJECTS

1. Support and actively become involved in the FCRV WILDLIFE REFUGE PROGRAM activities.
2. Purchase and plant wildlife habitat plantings.
3. Purchase and develop lands and wet lands for the conservation and benefit of wildlife and people.
4. Provide tree planting machines and labor to land owners.
5. Sponsor banding and tagging programs.
6. Purchase standing grain for feeding wildlife.
7. Purchase standing hay crops for wildlife cover and nesting.
8. Erect nesting boxes and birdhouses.
10. Support and actively assist beneficial legislation.

INFORMATION AND EDUCATION PROJECTS

1. Purchase, lease or develop wildlife conservation films for schools, libraries and Department of Natural Resources use.
2. Provide wildlife conservation aids to schools.
3. Sponsor student scholarships, for workshops and college, for the study of wildlife management.
4. Sponsor fire arms safety programs and other conservation courses.
5. Sponsor awards for outstanding wildlife conservation work.
7. Sponsor printing of wildlife conservation publications.
8. Acquire and develop and maintain facilities for the instruction and participation in wildlife conservation.

ENVIRONMENTAL PROJECTS

1. Sponsor litter clean-ups in and along streams, lakes and at reservoirs.
2. Sponsor litter clean-ups on public lands, parking lots, access areas and other agreement lands used by hunters and campers.
3. Provide monetary awards for persons providing information to wildlife enforcement officers that lead to the arrest and conviction of flagrant wildlife violators.
### COMMON WILDLIFE FOODS

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SOURCES OF WILDLIFE INFORMATION

U.S. GOVERNMENT

Write to the SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. Ask to be placed on the mailing list for Selected U.S. Government Publications.

STATE / PROVINCIAL AND LOCAL DEPARTMENTS OF CONSERVATION

For these addresses, I would suggest you purchase the "CONSERVATION DIRECTORY." available from the "NATIONAL WILDLIFE FEDERATION." 1412 16th STREET, N.W., WASHINGTON, D.C., 20036.

OTHER SOURCES OF WILDLIFE INFORMATION INCLUDE:


Field and Stream Book Club Outdoor Life Book Club 511 Federal Street 44 Hillside Avenue Marion, OH 43302 Manhasset, NY 11030

The American Rod & Gun Club Crown Publishers Inc. Dept. 969 419 Park Avenue Garden City, NY 11530 New York, NY 10016

Freshet Press Remington Sportsman Library 90 Hamilton Road P.O. Box 731 Rockville Centre, NY 11571 Bridgeport, CT 06601

Stackpole Books Winchester Press Cameron & Kelker Streets 460 Park Avenue Harrisburg, PA 17105 New York, NY 10022

NOTE: For further information and books on wildlife conservation, visit your local library, Department of Natural Resources, or State or Provincial Parks.
YOUTH PROGRAM

REFERENCE GUIDE FOR STATE/PROVINCIAL YOUTH DIRECTORS

1. Work in unison with National Youth Directors on present preteen programs and activities, also on the exchange of ideas for the betterment of future youth programs in FCRV.

2. Inform and communicate all National preteen programs to the state/provincial membership giving all pre-teen members a chance to participate in present programs.
   a) Youth Certificate
   b) National Youth of the Year Award
   c) “Camping Is” - Poster Contest
   d) Conservation Essay Contest
   e) Conservation Poster Contest

3. Work with those people hosting district, state, regional or provincial campouts suggesting preteen activities for these functions or supervising when needed.

4. Answer correspondence pertaining to preteen programs and activities in your state or province.

5. Work short periods on youth activities at National Campvention along with committee chairman, when attending the campout.

6. Work with conservation and wildlife directors and chairmen when necessary on environmental programs pertaining to preteens.

7. Communicate national preteen programs in the state/province newsletter or news media. Relate state/provincial preteen programs of interest to others by sending articles to the official FCRV publication.

8. All states/provinces and areas differ in size and number of children each director is associated with, therefore, each director will have to program accordingly for their own area.

9. Policy - State/Provincial Directors will obtain signed Disclosure Statement and Background Check Agreements from individuals in their state/province who volunteer to oversee work with or otherwise participate in any activity involving youths sponsored by the organization. Criminal background checks will be performed on all volunteers who routinely work with youths or who oversee such events. The Custodian of Volunteer Background Records is responsible for maintaining records of Disclosure Statement and Background Check Agreements. The reason for this requirement is to protect the youth members of our organization as well as our volunteers and the organization.

YOUTH CERTIFICATE

The youth of any given chapter can band together and create a youth chapter within the adult chapter if they have an adult sponsor. The Youth Certificate represents the chapter’s charter.

The Youth Certificate will be issued by the National Youth Director upon written application from Provincial/State Directors the same as adult and teen charters.

For the adult supervisors of these chapters, below are some guidelines for youths:

1. Have more fun in FCRV camping and feel a part of the organization.
2. To promote short periods of activities for this age group with adult supervision.
3. Immediately, acquaint new chapter youth members with the already existing youth within the chapter.
4. To promote participation in already existing and future programs offered at national, state and provincial levels.
5. To promote good camping habits, and safety in the prevention of forest fires.
6. To urge this young age to help in conservation, wildlife and anti-litter.
7. Programs in recycling scrap materials are recommended for this age; children being natural collectors and scavengers.
8. Group activity stimulates interest making programs more enjoyable.
9. Youth Charters will serve only as an incentive of being a part of the organization and are issued on an informal basis not to be interpreted as an adult chartered chapter under FCRV.
YOUTH OF THE YEAR AWARD ENTRY FORM

Use additional sheets for all information; be specific; use format below.

A. FCRV activities for the immediate past 12 months (May 1-April 30). List all activity in each month even if repeated. 1-75

B. Previous FCRV activities, awards, participation. 1-5

C. Scholastic achievements and all school related activities for the past 12 months. 1-5

D. Other organizations involved with for the past 12 months. 1-5

E. Lessons participated in for all or part of the past 12 months. 1-5.

Include a written resume of activities information, include photostats and photos as needed. The award will be judged on the all-around participation of the youth.

1. The child’s parents must be FCRV members.
2. Youth will be up to and including 12 years. Age as of July 1st of the contest.
3. Official entry blank must be used. Application must be submitted by adult FCRV member.
4. All entries must be sent to the National Youth Directors, postmarked no later than May 1, and in national possession no later than May 10th before Campvention.
5. All entries become the property of the National Youth Director, and may be used to promote FCRV youth and its programs.
6. Awards will be presented to the winners at the same time other awards are given at the National Campvention.
7. Judges will be chosen by the National Youth Directors, and will follow the judge’s marking scale to determine winners.
   Judging will be completed prior to the National Campvention. ALL JUDGE’S DECISIONS ARE FINAL.

Entry Name ________________________________________________________________

Phone___________________________________ Birth date ______________________________

Address _______________________________________________________________________

City __________________________ State/Province ______________ Zip/Postal Code __________

Parent Name ___________________________ Entry submitted by __________________________

Complete address ________________________________________________________________

CERTIFICATION: This child’s parents are members in good standing of FCRV.

Date ___________________________

Field/State/Provincial Director Signature

Return by May 1st to National Youth Director
CAMPING IS CONTEST

"CAMPING IS" a contest to give the youth of FCRV an opportunity to express what camping is. The contest is divided into six age groups, 0-2 years, 3-4 years, 5-6 years, 7-8 years, 9-10 years and 11-12 years. Ages 0-4 will have a coloring contest with an official entry form required. Ages 5 through 12 will have a poster contest.

RULES
1. Contestant or contestant’s parents must be FCRV members.

2. For Coloring Contest (ages 0-4) an official coloring page is required. Entry forms will be available from State/Provincial Youth Directors and/or State/Provincial Director.

3. For Poster Contest (ages 5-12) posters must be a standard size of 22” X 28”. Standard sized poster board or heavy paper of determined size may be used.

4. All work, coloring, drawing, lettering, etc. must be the youth’s own work. Coloring contest entries may use any non-electronic drawing or coloring materials. Posters may be any media.

5. Each State/Province may enter ONLY ONE ENTRY PER AGE at the National Contest level. These must be registered in the National Contest.

6. Name, address (complete) and birth date, along with Field Director’s or State/Provincial Director’s certification of FCRV membership must appear in the lower left hand corner on the back of the poster/official coloring sheet.

7. Age will be determined as of July 1 of the year of the contest.

6. Each 1st prize winner becomes the property of FCRV for promotional uses. All others may be claimed at the end of Campvention.

7. Entries brought to the National Campvention must comply with the stated rules, or they will be disqualified.

AWARDS
1. Ribbons will be awarded to 1st, 2nd, and 3rd place winners.

2. First place winners will receive an additional award (medallion or trophy) to be determined by National Contest Officials.

RULES FOR FCRV CONSERVATION ESSAY CONTEST
1. Contest will be open to children in grades 5 through 12 (13 in Canada) (a senior in High School). See division one and two below.

2. The subject of entries must pertain to some phase of Conservation.

3. All entries must be typewritten; double spaced or neatly printed and can’t exceed five hundred words. Please note that all words are counted, even prepositions.

4. Entries will be judged by the National Conservation Board on originality and creativity in relation to the subject. Drawings, art work, etc., will have no advantage in the judging. The decision of the judges will be final.

5. Entries must be submitted to a local Field Director or State/Provincial Director for approval. His signature on the cover page of the essay will approve the entrant’s family as being current members of FCRV.

6. Cover page of essay must give the following information:
   a) Title of essay
   b) Entrants full name
   c) Date of birth, grade in school
   d) Address
   e) Have the following: (Signed by Field Director, State/Provincial Director.) "I certify that the youth’s family is currently in good standing in FCRV."
7. Entries will be mailed to the National Conservation Director, postmarked no later than April 1, of each year. Entries may be submitted any time between January 1 and April 1. The essays shall be forwarded by the Field Director or State/Provincial Director approving same.

8. Winners will be announced by mail, and awards will be presented at the National Campvention. In the event there is no National Campvention, the awards will be mailed.

   Division One: For children in school grads 5 through 8
   Division Two: For those in grades 9 through 12 (13 in Canada) (a senior in high school)

   Awards in both categories: First Place - $50.00 U.S. Funds
   Second Place - $35.00 U.S. Funds
   Third Place - $25.00 U.S. Funds

   A Conservation Merchandise Certificate will be awarded to all qualified entrants.

9. All entries become the property of the Family Campers and RVers and will be kept on permanent file and can be used by the National Conservation Board, FCRV to promote the FCRV Conservation Program.

10. When possible, the winning first place essays will be published. First place winners will be asked to furnish a picture and biographical write-up to accompany their essays.
SPECIAL YOUTH-ORIENTED CONSERVATION MERCHANDISE CERTIFICATES

This merchandise certificate will be given for special youth oriented conservation projects organized at any FCRV State/Province or National campouts.

The special youth oriented conservation projects with adult supervisors may be one of the following to qualify

Examples: Children planting trees at Campvention site or any other approved site.
          Children making birdhouses and placing them in approved places.
          Conservation education - Distribution of conservation literature through a hospitality or booth located in the Pre-teen area.

Only those children who qualify before their 13th birthday may earn the merchandise certificates.

To obtain the Special Youth Oriented Conservation Merchandise Certificates, send a brief description of the conservation project, a description of the educational meeting, and list of the youths that qualify to the National Youth Directors.

NOTE: Other conservation youth oriented projects may be considered. The above ideas are merely examples.

YOUTH CONSERVATION MERCHANDISE CERTIFICATES

The Youth Conservation Merchandise Certificates will be awarded to the Youth of FCRV who qualify for the regular conservation merchandise certificates. The certificates will be awarded no matter how many projects are completed by the individual youths. The youth of FCRV are by no means limited to the Youth Merchandise Certificates. They may earn any or all conservation merchandise certificates.

Only those who qualify for the Youth Conservation Merchandise Certificates before their 13th birthday may earn the merchandise certificates.

To obtain the Youth Conservation Merchandise Certificates, send a brief description of the conservation project, a description of the educational meeting and list of the youth that qualify to the National Youth Directors.

The Youth Conservation Merchandise Certificates may be earned in the following ways:

1. Participation in an adult-oriented conservation project in which the youth of the chapter take an active part. For example, the highway beautification merchandise certificate plus the youth merchandise certificate can be earned when the youth of the chapter work right along with the adults in all phases of the project including the educational meetings.

2. Participation in a youth-oriented conservation project conducted by adult leaders.

3. Participation in a project that is a bona fide conservation project.

YOUTH PARTICIPATION MERCHANDISE CERTIFICATES

A merchandise certificate will be given to each youth who participates in the “Camping Is” Poster Contest, the Conservation Poster Contest, the Conservation Essay Contest and to the Youth of the Year winners.