

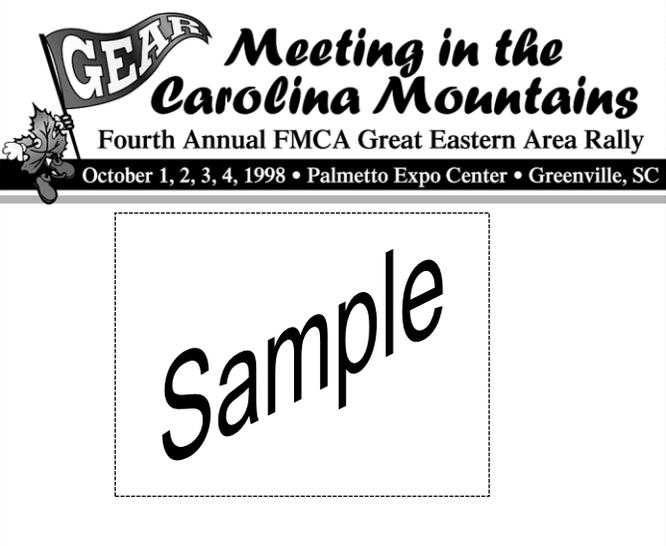
	FMCA POLICIES AND PROCEDURES	INDEX NO. 3002	APPROVAL LEVEL EB
	SUBJECT Area Rally Badges	EFFECTIVE 11/07	SUPERSEDES 10/98
	SPECIAL DISTRIBUTION		

POLICY

Area rally badges shall be provided by the FMCA office upon request.

PROCEDURE

To assist and lend support to the area rallies within each of its geographical areas and international area, the National Office will prepare name badges for pre-registered persons attending an area rally in accordance with P&P #3001. Badges will have a custom heading with artwork from the area rally ad or original badge artwork supplied by the area rally and be computer printed on 3 x 4 inserts with 3 x 4 holders.

	
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If the National Office is handling the registration process, they will be able to get the needed information for the badges from the computer data base.

If the area rally is doing the registration, but would like the National Office to prepare the badges, the area will need to submit the following information to the National Office:

1. First and last name of pre-registered person (nickname if used)
2. Membership number, if applicable
3. City and state of address

A cover letter should accompany this listing stating the name of the area rally; a contact person and phone number; and the name, address and phone number of the person to whom the completed badges should be sent.

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Badges will be processed in a timely manner.

Cut-off date for processing badges shall be 14 days prior to the date of the rally to allow time for mailing of same.

Additional inserts and holders will also be available from the National Office, for registrations received after the 14 day cut-off date and gate registration but should be ordered in time to be received prior to the date of the rally.