

Committees



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Awards Committee

The Awards Committee is assigned overall responsibility for club awards. Club awards generally include the Tough Tusk Award, the Meritorious Service Award and the Certificate of Appreciation. Also, each local club's outgoing president is eligible to receive the Past-President's Certificate. Nominations for awards are normally referred to the Awards Committee. The Awards Committee may be assigned other duties by the club's Board of Directors.

Nomination Instructions

- Club boards or selection committees should determine award recipients.
- Awards should be presented in special ceremonies during club meetings or at special occasions such as officer installation.
- Copies of the awards winners' nomination forms are to sent to the National headquarters for *prior* approval.
- Honor roll of recipients should be maintained by local clubs.
- Number of awards should not exceed 5% of club membership for the year. All nominees for the Tough Tusk or Meritorious Service award must be approved by the National headquarters.

Tough Tusk Award

Instructions on the Tough Tusk Award have been distributed in each club secretary's guide. If your club has an active awards committee, the awards committee should take over this responsibility from the club secretary. The Tough Tusk Award is the highest award presented to a Pachyderm member.

The club secretary is the key contact for the Tough Tusk Award. His or her responsibilities include advising club members of the award and providing the nomination form at meetings. As far as timing is concerned, club elections are held in November. Installation of the new board is in December. Therefore, it is recommended that the Tough Tusk Award be presented at the installation ceremony. Thus, club members should be provided with nomination forms and be advised of the award each year not later than Oct. 1.

The awards process can be publicized through announcements at club meetings and announcements in the club newsletter.

See that your club board initiates a Tough Tusk Award Selection Committee. This committee will receive the completed nomination forms and will, after reviewing the forms, make a recommendation to the National Office for the winner. The committee may desire to interview finalists or seek

*Tough Tusk Award
The Tough Tusk Award
is the highest award
presented by the club
or Pachyderm
Federation.*



other information. It is recommended that the committee:

- Consist of three to five members appointed by the club president.
- Consider inviting the local Republican Party Chairman and a Republican officeholder, who are members of the Pachyderm Club to serve on the committee.

Forwarding the nomination to the National federation

After the committee has made their final selection, the club secretary as an ex-officio member of the selection committee, shall forward a copy of the winning individual's nomination form to National Federation headquarters. The National Federation Secretary will furnish a Tough Tusk Award certificate and an appropriate elephant tusk, which will be forwarded to the club secretary upon receipt of the completed nomination form.



Note

A Tough Tusk Award packet (includes a "Tough Tusk" with necklace, plaque, lapel pin and the required reading) must be ordered from Pachyderm Federation headquarters. The club supplies list shows the price of these items.

Reporting the results

The committee shall report only one winner of the award. No ballot results of the committee shall be released, except the name of the winner. Prior to the presentation to the winner, no information as to the winner will be released, except as necessary to arrange the presentation and to ensure the presence of the recipient.

Notification of eligibility

Notify your club's board and president by March of each year, that the club board is eligible to forward a nomination for the state level award. This pertains only to clubs in states where a state federation exists. The State Federation awards committee will review the nominations and may choose to award a state level Tough Tusk award.

Meritorious Service Award

The Meritorious Service Award was adopted by the National Federation Board of Directors on Oct. 3, 1981. The Meritorious Service Award is a special award to be given by local clubs to members who have exhibited special devotion to the club over long periods, exceptional service to the club or party over specific shorter periods, or specific local, state or national service outside the organization which brings honor and note to the organization by the very nature of the actions performed. This is to be a very special award and local clubs should carefully select those who are to be recipients.

Like the Tough Tusk Award, the National office will provide the award materials subject to a review of the nomination by the National Awards committee.

- Awards Committee
Leadership Materials

 - *Awards Procedure Guide*
 - *Tough Tusk Award Nomination Form*
 - *Meritorious Service Nomination Form*
 - *Certificate of Appreciation*



Membership Committee

General

Dues paying members are the backbone of most organizations such as ours. If someone says he or she cannot attend very much and therefore is leaning toward not paying dues, let him or her know that if all they did was pay dues it would help strengthen our organization and permit us to pursue worthwhile goals. Annual dues become due Jan. 1 and are delinquent March 1. Push new memberships year round — “Every member get a member.” However, during the period from Jan. 1 to March 1, each year hold a concentrated drive for membership renewals and new members.

Suggested steps for membership efforts

Remember, prospective members generally want to know “What's in it for me?” Many members appreciate the opportunity to network with others. The fun and fellowship, and keeping up with current political issues can be of interest to members. Emphasize the Pachyderm motto: “Free government requires active citizens.”

Promote programs through communications

Early in January or late December, publish a club newsletter listing several programs ahead for your club. Invite members to pay their dues for the coming year.

Recognize new members

The membership chairman or another member of the committee should make sure that all new members are appropriately recognized, and that a good induction ceremony is held for each member.

Provide a meaningful induction

The induction should include a good introduction of the new member; a brief statement of what Pachyderms are about--the high purpose, present the lapel pin, and welcome the new member. Provide handouts such as: *Join the Team*, *What & Why*, Abe Lincoln Card, *Mini-Election Guide*, club bylaws, club roster and the latest club newsletter.

Your existing members should be the easiest to obtain dues from each year. Work on this. Also, make an effort to obtain new members. Use any good ideas on membership growth that you see in other organizations in your community. Most civic clubs, for example, are faced with the same problem that we have in obtaining dues renewals annually



Note

It is helpful to place a small membership application in every issue of your club's newsletter. See the member applications in The National Pachyderm.





Note

Coordinate all dues mailings with the club treasurer.

Membership Committee Leadership Materials

- *Membership Prospecting list*
- *Pyramid calling chart*

Other Duties

Each club can easily prepare a membership application with the club's name, address and the amount of club dues thereon. This can be done as cheaply as using the forms from headquarters.

Dues renewals are mailed from National headquarters with an envelope addressed to your local club treasurer. The first dues renewal is mailed in late November. This effort must be coordinated with local club treasurers so it is critical that the National office is informed of any address change for the treasurer as well as the correct dues amount for your club. Periodic rosters by club are distributed to club treasurers. A list of members may be provided to the club membership chairman. See the club treasurer for a historical roster of the club members shown last year in which dues were paid.

Club Extension Committee

Every Pachyderm Club is encouraged to have an active Club Extension Committee.

The primary task of this committee is to help other communities establish Pachyderm clubs.

To begin, review the *Club Start Guide*. New clubs are furnished a Club Start Packet from headquarters.

Your Club Extension Committee chairman may obtain assistance and materials to aid in forming clubs from headquarters.

Contents of the complete *Club Start Guide*:

1. *Club Start Guide* (booklet)
2. One copy of the following:
 - *What & Why* sheet
 - *How to Elect Your Candidate* (mini Election Guide card)
 - Excerpts from or a sample copy of *The National Pachyderm*
3. Copies of the "Join the Team" brochure.

Club Extension Committee Leadership Materials

- *Club Start Guide*
- *Letter of Intent*
- *Club Charter Application*



Political Education Committee

The Political Education Committee is responsible for the following areas of club activity:

- Prepare or obtain materials that may be used as handouts or designed to help the program committee keep the membership informed on the political processes and issues.
- Promote educational materials on party laws and other related subjects. Review the materials available from the State and National Pachyderm Federation for use at the local level.
- Unless otherwise provided for within the club organization, be responsible for mini-programs at club meetings, a club orientation program for new members and for campaign workshops. Campaign Workshops should be sponsored once a year or more often.

Other Duties

Generally, plan and carry out the club's effort in promotion of the following:

- To promote practical political education and the dissemination of information on our political system.
- To promote the development of potential political leaders.
- Coordinate with the state and national federations' political education committees.
- Provide the club newsletter editor with information from time to time in promotion of the political education committee's aims.
- Prepare a club reading file in a three-ring binder containing voter information materials.

Political Education Committee Leadership Materials

- *Sample Orientation for New Members*

Finance Committee

The finance committee is responsible for development of the club's annual budget and for planning fund-raising projects approved by the board of directors.

Other Duties

The finance committee chairman and the committee are responsible for keeping the club membership informed on all matters relating to finance, including those affecting clubs, which come from the national or state Pachyderm federation.

Membership of this committee would normally include the club treasurer.

Finance Committee Leadership Materials

- *Sample Annual Club Budget*



Program Committee

Types of Programs

Speaker

With or without question period.

Panel

Two to four brief talks. Consider allowing questions by panel members to the panel, then proceed with questions from the floor.

Debates or Pro and Con presentations

These can be exciting and informative, and often draw a big crowd, sometimes from both sides. Could be an open forum, open to the public and sponsored by the Pachyderm Club.

Films or Videotapes

Available from library, schools (social studies or political science departments), government agencies such as the defense dept. and others. Video and cassette tapes are available from headquarters.

Skits

Mimic TV programs. Special events emphasis such as Constitution Week, Education Week, Lincoln and Washington's Birthdays, convention reports, etc. — with or without skits.

Mini-Program

Short items about three minutes in length at each meeting. Be flexible. Leave the mini-program out if your main speaker needs all the time. Could include such topics as: explain a parliamentary law motion and principles of parliamentary law.. one at a time; news item on national, state or local GOP; short info-educational item on politics, political campaign techniques or other politically relevant matter. Encourage all club members to take part by giving a mini-program on a rotation schedule.

Possible Program Topics

Political organization—national, state and local

Review the state laws governing political parties and elections.

How to conduct a political campaign

Instructional on the basics of campaigning.

How can an individual participate in politics?

Focus on the individual in politics — how to feel important. How to be an effective advocate for your beliefs.

Political philosophy

Why am I a Republican? Differences between the parties. Party platforms — status and how developed.

How do you organize a precinct?

Why is “get-out-the-vote” work probably the most important activity in winning?

National, state and local governmental issues

Invite local public officials and state officials to speak; review the major bills before the legislature, and the congress. Invite various candidates to speak (school board, hospital trustees, etc.)



Note

Your club should provide a forum for your Republican candidates and officeholders.

Guidelines for a Club Program Committee

Plan ahead

Hold a good program committee meeting at the beginning of each new club year to plan ahead. Your programs should help carry out the new club’s purpose and objectives.

Schedule programs in advance

The committee is responsible for scheduling the club programs, optimally at least one month in advance. Announcing programs in advance tend to promote interest, attendance and new members. Members ask themselves, “What’s in it for me?” Programs should cause the members to feel that they are benefiting by attending club meetings.

Publicize programs

The committee should also coordinate or handle the publicity on club programs. If you have a club PR chairman, who handles news releases, coordinate with him or her. See that the local news media are aware of your meetings. This can be handled by a brief news release announcing the guest speaker, meeting place, date and time. In addition, furnish news on your programs to the Pachyderm state and local newsletter editors.



Note

Regular club meetings are open to the public.

Designate program chairmen

Clubs are encouraged to meet weekly and it works well to have a club member designated as the program chairman for the month. If your club meets monthly, consider having a program chairman for the quarter. This passes around the work so that no one person is overburdened. And, since the program chairman for the month or quarter introduces the programs, the club can benefit from this type of “sharing the leadership”.





Note

Videotapes and cassette tapes are available from Pachyderm headquarters.

Standardize meeting format

Use a standard opening and agenda for each club meeting. Some clubs which meet weekly, for example, hold a more formal opening on the last meeting of each month— read the Pachyderm Preamble or purpose.

Keep meetings interesting

Don't allow your normal club meetings to become cluttered with routine business. Most business should be handled by your club's board of directors. Keep your club president and board advised on the activities of the program committee.

Invite spouses

See that the spouses receive a special invitation to some of the meetings. Some clubs which meet weekly regularly invite the spouses to the last meeting of the month. Hold a "Pachyderm Fun Party" at least two or three times a year. These should be primarily social, although some funds could be raised. These can be good events to bring prospective new members. Consider raising some funds to defray the costs of your club president or representatives to appropriate events/meetings. The Fun Party and fund raising might be the responsibility of another committee. Also, don't forget to invite spouses to join!

Poll membership

Survey the wishes of the members either via your club newsletter, a handout or by talking to them.

Prepare the meeting room

Be sure that someone is responsible for the appearance of the meeting room and that the standard objects are always in place, such as: the club banner, the American flag, a poster of the Pachyderm Preamble or Purpose. This task could be assigned to a house committee or the sergeant-at-arms.

Program Committee Leadership Materials

- *Planning Calender*
- *Program Tips*



Program Reminders

- A. Program topics related to current events are usually interesting to members, especially pro and con discussions.
- B. Utilize local resources — films, tapes or other materials on politics and government are available at the local library, high school social studies department or college political science department.
- C. Plan several major programs throughout the year where spouses and guests are invited to attend.
- D. Plan one or more programs annually with emphasis on (1) youth, (2) senior citizens, and (3) citizen participation in the political process.
- E. Plan inter-club activities with other Republican organizations in the area (meetings, picnics, open forum, etc.)
- F. Have a mini-program (three to five minutes) at each meeting.
- G. Consider sponsoring open forums on major issues (pro and con) for the community.
- H. Some clubs use fund-raisers to maintain lower dues. Your club might sell and draw \$1 numbered theater tickets and split the winnings with the winner and the club! (if legal in your state)
- I. Organize one or more special events each year, open to the public, where they can meet candidates, officeholders, congressmen, etc. Coordinate these with other GOP organizations.
- J. Make sure club is represented at State and National Pachyderm Federation meetings, workshops, conferences as well as Republican state meetings or other political events.
- K. See that all speakers are *properly introduced* — who they are and why they are qualified to speak on each subject.
- L. Properly recognize all elected officials and heads of party organizations attending each meeting.
- M. Remember: Like most civic clubs, your board of directors should handle most of the club business. Do not clutter up regular meetings with miscellaneous business. Remember: Fun, fellowship and program.



Internet Committee

Why worry about the Internet ?

The Internet is the fastest growing information media in the nation. It is no longer a domain of any specific socioeconomic group, but is rather, the preferred information source for a wide demographic band. Beyond its reach, it also has the political advantage of being unfiltered. There are no commentators or journalists reshaping what we want to express, the media delivers exactly what we give it. This creates a tremendous advantage for those in the political realm that choose to make use of it. All of our Pachyderm clubs need to taking advantage of this exciting possibility. Each club needs to have a an Internet committee to plan, implement and maintain its website. Your site can be as simple or as elaborate as you wish, but the minimum that we recommend is as follows:

- 1) Display the Pachyderm logo and your club name at the top of your page.
- 2) Display the mailing address of your club under the club name.
- 3) Post the meeting location, date and time of your meetings prominently on the page.
- 4) Include an e-mail address or phone number for visitors to get information.
- 5) A brief description of what the Pachyderm Club movement is about.

Optional items:

- 1) List upcoming speakers with the date of their appearance.
- 2) List past speakers with quotes from their appearance.
- 3) List other Republican events on your site.
- 4) Have an area with links to other Pachyderm and local GOP organizations.
- 5) Place a copy of your latest newsletter in downloadable format on the site.
- 6) Place a copy of the membership application for your club on the site.
- 7) Have a list of officers with contact information on the site.

How much does it cost ?

Creating and maintaining a web site can be a fairly expensive proposition for an individual club involving a recurring hosting charge each month. The National Federation has decided that an internet presence so important that we are absorbing those monthly fees for you. We can now offer you space on our web site at no charge. Each club that requests a site through National will be given their own secured sub account in the National Site in which they can maintain their own club site.

You will incur no monthly fees, nor fees of any kind. Your URL (your web address) will be www.pachyderms.org/yourclubname. All that you need to do is have a member with Internet access who can maintain the page for you. There are many free tools available for the design and maintenance of simple web sites and it is likely that one of your members already has these. National can even provide you with the template for a simple page, the necessary graphics and Pachyderm web buttons that you will need. All that you need to do is add the text that you desire.

Like any Pachyderm publication, you are of course, required to follow the non-endorsement of candidates or issues rule in what you publish on the Internet.

To enroll your club in this service, please contact National headquarters at 888-gopachy or via e-mail at www@pachyderms.org. Literally, you could have your club's site up and running within a week to no cost to your local club.

PPP Program Committee

(Politics: Preparation and Participation)

The PPP Program

The PPP Program is intended to promote citizen participation and the development of political leaders. Although this program may be expanded, it currently includes three types of workshops: Campaign Workshop, Club Leaders Workshop and Club Start Workshop. Materials are available from Pachyderm headquarters for each workshop.

Background

The PPP Program was initiated by the National Pachyderm Federation in August 1987. It was intended to be a broad program, which would contribute to the fulfillment of the Pachyderm clubs' purpose. Specifically, these two items from the official purpose:

- To promote practical political education and the dissemination of information on our political system, and
- To promote the development of political leaders.

Rationale

Every election, new candidates are faced with many problems. At the local level, state legislative races or below, the candidates cry out for a campaign manager. They look for some volunteer, who has had previous experience in campaigns. Such volunteer, qualified campaign managers or chairman are hard to find for many candidates. The pool of available and trained volunteer helpers never seems to be enough.

Each new candidate usually brings volunteers into his campaign, many of whom have never worked in a campaign before. They ask, "What can I do to help?" **They need training.**

If we consider the nation as a whole, this need for training candidates and volunteers is a massive undertaking. Various organizations within the Republican Party are providing training. Two or three day campaign schools are probably the most numerous at the national and state levels. These have contributed immeasurably. To reach the huge number of local candidates and volunteers, the Pachyderm organization has concluded that a four hour campaign workshop is a practical vehicle for training those Republicans who, for whatever reason, do not attend the longer training sessions that may be available.



Note

The off-election year is a good time to be training volunteers and recruiting candidates for future elections. Workshops on campaign techniques can be a worthy event for high school students. Coordinate workshop schedules with other GOP organizations and state Pachyderm Federation.



For several years, Pachyderm Clubs have included in their Action Program for Clubs a plank on campaign workshops. A four-hour workshop evolved as the most practical, usually held on a Saturday morning. Realizing that campaign seminars or workshops are nothing new, the PPP Program is believed to be a new, expanded and visionary use of an old idea. The program envisions the utilization of talent already available in every county. That is, there are individuals in every area, who have worked in a campaign, been a candidate or served in public office, and many of them also have teaching skills or public speaking experience. The vision is this: Why not provide these talented individuals with a workshop kit, which would make it easy for them to conduct a workshop? Why not copy the many successful self-improvement type courses as to their procedures for qualifying people to conduct their courses? Examples, of such courses might include Adventures in Attitudes (Personal Dynamics Institute) and the Dale Carnegie type courses. Also, many churches, after recruiting Sunday school teachers, furnish them with a packet of materials, which make it easy for the layman to perform the task. Why not copy this same technique and expand our ability to train thousands of volunteers?

A good workshop kit with a standard campaign manual plus handouts and the agenda for the workshop is the key item that can make the task easier for the person conducting the Workshop. From time to time, the kit can be improved as appropriate.

In coordination and with assistance from the Republican National Committee, all official and allied Republican organizations could be invited to participate in sponsoring the four-hour campaign workshops. This needs not interfere with, but instead, could complement the longer duration courses in existence.

In summary, this program offers a positive solution to the massive training needs for candidates and volunteers to help elect candidates and can be used as a tool to recruit candidates.

Implementation Plan

Political Campaign Workshop

The first phase of the PPP program is the utilization of the four-hour Political Campaign Workshop. In addition to the three stated objectives, the workshop will be used to train qualified individuals, who in turn may conduct workshops. When an individual fulfills the requirements, he or she will receive a certificate as a Certified Political Campaign Workshop Coordinator (see requirements listed herein).

Send workshop materials

A sample agenda/schedule for the Campaign Workshop is attached. This schedule, plus handout materials, if time permits, should be sent to all workshop attendees prior to the workshop along with the campaign manual. Any Republican organization interested in conducting campaign workshops may use these materials.

Obtain supplies

The basic tool for the training is the campaign manual, "How to Win an Impossible Election". The 2nd edition has been printed in an 8 1/2 x 11 format. This manual, plus other handouts and the agenda comprise the Workshop Kit. All state Republican chairmen have been sent information on the availability of the manual. Since the Pachyderm National Federation has a franchise on the



book (manual), marketing and control of copies in stock are handled at Pachyderm headquarters. Bulk orders of five or more may be purchased by Republican organizations at a discount.

Sponsor workshops year-round

Pachyderm Clubs and other Republican organizations are encouraged to sponsor the campaign workshops year round, both in the election years and off-years.

Obtain support from the Federation

The Pachyderm Federation will assist any Republican organization desiring to participate in this program. For example, we would help a state Republican committee set up its own program of certification of campaign workshop coordinators — they are welcome to use the materials we have developed.

PPP Program Chairman Duties

Review the program materials

Learn enough about the program to be an effective leader for the activity at the local club level. Contact Pachyderm headquarters for any further information desired.

Poll membership

Survey your membership and encourage those with workshop or related experience to volunteer. See the *PPP Info Flyer*.

Schedule workshops

In coordination with your club board, determine the workshops and schedule therefore, which will be sponsored by your club.

Certified Political Campaign Workshop Coordinator Requirements

Completed application form

Pachyderm members or other Republicans interested in becoming a Certified PCWC will complete and return an application form to the Pachyderm Federation Secretary for initial screening. Qualified applicants will normally be notified within sixty days of receipt of their completed application.

Workshop attendance

Persons selected as qualified applicants must then attend an approved workshop or seminar (may be waived for experienced applicants).



Note

The book "How to Win An Impossible Election" by George Parker is the primary manual for the campaign workshops. The National Federation was given a franchise on this book. Therefore, all proceeds from the book accrue only to the National Federation.



Note

This requirement may be waived in certain cases where highly qualified persons are involved, who have already had sufficient campaign experience.





For more information
*For more information, contact
 Pachyderm headquarters.
 Application forms are
 forwarded to all persons
 applying for the designation
 of CPCWC (Certified Political
 Campaign Workshop
 Coordinator) or as a
 Coordinator for Club or
 Club-Start Workshops.*

Notify the secretary at Pachyderm headquarters as to which workshop you plan to attend. Pachyderm sponsored workshops are preferred, however, we do not have sufficient funds available to pay expenses for prospective coordinators to travel far away. Therefore, most bon-a-fide campaign workshops or seminars sponsored by professionals or other Republican organizations, such as State Republican Committees, RNC, NFRWC, YRs, etc., are acceptable.

- Send a copy of the workshop agenda which you attended (if other than a Pachyderm Federation sponsored session).

Final screening

Certificate will be presented after final screening, The final screening may include a review of the workshop kit materials and an interview with the applicant.

PPP Program
 Committee Materials

- *PPP Info Flyer (for prospective coordinators)*
- *Campaign Workshop Agenda*



Ambassadors Committee

Purpose

The purpose of the ambassadors committee is to encourage individual Pachyderm members (while traveling) to assist in organizing new clubs and in obtaining new members. This program provides a positive vehicle for accomplishing this purpose and is probably the most economical method for increasing both individual and club memberships.

Suggestions for Pachyderm Ambassadors

Carry Pachyderm literature

Keep a supply of membership applications and the primary Pachyderm brochures on hand as you travel.

Keep the Club Essentials Sheet handy

Keep a copy of the Club Start Essentials in your possession to aid you in briefing prospective club starters.

Inform and invite

As you meet people in social contacts or otherwise, when it is appropriate, inform them (or on a one-to-one basis) about Pachyderm Clubs and invite them to join. If you find sufficient interest, then present the idea of starting a local club.

Look for opportunities

Be alert to announcements in local newspapers, radio, and TV about Republican gatherings. When time permits, attend them, because such gatherings will normally provide you an appropriate place to meet other Republicans.

Locate contacts

Inquire as to who is the local Republican chairperson. If there is no phone listing in the local phonebook for Republicans, you can usually find out who the chairperson is by calling the local Chamber of Commerce or an elected official in the area. Invite the local chairperson for a cup of coffee.

In addition to locating the local chairperson, inquire as to whether there is one or more Republican elected officials in the area, such as a state senator, state representative, county level official, etc.

Sometimes you can also find out who has been active in helping in political campaigns. It is amazing what one can discover by just



Note

It is normally not recommended to hand out the Club Start Guide to an individual unless that person has shown sufficient interest to join as an at-large member, is already is a Pachyderm member, or is judged a serious prospective club starter.





Ambassadors
Committee Materials

- *Club Start Essentials*
- *Join the Team folder*

asking a few questions in most any town. Also, find out if a Republican club exists there. If a GOP Women's club exists, the president may know someone who would be interested in a Pachyderm club.

Reports and Supplies

At any time, you may forward to the Pachyderm office any information you think appropriate. If you want some information sent to a particular individual, just mention his or her name and address.

Additional copies of Pachyderm brochures and membership applications and other items you may need can be obtained from Pachyderms headquarters.

Also consider contacting Pachyderm headquarters before traveling. Headquarters may have GOP contacts in the area of your trip. (Toll-free 1-888-467-2249)

