## 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 Plaque and Pin. 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. Consider asking past award winners from your Club to sit on the awards committee. This way you avoid conflict of having a potential nominee on the committee.

Nomination Instructions

• Awards are determined by the Club’s Board or an appointed Awards committee.
• Present Awards in a special ceremony during a Club meetings or at special occasions such as officer installation or at Lincoln Day.
• Send completed copies of award winner(s) nomination forms are to be 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, with a limit of one Tough Tusk and two Meritorious Service Awards per year. All nominees for the Tough Tusk or Meritorious Service award must be approved by, and awards ordered from 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 default (if no awards committee exists) 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 no later than October 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 other information. It is recommended that the committee consists of three to five members appointed by the Club President. Consider inviting the past award’s recipients, local Republican Party Chair and a Republican Officer holder, who are members of the Pachyderm Club, to serve on the committee.
Awards Committee
Leadership Materials
• Awards Procedure Guide
• Tough Tusk Award Nomination Form
• Meritorious Service Nomination Form
• Certificate of Appreciation

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 or Awards Committee Chair, shall forward a copy of the winning individual’s nomination form to National Federation Headquarters. The National Federation will furnish a Tough Tusk Award Plaque, and an appropriate elephant tusk and pin, which will be forwarded to the Club Secretary or Awards Chair, upon receipt of the completed nomination form.

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.

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.
Membership Committee

Dues paying members are the backbone of most organizations like 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. Encourage new memberships year round; “Every member gets a member.” However, during the period from January 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. Submit press releases and/or event notices, to the local newspapers, radio stations, etc., announcing upcoming programs.

Recognize new members
The membership chair 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.
Other Duties
Membership application templates are available on the website to assist Clubs in preparing a membership application complete with the Club’s name, address, and the price of Club dues.

Dues renewals are mailed from National Headquarters with an envelope addressed to your local Club Treasurer. The first dues renewal is mailed in mid-December. This effort must be coordinated with local Club Treasurers so it is critical that the National Office is informed of any address changes for the Treasurer, as well as, the correct dues structure for your Club. Periodic rosters by Club are distributed to Club Treasurers. A list of members may be provided to the Club membership Chair. 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. Headquarters furnishes new clubs with a Club Start Packet.

Your Club Extension Committee Chair may obtain assistance and materials, from Headquarters, to aid in forming clubs.

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.
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 campaign laws and other related subjects.
• Unless otherwise provided from 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 efforts to:

• Promote practical political education and the dissemination of information on our political system.
• Promote the development of potential political leaders.
• Coordinate with the State and National Federations’ political education committees.
• Provide the Club newsletter editor promotional information about the Political Education Committee’s aims.
• Maintain a file of current voter information materials.

Finance Committee
The Finance Committee is responsible for the development of the Club’s annual budget and for planning and seeking Board approval on fundraising projects.

Other Duties
The Finance Committee Chair and the committee are responsible for keeping the Club membership informed on all matters relating to finance, including those matters, which come from the National or State Pachyderm Federation.

Membership of this committee would normally include the Club Treasurer.
Program Committee

Types of Programs

Speaker
The key to great membership is: Host unique, educational speakers. Always consider the public relations angle. When considering a speaker as an option, think of how you will “sell” the presentation to the media and the public. If you need to grow your membership (there is always room for growth) you need to always consider, not only what your members would be interested in, but also what your potential members would be interested in. Steer clear of the stale, canned presentations that are being given at every other club. Members, potential members, and the press will not attend presentations, by speakers, they have heard elsewhere.

Candidate Forums
During primary election season, host candidate forums for local and state elections. Publicize your event.

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
Films on Political Education topics are often available at:
- Libraries
- Schools (Social Studies or Political Science Departments)
- Government Agencies such as the Defense Department
- DVDs are also 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
A mini program consists of short educational topics (about three minutes in length) which are presented at each meeting. But, be flexible, leave the mini program out if your main speaker needs all the time. Encourage all Club members to take part by giving a mini program on a rotation schedule. Programs could include such topics as:
- Explain a parliamentary law motion and principles of parliamentary law (consider a series, discussing one per meeting)
- News item on national, state or local GOP
- Educational item on politics, political campaign techniques or other politically relevant matter.

Note:
It is better to ask prepared questions that deal directly with the issues.
Invite the Candidates and guests to stay and socialize after the forums to address any personal questions.
Possible Program Topics

Political organization—national, state and local
Review the state laws governing political parties, elections and campaign finances.

How to conduct a political campaign
Host an instructional program on the basics of campaigning (Campaigning Best Practices, Campaigning 101, or Campaign Boot camp, Top Ten Dos and Don’ts), consider including a panel of Republican victors and maybe a Political Science Professor or pollster.

How can an individual participate in politics?
Focus on the individual in politics and how they can make a difference. Perhaps a program on how one can be an effective advocate for their beliefs. Consider involving your local Central Committee Chair and the State Republican Party. During Presidential election years have someone present about caucuses or the Electoral College.

Political philosophy
Why am I a Republican? Host a panel discussion or speaker that addresses the differences between political parties and delves into how the platforms are developed. Consider posing a question, for audience discussion, about why they support their Party.

Host a panel on family values (consider inviting ministers from various denominations. Perhaps ask Club members to invite their ministers to participate). One Club held a similar panel and invited ministers from the various churches, the Major of local Salvation Army and the Executive Director of Lutheran Family and Children Services (who handles adoptions, foster parenting and parenting classes for teen moms). The press covered their program heavily and several ministers who participated joined the Club that night.

How to organize a precinct?
Why is “get out the vote” work probably the most important activity in winning? Discuss the finer points of our ground game. Invite veteran volunteers to share their experiences and knowledge.

National, state and local governmental issues
Invite local public officials and state officials to speak; review the major bills before the legislature, and Congress. Invite various candidates to speak (school Board, hospital trustees, etc.).
Guidelines for a Club Program Committee

Designate program chair
Clubs are encouraged to meet weekly and it works well to have a Club member designated as the Program Chair for the month (a quarterly Program Chair can be designated for monthly Clubs). This distributes the work and ensures one person isn’t overburdened. And, since the Program Chair for the month (or quarter) introduces the programs, the Club can benefit from sharing the leadership.

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 promotes interest, attendance and new members. Members ask themselves, “What’s in it for me?” Programs should be perceived as a “benefit” of being a member and attending regularly.

Publicize programs
The committee should also coordinate or handle the publicity of Club programs. If your Club has a PR chair who handles news releases, coordinate with him or her. Be sure to alert the local news media about your meetings and programs. Submit a brief news release announcing the guest speaker, meeting place, date and time. In addition, furnish local, State and National Pachyderm newsletter editors with your program “news”. Facebook, Twitter, and club websites are other ways you should be promoting your programs.

Standardize meeting format
Use a standard opening and agenda for each Club meeting. Some weekly clubs hold a more formal opening on the last meeting of each month and 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 spouses receive a special invitation to some meetings. Some weekly clubs regularly invite the spouses to the last meeting of the month. Also, don’t forget to invite spouses to join! Many clubs have a couple’s rate to encourage membership of spouses.

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 Reminders

⭐ Program topics related to current events are usually interesting to members, especially pro and con discussions. Consider sponsoring open forums on major community issues.

⭐ Utilize local resources; films, DVDs or other materials on politics and government are available at the local library, high school social studies departments or college Political Science Departments.

⭐ Plan several major programs throughout the year where spouses and guests are invited to attend.

⭐ Plan one or more programs annually with emphasis on (1) youth (2) senior citizens, and (3) Citizen participation in the political process.

⭐ Plan interclub activities with other Republican organizations in the area (meetings, picnics, open forum, etc.)

⭐ Have a mini program (three to five minutes) at each meeting.

⭐ Some Clubs use fundraisers to maintain lower dues. Your Club might hold a regular 50/50 drawing (if legal in your state).

⭐ 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.

⭐ Make sure your Club is represented at State and National Pachyderm Federation meetings, workshops, conferences as well as State Republican meetings or other political events.

⭐ See that all speakers are properly introduced — who they are and why they are qualified to speak on each subject.

⭐ Properly recognize all elected officials and heads of party organizations attending each meeting.

⭐ 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 medium in the nation. It is no longer a domain of any specific socioeconomic group, but rather is 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. This creates a tremendous advantage for those in the political realm. Pachyderm Clubs should be utilizing the many resources available on the web. Appoint an Internet committee to implement and maintain the Club’s website (see information below about getting your Club’s free website established). Your site can be as simple or as elaborate as you wish, but the minimum that we recommend is as follows:

1) Display the current Pachyderm logo and your Club name at the top of your page. Clubs may use their own club logo, if one exists, but be advised that National’s logo has been updated and should be displayed on your website as well. You can say “_________ Pachyderm Club, proud member of the <insert National Logo>,”
2) The official Pachyderm colors are gold (pantone #132, note- this is no longer the yellow color we used to use, but rather a richer gold color), black and white.
3) Display the mailing address, phone number, and an email address of your Club.
4) Prominently post the location, date and time of your meetings.
5) Provide a brief description of what the Pachyderm Club movement is about.

Optional items to include:
1) List upcoming speakers and 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 website can be fairly expensive for an individual Club, involving a recurring hosting charge each month. The National Federation has decided that an internet presence is so important that we are absorbing those monthly fees for you. We now offer you space on our website at no charge. Each Club is provided their own secure sub-account on the National Site in which they can maintain their own Club site.

Your Club incurs no monthly fees, or fees of any kind. Your URL (your web address) will be www.pachyderms.org/yourclubname. All you need is a member who can maintain the page for you. Like any Pachyderm publication, you are, of course, required to adhere to the non-endorsement of candidates or issues policy on your Club site.

To get started, contact National Headquarters at 888-GOPACHY or via email at hlintner@pachyderms.org. You could have your Club’s site up and running within a week at no cost to your local Club.
PPP Program Committee
Politics: Preparation & 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 the following three types of workshops:

1) Campaign Workshop
2) Club Leaders Workshop
3) Club Start Workshop

Materials are available from Pachyderm headquarters.

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
- To promote the development of political leaders.

Rationale
Every election, new candidates are faced with many problems. At the local level (from State legislative races, down), 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, Chairs or Treasurers 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 the State Pachyderm Federation (if one exists in your State).
For years, Pachyderm Clubs have provided campaign workshops. A four-hour workshop, usually held on a Saturday morning, evolved as the most practical.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--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. So, why not provide these talented individuals with a workshop kit, which would make it easy for them to conduct a workshop? Many churches, after recruiting Sunday school teachers, furnish them with a packet of materials, which makes it easy for the layman to perform the task. Why not copy this same technique and expand our ability to train thousands of volunteers? Pachyderms can provide a good workshop kit complete with an agenda, standard campaign manual, and handouts, making the task of conducting a workshop easier.

Implementation Plan
The first phase of the PPP program is the utilization of the four-hour Political Campaign Workshop. In addition to the three stated objectives above, 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 was printed in an 8.5 x 11 format. This manual, plus other handouts and the agenda comprise the workshop kit. Since the Pachyderm National Federation has a franchise on the manual marketing and control of copies 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 their own program of certification of campaign workshop coordinators; they are welcome to use the materials we have developed.
PPP Program Chair Duties

Review the program materials
Learn enough about the program and how 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 that will be sponsored by your Club.

Certified Political Campaign Workshop Coordinator Requirements

Complete application form
Pachyderm members, or other Republicans interested in becoming a certified PCWC will need to complete an application form and return it to the Pachyderm Federation 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). Notify 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 bona fide campaign workshops or seminars sponsored by professionals or other Republican organizations, such as State Republican Committees, RNC, NFRW, 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.

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 the franchise on this book. Therefore, all proceeds from the book accrue only to the National Federation.

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 Charter Checklist handy
Keep a copy of the Charter Checklist 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 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 these gatherings and 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 Chair is by calling the local Chamber of Commerce or an elected official in the area. Invite the local chairperson for a cup of coffee.

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 political campaigns. It is amazing what one can discover by just 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, email or call the National Headquarters with their contact information.

Additional copies of Pachyderm brochures, 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. The toll-free Pachyderm number is 1-888-467-2249.

Ambassadors Committee Materials
- Club Charter Checklist
- Join the Team folder