

Model T Ford Club International Tour Book

Successful Strategies for Planning and Executing a Regional or Annual Tour

Since 1957, the Model T Ford Club International (MTFCI) has held an annual tour at various locations in the U.S.A. and Canada. In recent years, the tours have attracted between 400 and 600 people with 175 to 300 cars on tour. The size of the tour depends on the geographical location selected, the hotel/campground facilities, the tour itinerary and costs, the overall appeal to members, families, youth, and the advance promotion/ marketing and general organization of the tour. The tour is often the main vacation for many members and their families.

A Regional or Annual Tour can be hosted by any chapter of the Model T Ford Club International. The development and organization of the tour does take considerable effort, but there are resources within the MTFCI to call upon for guidance, and the rewards are certainly worth the effort. Members of the MTFCI are eager to explore different regions of North America and the Board will consider proposals with the objectives of appealing to as many members as possible and the locations of past tours. The tour is usually scheduled to begin on the third Sunday in July. Remember that many people plan their vacations around tour dates.

The annual and spring tours are important events of the MTFCI and are hosted by a local chapter. Remember to keep both the MTFCI and the Host Chapter visible in your promotions and scheduling of events.

This Tour Book has been developed to provide the tour chairman and the tour committee with plans to host a successful tour. The Tour Book provide "Best Practices" in how to host a tour. If the tour chairman/committee wishes to deviate from this book, the chairman/committee MUST contact the MTFCI First Vice President immediately to discuss these proposed changes. If the committee has any questions or needs assistance, the First Vice President should be contacted. The First Vice President shall contact the President and the Executive Director as a soon as possible. The proposal shall be discussed with the President, First Vice President, and Second Vice President where it shall be decided or brought to the Board of Directors.

Preparing a Tour Proposal -

Contact the MTFCI Touring Committee or the MTFCI First Vice President, who are responsible for overseeing the annual tours and providing any necessary guidance. Organize a tour committee and select a chairman or co-chairmen to lead your committee.

Future tours are approved at the July MTFCI Board of Directors meeting, held during the Annual Tour, a minimum of two years in advance of the tour. Written proposals are presented to the Board by various chapters, and a vote is taken by the Board. Chapters proposing tours are encouraged to personally attend the Board meeting to make their presentation and answer questions. You should plan to attend the MTFCI Board meeting at least two years prior to the tour to present your proposal in person. In order to assist you in developing your tour itinerary the Board encourages you to discuss your proposal with the MTFCI First Vice President well in advance of the Board meeting.

The proposal should include a preliminary tour itinerary, confirmation that a host hotel and campground have been reserved, hotel rates, proposed tour costs to members, tourism support from the local area, etc. Previous tour chairpersons may be contacted for advice on specific issues; however, your primary point of contact is the MTFCI First Vice President. Once the Board approves your tour proposal, a monthly meeting will be scheduled with the Executive Director, First Vice President, and Second Vice President, (The President and Board of Directors are invited but not necessary.) These meeting can be done on Zoom or other like facility. The intent of the monthly meeting is to answer any questions and provide any support you may need. In addition, reports will be presented to the Board of Directors by the First Vice President for review at the MTFCI workshops or Board meetings.

Participant Requirements -

All drivers participating in the Annual Tour must be members of the Model T Ford Club International, and the driver must provide proof of Liability and Damage insurance coverage on the car prior to the tour. These items can be identified on the tour registration form. A list of participants must be mailed/mailed to the MTFCI Executive Director one month prior to the tour to verify membership and to allow non-members to join the MTFCI. Any registrations after the one-month deadline shall be reported to the MTFCI Executive Director upon registration.

Tour Location -

The tour should be held in a geographical location that will provide varied and interesting tour routes and points of interest. It may be near a major city or in a community in the countryside. The Board tries, in the approval process, to schedule locations that are varied and appealing to members. It is suggested that one hotel be selected that is large enough to accommodate all members on tour for greater fellowship and to avoid dividing the group (other than those camping). Look for a clean, quality hotel in the middle price bracket. Hotel availability and room rates must be guaranteed at least two years in advance, with a written contract immediately following Board approval of the tour. A campground with full hookups should be secured close to the host hotel, with rates guaranteed. Experience has shown that many members may stay at the campground; try to plan an activity in that location if space permits. If available, arrange for pet-friendly hotels and RV campgrounds. Organize the tour with interesting tourist attractions, good roads for Model T's, and sufficient leisure time for members to explore the region on their own.

Host Hotel -

It is imperative to book a hotel(s) that has/have enough rooms to accommodate any MTFCI member attending the Annual Tour. In many cases, the tour chairman can negotiate a reduced rate for the rooms and secure special rooms (hospitality room, meeting room(s), etc.) for free or a reduced rate.

Financial Planning and Budget -

The tour must be planned to cover all expenses incurred; the MTFCI will not be responsible for financial shortfalls. Hosting an Annual Tour shall **not** be a profit-making activity for the chapter. The MTFCI can assist you with a loan of up to \$2500.00 to cover start-up costs, however, this amount must be repaid to MTFCI *prior to the tour*. A proposed tour budget should be presented to the Board when proposing a tour. A financial statement and final accounting should be submitted to the Executive Director 60 days after the conclusion of the tour. If there is a surplus

of funds after all bills have been paid, you may offer refunds to tour participants or return the surplus to the MTFCI at the discretion of the MTFCI Board of Directors and/or the host chapter. A special bank account should be set up for the tour by the Tour Treasurer, with appropriate signing authority for expenses which must include the MTFCI Executive Director. The MTFCI has an FEIN number that should be used to establish the tour bank account. Contact the MTFCI Executive Director for assistance in setting up the tour bank account.

Regarding tour fees for host chapter members... A limited number of host chapter member fees can be comped, but discretion should be used. It is suggested that any comped fees be limited to the Tour Chair(s), Registrar(s) and Treasurer. Beyond that, it is expected that the remaining host chapter members will pay the same tour fees as the general membership for the events they will be attending.

Expenses -

Expenses incurred by the tour committee begin approximately two years in advance of the tour as follows:

- Advance printing costs.
- Advance postage costs for contacting suppliers, governments, communities, etc.
- Registration confirmation postage (can be minimal if email is used.).
- Promotion material and advertising.
- Design of logo and letterhead.
- Tour book typing, printing, paper, spiral binding, etc.
- Long distance telephone costs.
- Communication costs during the tour.
- Numbered banners for Model T's (remember that these are ordered in advance before final tour registration count and some unassigned banners will remain.)
- Dash plaques for each car (final number also unknown when ordered).
- Trophies will be purchased by the MTFCI per standard design for awards. (Tour fees must include \$10.00 to the car/driver registration fees to pay for trophies.)
- Fashion Show awards (committee purchase).
- Rent, if required, on rooms for special meetings.
- Gratuities.
- Include cost of kick-off breakfast, lunch, or dinner.
- Include cost of Judge's Breakfast.
- Coffee and refreshment supplies for coffee breaks and hospitality room.
- Entertainment, if planned.
- Gasoline and other items for rescue vehicles.

- Route signage and wooden stakes for daily tours.
- Computer supplies.
- Nametags.... suggest professional approach. Two sided is preferred with large font for the names and pouch if going to use tickets
- Registration kit items.
- Printing of tickets for meals, events.
- Cost of complimentary tickets for special guests and dignitaries.
- Security coverage for Model Ts at night. -Storage of empty trailers.
- Purchase of tour items for resale, if desired, i.e., t-shirts/hats with tour logo. (*Do not duplicate International sales items; use tour logo only.*)
- Identification for host chapter workers.... hats or host ribbons, etc.

Be sure to work out your budget to cover all the overhead and expenses of the tour and set your registration fee at an appropriate level to cover your costs with a small margin of excess (up to 15%).

Committees -

- Tour Chairman or Co-Chairmen who are good organizers, leaders, delegators.
- Registration Chairman
- Treasurer
- Committee to coordinate lodging, meals, banquets, etc.
- Coordinator responsible for door prizes, working with suppliers, and community groups for public relations.
- Team captain for organizing the daily rescue vehicles.
- Team captain for organizing spare parts and repair facilities.
- Individual to prepare tour book and see it through printing/binding.
- Hospitality Chairman.
- Daily chairman and assistants for organizing each day's tour.
- Youth Activities Chairman
- Someone who will be camping to be responsible for campground.
- Volunteer to write the story of the Tour for the *Model T Times* (due to Editor by August 20 following the tour).
- Fashion Show Coordinator
- Photographer

Insurance -

Special endorsements from the policy may be needed for facilities used during the tour. Certificates of Insurance can be obtained from the Insurance Chairman. All antique cars must carry proper insurance, and this information is required on the registration form.

MTFCI Vehicle Self-Inspection Agreement -

Every vehicle driven on the tour must have a completed copy of the MTFCI Vehicle Self Inspection Agreement signed and dated at the registration table and submitted to the Registration Chairman BEFORE receiving any tour materials, including the tour banner, tour book, or meal tickets.. The MTFCI Vehicle Self Inspection form is available on the website and a link can be emailed to each participant in advance of the tour. Your chapter shall not conduct any form of "safety inspection" during the Annual Tour. Extra copies should be available at the registration table.

Pre-Registration -

Tour pre-registration should be available at the previous year's annual tour, and a tour registration/banner number can be assigned to the member at this time. The tour representative/host shall complete a pre-registration form and accept a \$100 deposit to guarantee the banner number for the tour participant.

Registration -

A spreadsheet program such as Microsoft Excel or MAC Numbers should be used to keep track of all registrations as they are received. The computer spreadsheet will assist in producing meaningful reports and an analysis of tour events. Various activities that are unique to each annual tour can be programmed into the computer program. (If the host chapter has a resident computer expert, they may design their own program as long as it produces the necessary information, lists and labels.) If you lack the resources of a computer, the tour still can be managed and coordinated using a manual record system, but it will be more time consuming..

Assign a qualified person as the Registration Chairman. This person will be responsible for tour registrations and tour communications. The Registration Chairman should keep a list of all registered participants, along with mailing and email addresses, their MTFCI membership number (**all drivers must be members of the MTFCI**), the passengers riding in the vehicle, and any other data required. The Registration Chairman also assigns the car number for each driver (Banner #1 is assigned to the MTFCI President, Banner #2 is assigned to the Chapter Tour Chairman, Banner #3 is assigned to the MTFCI Chief Judge and Banner #4 is assigned to the Executive Director). An MTFCI member can request a particular tour banner number if he/she pays the \$100 pre-registration deposit. The remainder of the tour banner numbers are assigned as the paid registrations are received.

The Registration Chairman compiles rosters of participants using the data retrieved from the registration form, and it is suggested that a roster(s) be placed into the tour book. One type of roster is a numerical list using the banner numbers and names of participants and another roster is an alphabetical listing of participants.

The majority of the registration and ticket money should be collected prior to members' arrival on tour, which will greatly assist you with finances and minimize problems. A confirmation should be sent/emailed to all paid participants, along with a state (or Provincial) map to assist in travel plans. Also include the route between headquarters hotel and campground for those

camping. The Registration Chairman can also communicate with tour participants prior to the tour by sending a newsletter thru mail/email. A newsletter is especially helpful when keeping tour participants informed of tour activities, special items to bring to the tour, tour planning or any changes to the tour itself.

The chapter should establish cancellation fees, and such fees should be described in the registration materials. Generally, participants can cancel anytime up to sixty (60) days prior to the tour with a full refund of fee payment. For cancellations within the sixty days of the tour date, the participant may forfeit some or all of the tour fees as prescribed by the host chapter. Cancellation fees must only cover the cancellation costs incurred by the host chapter.

When registration opens, registration tables should be in the lobby with chapter members working in shifts to assist tour participants. Tour books, registration packages, tourist information, event tickets, nametags, and other tour items should be distributed after the driver has submitted the MTFCI Vehicle Self Inspection Agreement. Tour T-shirts and caps can be sold near registration if available. Also needed in this area is space for selling MTFCI items (staffed by a member of the MTFCI Board). Registration hours should be determined in consultation with the MTFCI First Vice President.

Treasurer

Assign a qualified person as the Treasurer. This person will be responsible for the tour treasury. The Treasurer should keep a list of all registration deposits and all expenses including receipts. These records will be turned over to the Executive Director after the tour. An example of a receipt book is available from the Executive Director.

Campground -

Up to *one-fourth* of members on tour will stay at an RV campground. The campground should be relatively close to the host hotel and have complete hookups available. If possible, leave the campground reservations and organization to the campground personnel. Appoint one of your campers to act as overall liaison at the campground. Car trailers may be parked at the campground if space permits. Be sure to inform everyone who requests campground accommodations if there is space for car trailers. Those requesting the campground should indicate this on their registration form (even if reserving directly to the campground), so that a computer list of campers is available to the host committee. Keep both campground and hotel groups in mind when planning all events. You may wish to schedule an event at the campground for all tour members, either a breakfast or a late afternoon or evening ice cream party.

Parking of Empty T Trailers -

Do not allow empty trailers to be kept at the hotel as this causes overcrowding of the hotel parking lot. Remember, we are not the only ones in the hotel!

A special storage yard should be arranged for all car trailers and tow vehicles. The area should be secure, and large enough to permit easy movement of tow vehicles for unloading and hookup. Unloading of vehicles can take place at the hotel, but you should be strict regarding the immediate removal of the trailer to the assigned storage area. You may wish to assign a chapter member to oversee this operation. License numbers for the trailers should be included on tour registration forms to assist in policing the hotel area.

Banners -

The tour committee provides a numbered banner for each registered vehicle. These can be cotton with a brushed reverse side to prevent scratching the car. Measurement is approximately 18" x 18" (depending on the bolt of material selected), with a tie at each corner that is at least 32" long. This length permits the banner to be tied across the rear of a Model T. Banner numbers are in consecutive sequence and are assigned to participants as their registrations are received. All numbers should be large enough to be read at a distance along the routes and the tour logo should be incorporated into the design. Banners are distributed at the registration table **after** participants have submitted a completed MTFCI Vehicle Inspection Agreement.

Tour Routes -

Tour route directional signs are available from the previous tour committee. These signs are 12" X 18" plastic signs with a metal framework. Background is red with arrows (right, left, straight ahead) painted in black. This standard club signage is easily recognized by participants. All routes **must** be properly marked every day, placed overnight or very early before each day's tour. Signs should be used for each turn (far enough ahead to prepare for turn), followed by one or more straight arrows to reassure drivers the proper turn was made. On long straight runs use several straight arrows to reassure members they are still on the right route. The last rescue vehicle must pick up the tour signs at the end of the day. Do not leave signs abandoned on the roadways. All tour signs used during the week are to be accounted for and passed on to the next year's tour committee.

Trophies -

The MTFCI provides standard plaques for class judging and International Club tour awards. Dash plaques should be provided for each car registered. Both dash plaques and class judging trophies are tour expenses which should be included in the participant's registration fees.

MTFCI Tour awards (Syverson Award, Old Timer's Award, etc.) are the responsibility of the MTFCI, as are the judging awards and trophy for the Stynoski Award. The tour committee may provide a trophy for hard luck, longest distance driven or other categories (be sure to check with the MTFCI Award's Chairman to avoid duplication with an MTFCI award).

Car Judging -

Judging of Model T's is the responsibility of the MTFCI and the MTFCI Chief Judge, however, there are certain responsibilities that fall upon the Tour Chairman. The registration form should request information on whether the participant's Model T will be judged or not. Also, provide space on the registration form for the individual to sign up as a judge. The registration spreadsheet can be used to identify the cars that are to be judged on the tour. The Tour Chairman should communicate regularly with the Chief Judge, especially during the six months preceding the tour, by forwarding a list of judges' names and vehicles to be judged according to the information found on registration forms. The tour registration spreadsheet can also produce a list of all Model Ts registered by year, which can be included in the tour book.

Judging is encouraged to be scheduled on Sunday or Monday, Tuesday-at the latest, and about four hours should be allowed for judging. Before judging takes place, the judges who signed up will meet with the Chief Judge for a judging class, frequently held in conjunction with a continental breakfast that includes spouses. Include this event in your tour budget. Select a judging location within about one-half hour drive from the headquarters hotel, remembering

that not everyone is totally interested in the judging. Your selected location should be close to activities for women and youth. All Model Ts on the tour are asked to park together in their respective classes, whether to be judged or just on display. Signage is required to identify each of the judging classes and the Stynoski judging area. Your chapter members should assist parking the Ts in their proper class, as they will be arriving during a concentrated time frame. If your chapter is quite small, you may ask a nearby chapter or community volunteers to assist with the parking.

The judging school for new judges is held immediately prior to the judging. The school can be held at the field or at the host hotel, but it is best to coordinate the time and place with the Chief Judge. The Chief Judge and the scoring tabulators require a quiet location in which to work – a separate room near the judging field or at the host hotel is appropriate.

Ballots for the Men's and Ladies Choice trophies (MTFCI Tour awards) must be coordinated by the Tour Chairman and the MTFCI Awards Chairman. Ballots are distributed to members on tour for voting and may be distributed in the registration kit or at the entrance to the judging field on judging day (consult with MTFCI Awards Chairman on this decision). A special wooden ballot box, in the shape of a Model T, is provided by the MTFCI Awards Chairman.

Judging Field -

Signs are required for identifying the special judging classes on the judging field, and these signs are available from the MTFCI Chief Judge. Coordinate with the MTFCI Chief Judge on the arrangement of the show field.

Fashion Show -

A Fashion Show can be held on judging day, if the judging location provides adequate facilities to accommodate the show. If this is not possible, perhaps an evening event held at the headquarters hotel would be easier. This show can be with vintage clothing or of clothing unique to the area of the tour. Do not expect participants to wear their vintage clothing for an extended length of time. Assign responsibility for this event to a chapter member and promote the fashion show. Select judges who are nonpartisan, perhaps from a local museum or other community group. They can also assist in establishing judging categories. Set up competition classes such as: Pre-16 Original, Ladies, Original Male to 1927, Family Group, 1916 to 1927 Original Ladies, Reproduction Male and Female, Child Age 12 and Under. Allow points for dress, shoes, hat, accessories, general presentation, etc.

Obtain a description in advance from participants about their attire to assist the announcer in making an interesting introduction. A questionnaire with this information can be part of the registration packet. Select a qualified announcer. The Tour Chairman shall obtain quality trophies or awards for the Fashion Show. Photographic coverage for *Model T Times* is the responsibility of the Editor.

Security -

Local police should be contacted very early in the planning process to describe your tour and discuss possible difficulties with traffic or road construction. If you keep law enforcement involved in the planning process, they usually volunteer to assist with traffic and swing by the T parking area on their night patrols. A section of the hotel parking lot should be roped off only for Model Ts to park. **Be firm** – otherwise it will become cluttered with members' regular cars,

other hotel guests and tourist cars. A specific security person **must** be present in the parking area at the headquarters from 11:00 p.m. to 7:00 a.m. each night. It is better to hire a security guard rather than schedule chapter members for this duty. Be sure to plan and work in cooperation with the hotel security and the police.

Planning Tour Routes -

When planning the route for the tour, be sure to consider the type/condition of road, the scenic beauty found along the route and an interesting and memorable destination. While Google Maps and MapQuest computer programs can be of assistance when planning a tour route, it is necessary to physically drive the route, preferably in a Model T. Once a tour route has been established, drive the route in a modern vehicle with an accurate odometer, and note the mileage and directions. Finally, write down the tour directions and print the directions for use in the tour book. It is advisable to have someone without knowledge of the tour route drive the route using the written tour directions to ensure accuracy.

Vehicle Rescue Procedures -

A red ribbon should be included in all registration kits and is used to indicate that a Model T requires assistance. Using this ribbon saves confusion when a car is stopped only for members to rest or make adjustments to the vehicle and needs no assistance. Cell telephones, CBs, and a central number at the hotel can be very useful for the rescue teams and the Tour Chairman. Usually, three or more rescue trailers are necessary each day, but this can be modified depending on the size of the tour and the distance traveled from the hotel. Gasoline should be provided from the tour budget for rescue vehicles. The last rescue vehicle can retrieve the route signs. It is also helpful to equip the rescue vehicles with bottles of water, extra gasoline, oil, a first aid kit, cones, flashlight, and a fire extinguisher. Be sure the vehicles have the proper tie-down equipment for the rescue trailer.

Repair Facilities and Spare Parts -

If possible, arrange a suitable location at the hotel or a repair shop for repairing and washing Model T's. An engine hoist, axle stands, lighting, special tools, etc., are helpful to assist with a repair of any breakdown or mishap. Members will usually repair their own vehicle, but often require guidance. An inventory of good spare parts should be accumulated from chapter members to loan others in case of a serious breakdown. Contact one of the advertisers in the *Model T Times* and arrange for a consignment of new parts for minor repairs, including such items as timers, tubes, tires, gaskets, bearings, etc. Talk to previous chairmen and suppliers to ascertain the best items to inventory. These parts are sold to the members and any remaining parts are returned to the supplier or sold to members on the last day. Often the supplier will be attending the tour and can offer assistance regarding inventory and sales. Local repair shops for modern vehicles can be listed in the tour book.

Alcohol Policy -

The MTFCI and local chapters will not supply alcohol to tour participants. The banquet facility and or venue may set up a cash bar at their expense.

Hospitality Room and Parking Lot –

The hotel Hospitality Room and parking lot are usually where members gather before and after the day's tour. It is helpful to have a hospitality area/room open following the day's tour. The Hospitality Room can be "Communication Central" for the tour, and newsletters, door prizes and the lost and found can be located in this room. The ballot box for the Ladies Choice and Men's Choice Award can be placed in the Hospitality Room. Many hotels have a complimentary breakfast in the morning, and it is important to coordinate with the hotel for this feature. Cold soft drinks in the late afternoon or evening are also welcome. Alcoholic beverages shall not be served in the Hospitality Room or offered by the Tour Committee at any point during the tour other than during tour banquets. Ask the hotel to place sufficient trash receptacles in the parking lot area.

If possible, a "wash area" with several hoses is helpful; ask chapter members to save old towels and don't ever use good hotel towels! **No** empty trailers or tow vehicles should be allowed in the parking lot (the only exception to this can be the rescue vehicles/trailers).

Door Prizes -

A letter should be sent to possible donors including *Model T Times* advertisers, other vendors, corporate contacts, local businesses, and local government entities and followed up by a phone call to achieve a greater response. The letter should detail the visibility to be gained by these donations. Be sure to recognize these vendors in the tour book. In early discussions with the headquarters hotel, ask if they will donate one or more complimentary nights as a door prize. Send a written request to the MTFCI Board of Directors for a one-year membership as a prize.

It is possible to have a drawing during the promotional evening for your tour. The promotional evening is held during the previous year's tour when you will debut your tour to the members (normally held during the tour's final banquet). Draw from those who pre-registered (paid) as this will encourage early registration, which in turn helps on early budgeted expenses.

Drawing for door prizes can take place at the final banquet, at the kick-off event or even handed out in the hospitality room following a day's drive. The final banquet can get lengthy if door prizes are handed out at this time, so be creative when handing out door prizes. To keep the meeting moving quickly, use assistants to distribute the prizes. All donors of door prizes should be recognized with a thank-you letter and a notation in the tour book, as well as being announced with each prize.

Special Meetings -

A meeting of the MTFCI Board of Directors is always scheduled at the tour. The Board will set the actual day and time after being notified of the tour schedule by the chairman since it should not conflict with other tour activities. The tour committee must arrange for the meeting room for this meeting. Room for eleven people should be provided with tables along with additional chairs for observers.

A Chapter Presidents' Meeting and a MTFCI Past President's Meeting shall be scheduled during the week. Consult with the MTFCI President to coordinate these meetings. The MTFCI Chief Judge needs to meet with his judges, also. Close communication with the MTFCI First Vice President and MTFCI President is vital for all of the above meetings! In addition, the Tour

Chairman should schedule a daily meeting with tour committees to review any problems and to ensure the following day's activities are under control.

MTFCI Foundation Auction -

The MTFCI Foundation sponsors a "Youth" auction at each Annual Tour. The auction is usually held on Thursday evening in conjunction with distribution of the Class Judging Awards from the car show. A location must be provided where auction items can be displayed, and the audience can see the items as they are auctioned off. A public address system is necessary and electrical outlets for computers are required. An auctioneer should be provided for this event by the tour committee. The Board of Directors will clerk and assist with the auction.

Individuals and vendors usually donate items for the youth auction, and you are encouraged to include information about the auction in your newsletters. The money generated from the auction goes directly into the MTFCI Foundation which supports youth scholarships, youth activities and youth participation on Annual Tours.

Youth Activities -

One of the major goals of the MTFCI is to increase youth involvement in the Model T hobby. There are a number of young people in attendance at most Annual Tours. While most young people will travel to the various tour destinations with their family, it is always fun for the youth to have activities available for them following a day's drive. It is recommended that a "Youth Activities Coordinator" be identified for the tour. The type of activities offered will be determined by the location of the tour and the ages of the youth on tour. It is not necessary to have activities every day. Some suggestions for activities include: a pool party, pizza party, game night (board games), movie night, driving games (for 16 and older), parking lot games (use Model T parts that can be assembled for time), face painting, scavenger hunt and field games softball, kickball, soccer, etc.) An Appendix titled *Commitment to Children* can be found at the end of the Tour Guidelines. A copy is to be distributed to and signed by all youth volunteers.

Photography -

Contact the *Model T Times* Editor at least three months in advance of the tour for guidance. Tour photography is the responsibility of the Editor, who will arrange for photographers. Contact the First Vice President if your chapter is including a tour photo of the car, driver, and passengers with the tour packet.

Publicity and Promotion -

Begin promoting your tour at the previous year's Annual Tour. Contact that tour's chairman to set aside a time and location for distribution of promotional material and to take advance registrations. (Early paid registrations help with payment for early tour expenses.) Send a tour itinerary and registration packet to each Chapter President at least six months prior to the tour to encourage participation from their chapter. An outline of the tour (including pictures if possible), along with a registration form and hotel reservation form, must be submitted to the MTFCI Editor for inclusion in the *Model T Times* beginning with the January-February issue prior to your tour. The tour theme and logo should be used on all published material. The logo should also be used on your T-shirts, caps, dash plaques and other tour items.

Obtain extra copies of *Model T Times* from the Editor one year in advance of the tour in order to assist in promoting the tour within the communities visited by the tour. Also provide a copy

to the local Chamber of Commerce, Police Department, Travel Bureau, local newspaper, and hotel so that they will become familiar with our hobby. Be sure these people also have a tour itinerary.

Snack/Restroom Stops -

Mid-morning coffee stops with donuts or cookies, staffed by chapter members or local community groups, are an excellent way to provide time for the tour participants to relax and socialize. Be sure to identify restrooms along the tour routes in the tour book. A rest stop with restroom facilities should be available for morning and afternoon breaks, and snack stops in the afternoon can create an excellent driving break for tour participants. A cold drink in the afternoon is always appreciated at mid-point on the return route. Local suppliers, supermarkets and soft drink bottlers might assist with donations of their product(s) in exchange for acknowledgment of their participation.

Daily Tours/Events -

Every tour has different events, and this book offers some suggestions. Your chapter may introduce new ideas and activities for variety. The preferred length of the daily tours depends on the driving conditions, points of interest and your evening activities.

Saturday: While the tour has not officially started, most people will arrive on Saturday. This is a good opportunity for early arrivals to visit local tourist attractions if these attractions are not also included on the scheduled tour. Some chapter members should be on hand, if possible, to welcome these guests, and pamphlets of local attractions should be available. Registration should take place on Saturday.

Sunday: Continue registration for those that did not arrive on Saturday. Some Annual Tours have conducted the Car Show with car judging on Sunday. Conducting the car show today allows local residents the opportunity to view the cars and for the cars to be clean for the show. Be sure to publicize the car show in the local newspaper prior to the show. A kickoff dinner and/or ice cream social can be held tonight.

Monday: Depending on the geographic location of the tour, the number of arrivals on Monday will vary. Registration can continue if necessary. Monday is the first day for the tour, and it is wise to conduct a short drive today so participants can get a feeling of touring without the pressure of a long trip. Depending on the area, a box lunch can be provided if the tour visits remote locations. A kickoff dinner can be held at the host hotel and may be a banquet, barbecue, or any other kickoff event appropriate to the tour theme or geographic region. Members could be encouraged to wear vintage clothing. At the kickoff dinner, the tour chairman should present a short summary of the week's activities and tours and announce any last-minute changes from the tour book. Entertainment is optional. A social hour may be scheduled before a dinner event.

Tuesday: Tuesday morning *has been* traditionally set aside for judging, but this is not set in stone. Working closely with the International Chief Judge, you can determine when the car show will take place, but Tuesday is the **last** tour day the show can be held in order to prepare all of the awards for Thursday's presentations. Arrange a judging location as indicated in the Judging section of these guidelines. If the show is held today, a short, leisurely tour can be planned.

Wednesday: This tour can be a longer drive, depending on your region, terrain, tourist attractions, etc. Depending on your area, arrange a lunch if desired (a box lunch, catered lunch or arrange to be near sufficient restaurants at noontime). Be sure to advise any restaurants ahead of time that the tour will visit. Avoid busy highways and select good roads with interesting scenery and towns. The route and mileage (between points and cumulative) should be clearly described in the tour book. This evening can be open due to the longer drive.

Thursday: Set up a tour of similar mileage to Wednesday but visit different locations and drive a different route. The distance, route, events planned, etc., are all at the discretion of your tour committee and will be based on your region's attractions. The MTFCI Foundation Auction should be held in the evening. Along with the auction, Class Awards from the car show should be handed out prior to the auction. Coordinate the Foundation Auction and Car Show awards presentation with the MTFCI First Vice President.

Friday: A shorter tour day should be conducted today. Arrive back at hotel/campground by mid-afternoon to allow time for loading T's and relaxing before the social hour, which precedes the banquet.

The final banquet *must* be planned in conjunction with MTFCI President and First Vice President. It is essential that the banquet move along smoothly and efficiently so as not draw out the evening. Several MTFCI Officers are involved in the program and the final agenda is determined by the MTFCI President and the Tour Chairman. (See: Sample Agenda for the Final Banquet)

Saturday: Most members leave for home early in the morning. The Tour Chairman should speak to the hotel service manager before leaving so the hotel staff knows the chairman is no longer on site. Be sure all chapter and MTFCI belongings are picked up and removed. The big tour banner and leftover route arrow signs should go home with next year's tour chairman.

Emergencies -

Develop a plan to provide emergency information for doctor(s) and hospitals. If an adverse event occurs on the tour, contact the MTFCI Executive Director and President immediately. Direct all questions, including questions from the media to the MTFCI President, and do not provide any information about the individuals involved in the adverse event.

Final Tour Accounting -

The Tour Chairman must provide a detailed accounting of the tour to the MTFCI Executive Director as soon as possible after the tour ends and no later than 60 days after the conclusion of the tour. A financial summary of the tour should be sent to the to the First Vice President. All original receipts from the tour shall be sent with the detailed account to the Executive Director. The First Vice President shall provide the Final Accounting report to the MTFCI Board of Directors at the October Board meeting.

Comments -

While there are certain traditions and events that have been customary on past tours, this Tour Book is primarily designed to assist your committee in planning your tour. Use your own creativity and local attractions to develop a memorable tour unique to your area. Remember that members come also to see old friends, meet new friends, and drive their Model T's. Encourage your chapter members to mingle with people from other areas and not to always drive together. If you schedule a tourist event or guided bus tour, also plan an alternate driving event to provide a choice for members.

*** While this Tour Book specifically addresses the Annual Tour, this book can be used by a Chapter to host the MTFCI Spring Tour or a MTFCI Regional Tour.**

(AGENDA TEMPLATE)

MODEL T FORD CLUB INTERNATIONAL

Annual Tour Banquet Agenda

1. Welcome	Tour Chairperson
2. Invocation	Selected Individual
3. DINNER	
4. Introduction of Tour Committee	Tour Chairperson
5. Comments by the Tour Chairperson	Tour Chairperson
6. Presentation of Tour Awards by Host Chapter	Selected Individual
These awards may include:	
a. Costume Judging	
b. Hard Luck Trophy	
c. Longest Distance Driven in a Model T	
d. Longest Distance Trailered	
7. Introduction of MTFCI President	Tour Chairperson
8. Comments from MTFCI President	President
9. Introduction of MTFCI BoD	President
10. Introduction of Past Presidents on Tour	President
11 Special Recognitions	President
12 Chapter Roll Call	President
13. Presentation of MTFCI Special Awards	Awards Chairperson
14. Presentation of the Stynoski Trophies	Chief Judge
15. Presentation of the Jimmy Walker Award(s)	Midwest Chapter Representative
16. Presentation of Scholarship Award(s)	Scholarship Chairperson
17. Presentation of Founder's Award	President?
18. Mrs. S Award	President or Awards Chairperson?
19. Presentation of the Lifetime Achievement Award	President
20. Presentation for Annual Meeting	Annual Meeting Chairperson
21. Presentation for Next Year's Annual Tour	Next Tour Chairperson
22. Closing Comments	Tour Chairperson

(SAMPLE)
Tour Budget Proposal and Final Report

Proposed Expenses	Registration Income	Final
Expenditures	\$ _____	
Trophy/Award Fee _____		_____
Tour Awards _____		_____
Fashion Show _____		_____
Registration Kit _____		_____
Printing Costs _____		_____
Postage/Supplies _____		_____
Telephone Costs _____		_____
Travel Expenses _____		_____
Car Banner _____		_____
Dash Plaque _____		_____
Car Show _____		_____
Welcome Gift _____		_____
Tour Book _____		_____
Name Badge _____		_____
Trouble Trailers _____		_____
Judges Breakfast _____		_____
Sunday Meal _____		_____
Monday Meal _____		_____
Tuesday Meal _____		_____
Wednesday Meal _____		_____
Thursday Meal _____		_____
Friday Meal _____		_____
Final Banquet _____		_____
Entertainment _____		_____
Hospitality Room _____		_____
Youth Functions _____		_____
Port-A-Potty _____		_____
Museum Fee _____		_____
Tour Signs _____		_____
Gratuities _____		_____
Complimentary Items _____		_____
Room Rental _____		_____
Snack Stops _____		_____
Guest Speaker _____		_____
Other _____		_____
 FINAL COST _____		 _____

APPENDIX

COMMITMENT TO CHILDREN POLICY MODEL T FORD CLUB INTERNATIONAL, INC. and MTFCI FOUNDATION, INC.

The Model T Ford Club International, Inc. and its Foundation are committed to:

- + Appreciating childhood as a unique and valuable stage of the human life cycle.
- + Respecting the dignity, worth and uniqueness of each individual child.
- + Providing safe, healthy, nurturing, and responsive activities for children and youth.

In light of this commitment the following policies have been developed for chili, chapter and foundation programs involving children and youth. The policies are in accord with most federal laws which might pertain to such programs.

I. Definitions

A. "Volunteer" refers to anyone working with children and youth in any capacity such as an International Director, chapter sponsor, and anyone leading or assisting them in a club or foundation sponsored activity.

B. "Children" applies to all children and youth under age 18 when participating in club and foundation children/youth programs.

C. "Program Leader" refers to a volunteer who is in charge of an activity whose sponsor is the club, foundation, or chapter thereof.

D. "Adult" refers to persons 18 years of age or older, except where otherwise noted, serving as a leader/assistant leader of an activity.

II. Volunteer Qualifications

A. MTFCI and its Foundation will only use volunteers to work with children who have been known to our members, or the parents, or sponsoring MTFCI Chapter for at least 12 months prior to the scheduled activity.

B. All volunteers will be required to read this Commitment to Children Policy and sign the last page in the presence of the sponsor of the activities to indicate they understand it.

C. First time volunteers shall read this policy before initial planning of the activity.

III. Adult Supervision of Children

A. Programs shall have a minimum of two adults at all times. The usual ratio of adults to children is 1:10 for 4-5 years; 1:15 for grades K-5; 1:20 grades 6-12. If children younger than 4 are involved it is recommended that a parent be with them during the activity.

B. When mixed age groups are involved the adult to child ratio of the youngest child shall apply to the entire group.

C. Youth 16-17 years of age may qualify as adults in the supervision of primary age children when working under the supervision of an adult and if their parents approve of their assuming this responsibility.

D. Children under 10 years of age shall always be within sight and sound supervision of adults. Adults need only to be able to hear a child who is using the bathroom, provided other persons do not have access to the bathroom.

E. If the activity involves swimming, a pool, or any body of water, an adult certified in water safety must be on site if no professional lifeguard is there.

IV. Releasing Children

Preschool and primary-age children are to be released only to a parent, guardian, or another adult previously designated by the parent. Older children should be instructed to notify their parents that the official activity has ended.

V. Discipline

Leaders of all official club/foundation activities involving children will follow specific steps to maintain a safe environment. Leaders shall:

1. Have activities planned and location arranged before children's arrival so as to prevent discipline problems.
2. Have reasonable expectations of children's behavior.
3. Communicate expectations of appropriate behavior to the children and encourage such behavior with positive reinforcement such as praise, smiles, and attention.
4. Respond to misbehavior appropriately using techniques such as reminders and redirecting attention. Leaders will not use shouting or yelling, ridicule, name-calling, sarcasm, embarrassment, bribes, threats, or any form of emotional or physical harm.
5. If the misbehavior continues, a leader should notify the parent as soon as possible and have the child removed from the activity at that time. Under no circumstances may you remove the child without the parent's knowledge.

VI. Child/Youth Abuse

The Model T Ford Club International, Inc. and its incorporated Foundation will not tolerate any physical, mental, sexual, or emotional abuse of any child or youth involved in a club or foundation official activity. If such should occur at the hands of the club/foundation sponsor or any leader thereof, the MTFCI President should be notified immediately. If deemed necessary by a joint decision of the MTFCI elected officers present (president, first vice president, second vice president, secretary, treasurer) and the MTFCI's legal counsel, law enforcement shall be notified of the offending incident.

VII. Trips Off-Site

A. If the children/youth are to be transported to a site other than where the club/chapter main adult activities are being held in order to participate in their special activity, the sponsoring club or chapter must approve of the site.

B. In the event of an activity requiring such transport, a parent of one of the children involved must be willing to join the leaders for the trip as an additional leader.

C. For such trips, a permission slip signed by the parent/guardian of each child is necessary and should include an emergency phone number for the parent.

It is the hope and intent of the Model T Ford Club International, Inc. its Foundation, and its elected Directors that all children and youth engaged in our activities will find enjoyment, learning and an appreciation of our automobiles and their history, and that all adults involved will support and encourage those goals.

I have read and understand the above policy and will abide by its terms while leading or assisting on children's activities.

Signature: _____ Date: _____

Tour Guidelines at a Glance

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Campgrounds	6
Budget / Expenses	2, 13, 16
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Registration	5
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Tour Routes	7, 9
Snacks/Restroom Stops	12
Trophies	7
Car Show / Judging	7
Fashion Show	8
Security	8
Vehicle Rescue Procedures	9
Repair Facilities	9
Hospitality Room	10
Parking Lot	10
Door Prizes	10

Special Meetings	10
Chapter Presidents' (Representatives') Meeting	
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Youth Auction	11
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