

BHCA LOGO AWARD PLATES (donated)

PURPOSE:

The committee chair shall be responsible for any BHCA Logo Award plates (class placements 1 – 4) donated back to the BHCA by previous winners, their friends or, heirs, to be reused at the yearly BHCA National events. As per BHCA By-laws, the National events are currently held in October in conjunction with the BHCA's Annual Meeting.

COMMITTEE:

The committee shall be populated by a Chairperson and as many as three (3) committee members (one per section); should there be a need for help. The committee Chair is selected by the Board and the Chair may suggest committee members to be approved by the Board.

PROCEDURES:

- The name and address of the committee Chair shall be listed and shall serve as the “go to” committee Chair for information and shipping of donated BHCA Logo Award Plates.
- The Chair will be responsible for informing any person that wishes to donate back to the Club BHCA Logo Award plates, that shipping costs will not be reimbursed for the donation. Also, the Chair shall explain how the plates (s) should be packed for shipment.
- Additionally, the Chair will explain to the possible donor that the plates need to be in “near perfect” condition to be able to be reused as BHCA National Logo Awards. The Chair will have the final responsibility in determining the suitability and usefulness of the donated BHCA National Logo Award plates but may make use of committee members to determine condition prior to shipment.
- Storage of the BHCA Logo Plates will be at the local address of the Chair and at no charge to the BHCA.
- The Chair will be responsible for writing and posting a letter of appreciation for the donation to whoever made the donation; no matter the plate (s) condition upon receipt.
- The Committee will be tasked with maintaining a written inventory of the award plate (s) by style and size. This information is to be forwarded to each year's BHCA National Trophy Committee Chairperson so that he/she may determine how many additional plates need to be ordered from the manufacturer for the upcoming national event.
- A copy of that inventory shall be forwarded to the BHCA National Coordinator and to the BHCA Treasurer who will assign an at cost value and include in the BHCA year-end financial report.
- BHCA Logo Award plates are to be shipped to the BHCA National Trophy Chair immediately after the close of entries to minimize numbers needed.
- When BHCA Logo Award plates are shipped to the BHCA National Trophy Chair, reimbursement for shipping costs will be sent upon request with receipt attached (either electronically or by post) by the BHCA National Treasurer of each particular year.
- Unusable BHCA Logo Award plate (s) shall be listed and notification of such sent to the BHCA Board of Directors who will determine their final disposition (manufacturer might be able to refurbish at a cost).

Adopted: December 2015