

BHCA YEARBOOK GUIDELINES

THE POSITION: The Yearbook Chairperson is a person with organizational skills who can coordinate a committee of several members and handle considerable data, as well as oversee and/or produce a quality publication. The Yearbook Chairperson will be appointed by the Board of Directors at the first meeting of the Board subsequent to the Annual meeting.

THE POLICY: The Yearbook is to showcase the previous two calendar years in Basset history. The Yearbook will feature New Title Holders, the complete ROM and versatility titleholders list, Specialty shows, Field Trials, Obedience Trials, Tracking, Agility winners, Top Producers, Past Winners at Nationals and those competing in Hunting Performance Tests, Therapy Dog and Coursing Hound Certification. The Chairperson will solicit photo and pedigree ads from the membership for new AKC/BHCA titleholders and other Bassets owned by BHCA members who wish to promote them. Yearbooks from prior years will be made available for sale through the Country Store or at the next Nationals for \$15.00 each.

DEADLINES: Deadlines should be no later than April 15 for lists obtained from the AKC Awards Report of new champions, obedience, tracking, therapy, and coursing ability title holders so that these owners can be contacted around mid-May. The Nationals winners' pictures will be secured from the *Tally Ho* Editor or the Historian for publication in the Yearbook. Reminders sent out approximately two weeks prior to the published deadline of June 1, will increase the chances of ads arriving in a timely manner. Approximately two-thirds of the pictures typically arrive in the two week period following the published deadline, so it is necessary to allow for this in setting the deadline.

INDEX: As pictures and ads come in it is advisable to record receipt in a computer file. When all pictures are in, this will make it simple task to alphabetize the names and type an index. A cumulative index of all past years' advertising will be published the on the BHCA website. A reasonable number of a separate pamphlet may be printed with special authorization from the Board to be distributed by request.

COMMITTEE: The logical approach is to ask the BHCA committee chairs to solicit contributions to their respective sections of the Yearbook. The Yearbook Chairperson may have others prepare the materials and the Chairperson may do all the input and layout of the material submitted from the various sources.

SALES: Ad sales begin at the Nationals and continue throughout the year. One complimentary page will be given with each 4 ads purchased by the same person. Yearbook sales and payment of advertising will be through the *Tally Ho* and the Country Store. Back issues will be available on a limited basis. Copies will be mailed via book rate. The Board sets the price per copy and communicates this price to the committee chair as soon as feasible. The Board shall advise the Yearbook Committee Chair as to the number of copies to be printed.

FINANCES: Checks should be sent to the Treasurer at regular intervals to avoid stale dated checks. Credit card sales should be processed at least once a week. A record is kept of receipts - amount received,

purpose, venue and submitter. A record of expenses is kept with receipts and sent to the Treasurer along with a request for reimbursement. The ongoing expense is for postage and envelopes to mail the yearbooks.

The Yearbook Chairperson is to prepare a budget of income and expenses for the next years issue to be provided to the Treasurer on or before March 1 of each year. On Friday after Best of Breed competition at the Nationals, the yearbooks are turned over to the Country Store for sale and become part of their inventory.

CONTENTS: The Yearbook will include sections on **Performance** (Field Trials, Hunting Performance Tests, Coursing Aptitude Certifications), **Companion** (Agility, Obedience, Rally, Tracking, Therapy Dogs), **Conformation** (Grand Champions, Nationals Specialty Winners, New Bench Champions, Specialty Show results), **Versatility, ROMs, Yesterday, Top Producers, Treasured Friends**, as well as an index of photographs.

TIMETABLE:

DECEMBER 1	Submit full page advertisement for publication in <i>Tally Ho</i> (January - February issue) Yearbook advertising and info should be available on the BHCA website.
JANUARY 1	Contact other members to take responsibility for the various sections of the Yearbook: New Champions, Field Trialing, Obedience, Tracking, Agility, ROM, Specialty Shows, Artwork, Editor, Yesterday. Conformation and Junior Showmanship don't require a specific committee person.
FEBRUARY 1	Submit full page advertisement for publication in <i>Tally Ho</i> (March-April issue)
FEBRUARY 20	Send budget for next issue (not one being currently worked) to the Treasurer.
APRIL 15	Deadline for list of new champions, obedience, etc. titleholders etc.
MAY 16	Send personal reminder flyer to owners of new champions, obedience title holders, ROMs etc., who have not yet submitted advertisements.
JUNE 1	Published deadline.
AUG 15	Material should be at printer.

Revised by Board March 1996; October 1997; March 2000

Revised by Board, March 19, 2000

Revised February 2015

Revised Oct 6, 2018