



Clan Macnachtan Association Worldwide

A Nonprofit Corporation

Game Convener After Games Instructions

Honorary President: Sir Malcolm Macnaghten of Macnaghten, Bart., Chief of the Clan

AFTER EACH GAMES ARE FINISHED.

1. We would like to have the Games Convener take the completed sign-in sheets out of the book and make sure all the blank spaces are filled in.

Properly date and number them
-each day should be separate from the others
-don't mix dates on one sheet
 2. Mail them along with the checks received and a check for cash received to the Membership Secretary. (don't separate money from application forms).
 3. Please indicate in the comments section how individual paid (check or cash) and if membership card was given. (All game conveners, District Commissioners and Officers can sign membership cards at games re: Constitution and Bylaws).
 4. Please review the membership forms as/or after they are being filled out (while the person is still there) and make sure it is legible, and that they give you all the information we need. People tend to leave out things unless they are reminded, ie; phone numbers and e-mail addresses.
 5. **Please E-mail your Vice-Chairman as to how many members you signed up new and renewals. Keep him/her informed as to how you are doing.**
- Please **inventory** Clan Kit Booklet and make sure all forms are there; replace needed handout pamphlets; insure blank membership cards are there, and a supply of pens, etc. (Be considerate of the next convener in case it isn't you). Make sure you send the Clan Kit on, in as good or better condition as when you received it.

If all the contents are not there, make sure you let your Vice-Chairman know.

If we all do this, maybe we won't loose things like we have been.
Please don't leave completed forms in the games kit till you next use it.

We appreciate your help in this matter.

Any questions, contact your Region Vice-Chairman