

INSTRUCTIONS FOR CLAN CARMICHAEL TENT CAPTAINS HOSTING TENTS AT SCOTTISH FESTIVALS/GAMES

1. Authorization from Clan Carmichael USA (CCUSA) is required in order to represent them by hosting a Clan Carmichael tent. Tent hosts must be members in good standing of CCUSA. Authorization may be obtained by email, the details of which are below. Please contact the newsletter editor with photos of the event, and the membership coordinator with any new member information.
2. Contact the event organizers at least two months in advance to request the necessary paperwork to reserve a tent site and to rent a tent, table, and chairs (if required). You can find e-mail addresses for Scottish Festivals/Games organizers at: <http://www.usscots.com/events/welcome.html> . Expenses are reimbursable by CCUSA after your event ends for approved expenses including tent space, tent, table and chairs, two admission tickets, and return shipping for unsold clan goods. Receipts must be submitted to the Treasurer of CCUSA with a request for reimbursement.
3. As a CCUSA tent host, you should be familiar with our clan history and the purpose of our CCUSA organization. Visit the CCUSA web site to review this information so you will be prepared to answer your visitor's questions.
4. Assemble Scottish and Carmichael items to display at your tent. These can include personal items such as books, magazines, photos, articles downloaded from the web sites of CCUSA or Chief Richard, etc. You can get ideas by visiting clan tents at a Scottish Festival/Games beforehand.
5. You may choose to order an assortment of Clan Carmichael products to sell at your tent (contact your event organizer for rules and regulations regarding sales of clan products). No other items may be advertised or offered for sale at a clan tent. If you choose to order clan products to sell, you are responsible for sending proceeds from any sales to the treasurer of CCUSA, and for returning any unsold goods and the completed inventory form to the clan products chairperson, within 10 days after the event ends. You are responsible for any missing or damaged items. Requests for Clan products must be received by the Clan Products Chairperson at least two weeks prior to your event; otherwise, you may not receive them. Please return unsold products promptly as instructed as other tent captains may need them.
6. Alternatively, if you prefer, you can go to the CCUSA web site and download a color catalog of Clan Carmichael products, and an order form, to display at your tent. Visitors can then be invited to browse the catalog, and you can explain to them how to go on-line to the CCUSA web site and order clan products from the on-line catalog (if you print extra copies of the order form, you can assist visitors in filling out their order form at your tent). This procedure avoids personal liability and saves shipping costs which are significant.

7. Please have all tent guests sign a guest register. If they are not members of CCUSA, give them a membership application (attached, or can be downloaded and printed from the CCUSA web site) and offer to help them fill it out. After your event is over, please send copies of the guest register to the President and Membership Chair for follow-up. If you have a kilt or Carmichael items of dress wear them; otherwise, dress neatly. Some tent hosts choose to have cold water or drinks, cookies, or other snacks to offer their guests.

8. Please take a photo of your tent. After your event ends, please consider writing a short article describing your experience and email it with any photos to the newsletter editor to be used in the Eagle Gate.

9. A CCUSA leadership contact list can be found below, and one can be found on the CCUSA web site.

CCUSA Contacts:

President: Alana Nigro: president@clancarmichaelusa.com

Board: (general questions): leadership@clancarmichaelusa.com

Membership: Scott Carmichael: membership@clancarmichaelusa.com

Newsletter Editor: Leah Hargrove: newsletter@clancarmichaelusa.com

Website: John Conerly Carmichael: website@clancarmichaelusa.com

Scholarship: Arthur Carmichael: scholarship@clancarmichaelusa.com

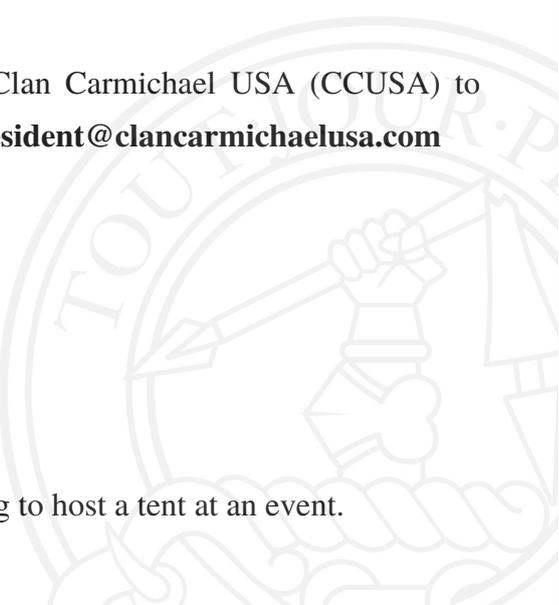
REQUEST FOR AUTHORIZATION TO HOST CLAN CARMICHAEL USA TENT

Please submit your written request for authorization from Clan Carmichael USA (CCUSA) to represent them by hosting a Clan Carmichael USA tent to: **president@clancarmichaelusa.com**

Please include the following information in your request:

- Name
- Address
- Phone number
- Event name/location/dates

Note: You *must* be a current CCUSA member in good standing to host a tent at an event.





CLAN CARMICHAEL | USA

Membership Application

Please print clearly and legibly. Clan Carmichael USA is a 501(c)3 not-for-profit, tax-exempt organization. Dues and donations are deductible for income tax purposes as provided by IRS guidelines.

First Name

Middle

Surname

Street Address

City/Town

State/Prov

Zip/Postal Code

Primary Phone

Alternate Phone

Birthday (MM/DD/YYYY)

Email Address

Spouse/SO Name

Middle

Surname

Select Membership Level:

\$30.00 Clan Carmichael USA Membership

\$58.00 CCUSA + Clan Carmichael International (dual membership)

Please send completed forms to the address below and attach a check or money order made payable to Clan Carmichael USA. **To pay via credit card, visit www.clancarmichaelusa.com.** Thank you for joining CCUSA:
tout jours prest!

Clan Carmichael USA
ATTN: Scott Carmichael, Membership
430 Turn Table Road
Sparta, TN 38583



CLAN CARMICHAEL | USA 2023 additional donations

Please print clearly and legibly. Clan Carmichael USA is a 501(c)3 not-for-profit, tax-exempt organization. Dues and donations are deductible for income tax purposes as provided by IRS guidelines.

Additional donations (optional):

- Clan Carmichael USA Scholarship Fund *Amount included:* _____
- Chief Richard's Restoration Fund *Amount included:* _____

If including your donation with your annual membership renewal, please confirm total sum: _____

Thank you for supporting the mission of Clan Carmichael USA and Clan Carmichael International! Your contributions sustain the legacy of the Carmichael Clan and surname worldwide.

