



As a State Commissioner for the Clan Mackay Society USA, you are the “face” of the Society to the general public as you host the Clan Mackay tent at Scottish Games and Festivals in your state. While this may appear as a daunting task initially, it can be a lot of fun and takes no time at all to become comfortable.

Please read this entire document before hosting an event

Here is an outline of responsibilities and suggestions to prepare you for this task:

1. Research the Games/Events in your state to determine which you will attend to host a tent and represent the Clan Mackay Society by the end of January each year.
2. If there is a situation where there is more than one State Commissioner, you should coordinate to prevent duplicate registrations.
3. By the end of February, notify the Regional Vice President of the games/events where you plan to host a Clan Mackay tent. This allows the him/her to compile a list to notify members where they'll be able to find a Mackay tent. It also allows the VP to deconflict use of the Regional Games box.
4. Ensure registrations are submitted for the appropriate games. It is beneficial to retain a copy of the registration as it usually includes your expenses. Registration costs will be reimbursed by the society (see below).
5. Coordinate with the Regional Vice President for a possible Games-Box for your event. If available, this box contains the basic materials and supplies to assist your job as a commissioner; hosting a Clan Mackay Society, USA tent at a Scottish/Celtic event. Understand you are responsible for the box and its contents.
 - a. An inventory list is included, ensure all the contents are present upon receipt and then returned to the Regional Vice President upon completion of your event, carefully repack the materials back into the box for the return, placing the inventory sheet on top prior to closing. Be sure to tape the fold-down handles in place with shipping tape, they are not secure enough to ship without being taped.
 - b. Make note of any missing items as well as suggestions to improve or add to the contents
6. At the event:
 - a. Arrive early enough to be able to “set-up” your display
 - b. The Clan Mackay banner should be hung over the front of the tent.
 - c. Use plastic cable ties or small bungee cords to attach flags to the front supports for the tent. Use two for each flag (for stability) and ensure the flag sticks up high enough above the front tent line so it can “fly” unimpeded.
 - d. Experience shows it is useful to place the table inside the tent towards the middle. This let's people enter the tent to get out of the weather (sun, rain, etc.). Many prefer to set their table at the front edge of the tent. In the end, placement is at your own discretion.
 - e. Be prepared for the typical questions, “Am I a Mackay?” and others of that sort. The more research you do on the history and culture of Scotland and the competitions taking place at the Games, the better you'll be able to answer these questions.

- f. Have visitors to your tent print their information on the Guest Register (legibly). The information will be used to follow-up and thank the guests for attending.
 - g. RECOMMENDATION: Visit other tents to collect ideas for expanding/enhancing your own display. Some events have competitions for the best tent with the winner usually gaining free admission to next year's event.
 - h. BOTTOM LINE: You are the face of our society and your conduct should be above reproach. Refrain from offensive behavior; avoid sensitive subjects such as religion and politics. Stay focused on your purpose for being present at the event. We rely almost exclusively on membership dues for all our operating costs, so recruiting is an important consideration.
7. If you were provided a Games Box from the Regional VP carefully repack the materials:
 - a. Flagpoles in the respective bags and placed on one side.
 - b. Cloth products in their labeled plastic bags. The table coverings may have to be washed (warm water, no Bleach) and tumble-dried on medium heat; folded and replaced in their bag.
 - c. Place other supplies and bagged items in the box.
 - d. If the rain cover (drop cloth) was used, ensure it is completely dry before packing. In addition, if any other materials, especially the cloth type, became wet, ensure they are thoroughly dry before repacking the box.
 - e. Lastly, place this Guide and Handout folders on top before returning the Games Box to the Regional VP.
 - f. The most economical way to ship is via U.S Parcel Post. Shipping costs are reimbursable by providing a copy of the shipping receipt to the National Vice President. The box and contents have been valued at about \$500 (as of 2023).
 - g. Retain any receipts for shipping, as they are also reimbursable expenses.
8. Either the original or a copy of the Guest Register should be sent to your Regional VP. The Regional VP will use the information to contact guest (ideally via email) to thank them for attending and to let them know of other regional events attended by a Clan Mackay representative.
9. A reimbursement request form (a copy is provided in this notebook) should be submitted. In addition to the form, include a copy of your event application as well as other applicable receipts. The reimbursement package should be submitted to the National Treasurer with a copy to the Regional VP.

POLICY ON REIMBURSEMENT OF EXPENSES:

The Society will reimburse for the following operating expenses upon submission of receipts to the National Treasurer:

- Basic event attendance/hosting fees and any Clan tent rental costs (tent, chairs, table...)
- Photocopies of Society Handouts (Guest Logs, Applications, information Pamphlets, etc.)
- Postage (includes Games Box shipping)

NOTE: Reimbursement claims should be submitted to your Regional VP using the Reimbursement Form as they are incurred or at least on a quarterly basis. Claims require the use of the form as well as copies of all applicable receipts.

Non-Reimbursable expenses:

- Personal Transportation to/from events (fuel, tolls, etc.)
- Lodging required to attend events
- Meals
- Business cards
- Promotional merchandise (unless prior approval by the Executive Board)
- Personal items to supplement Games Box contents (books, banners, signs, flyers, flags, storage boxes, etc.)

- Ceilidhs
- Receptions (not included in the basic attendance package)

The Society is a voluntary not-for-profit tax-exempt organization within the meaning of paragraph 501(c)3 of the United States Internal Revenue Code and is incorporated in the State of Georgia. If you intend to claim any deduction on your personal income tax for event expenses it is highly recommended you check with your tax advisor; the Society offers no advice on this matter.

You should keep whatever expense records appropriate for this purpose. If you elect this route, the Society will make the 501(c)3 applicable tax ID number available upon request.

OFFICIAL SOCIETY POLICY ON SELLING OF MERCHANDISE

The policy was approved at the Society's Annual General Meeting in 2000 and states (in part):

"No selling of one's wares, no personal vending. Only official Clan Mackay merchandise is to be sold. No selling of any kind for personal profit."

This statement support Article II, Section 1 of the Bylaws and Constitution of the Clan Mackay Society USA; "No income of the Society shall inure to benefit any individual member or group of members thereof.

Many event organizations have policies that prohibit clan societies from vending at their tent unless it is a society specific item, or in some cases, not at all.

The Society cannot allow a member to vend his or her personal craft items at the clan tent even if they agree to provide a portion of the proceeds to the Society. This would put the clan tent in competition with the sanctioned vendors (who often pay a significantly higher fee). Our primary goal is to inform the general public about their Scottish heritage and to recruit new members into the Clan Mackay Society USA.

A QR-Code is available on the Merchandise flyer that will link directly to the "Clan Mackay Shop" page of our website which, in addition to allowing membership, provides access to order official Clan Mackay merchandise.

If you sell any merchandise directly at the event, all proceeds must go to the Society. Contact the National Treasurer for the process of submitting any proceeds. If you have expenses directly related to selling, they may be reimbursable depending on the details of those expenses.

PROTECTION OF PERSONAL INFORMATION

Our members provide us with contact information so they can receive their Banner and any emailed information, be advised of the games we host tents at and to be advised of particular functions outside of the games we may host locally (picnics, trips to theater etc.). They expect to hear from us from time to time. They trust us to keep their information safe from persons they have not authorized to have it.

Because we are bound by the rules of the Federal Privacy Act, even though it may be for a Clan project, Clan Mackay Society Officers cannot give out the names or contact information of our members to a 3rd party. They must contact the member themselves and advise the member they are the subject of a search and give them the searcher's contact information so they can make contact if they wish to. We are tasked to GUARD our members' personal contact information as if it were our own. This trust, upheld, could save a member from unwanted, unauthorized, and/or illegal contact or intrusion into their private affairs.

If you have any questions regarding this guide or anything else related to hosting a Clan Mackay Society USA tent at a games or other event, please contact your respective Regional VP.