The Vintage Motor Car Club of America, Inc.

TOUR DIRECTOR STATEMENT OF EXPECTATIONS

VMCCA National Tours

It is the intent of the Board of Governors to establish a clear understanding of the expectations of all VMCCA National Tour Directors whether they have a sponsoring Chapter or Region or in the circumstance of an individual member planning the tour. We are most appreciative of everyone who steps up to host a National Tour. The following is to ensure VMCCA and the tour director and sponsoring Chapter or Region all have the same understanding.

1. Communication begins with the Activities Vice President who will further communicate to the Board of Governors.
2. This document must be completed, signed, and approved before proceeding.
3. The Tour Director understands the required accounting and budgeting process described in the VMCCA Handbook and agrees to submit a completed budget, using the Excel template provided by VMCCA and available on [www.vmcca.org](http://www.vmcca.org) as well as the communication of any budgetary changes realized after the initial approval.
4. The Tour Director understands the requirement to provide a final accounting, using the same template as the budget, when submitting the required profit sharing to the VMCCA Treasurer no later than 60 days following the conclusion of the tour.
5. The Tour Director understands Chapters/Regions will share 50% of net profit with National VMCCA and any Individual Tour Director will submit 100% of net profit.
6. The Tour Director has read the VMCCA Handbook as it relates to hosting a tour and has presented any questions to the Activities Vice President.

National Tour Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Proposed for the tour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location(s) of the tour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Chapter or Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tour Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures:

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Tour Director Date Chapter or Region President or Director, Date

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VMCCA Activities Vice President Date