



**C.F.M.S.**

**NEW DIRECTOR  
ORIENTATION**

5-25-2024

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## Tab A

### An Orientation and Overview for New Directors



**To all new Federation Directors: Welcome!** This sheet is intended to provide an overview of the CFMS Directors' Meetings to help inform you, as a new Federation Director, about the importance of attending and what sorts of activities you might expect.

As to the importance of attending: this is where the "business" of the Federation is conducted. To move any action forward, we need a quorum, so **every vote counts!** We encourage every Director to come and participate. If a society's Federation Director can't attend, the local society should designate and send an Alternate as a stand-in who can participate and vote in his or her place. We also elect our new slate of Executive Committee members at each November CFMS Directors meeting to lead us in the coming year; so, again, every vote counts. To participate, any Alternates should have a letter from their society president designating them as such.

It's always best to start by arriving the **Friday** before the Directors' Meeting in time to attend the "**Cracker Barrel**" starting **7:00 PM** at the host hotel or other location designated by the host society. This is an informal open forum where we invite issues, concerns and ideas or just relax and get to know the other Directors and Committee Chairs. It's also an opportunity to provide thanks and praise wherever deserved.

Next, show up bright and early **Saturday** to **register starting 8:00 AM** for the formal business meeting starting **9:00 AM**. You should have received an agenda in advance through the mail. During this meeting, you'll hear reports from various committees, and you'll vote on any actions that require approval by a majority of the Directors, such as revisions to CFMS By-Laws or Operating Regulations, approval of the CFMS budget for the coming year, election of CFMS Executive Committee members each November, etc.

Following the formal meeting (which we try to wrap up by noon or shortly thereafter depending on the amount of business), there are often **optional meetings** by such groups as PLAC/ALAA you may want to attend, and oftentimes, various committees hold their meetings in the afternoon (Scholarship Committee, Uniform Rules, etc.). Should you be interested in one day joining a committee, you might want to sit in on their meetings to get a feel for the position. The afternoon is also a great time just to meet fellow rockhounds from all across the Federation, for networking, for learning about new field trip sites, potential guest speakers for your society meetings, and—most importantly—for having fun!

Saturday evening is the **Banquet** (and, at the November meeting, the newly-elected slate of officers is sworn in). This is often a somewhat formal affair. You'll see some folks in ties or bolos, perhaps even a jacket or two, and dresses. Basically, I describe the "dress code" as business informal. Following the November banquet, the new, incoming President for next year hosts a **President's Reception** at a designated room in the hotel and all are invited.

The **Sunday morning** of the November Directors meeting weekend, the new President will convene a brief early-morning "**change-over**" meeting of all committee chairs and committee members. You only need to plan on attending this, though, if you are on a committee or starting as a new committee member.

Finally, after all the meetings, don't just toss all your meeting notes and materials into the infamous circular file. Share! Take those notes and documents back to the next Board meeting of your society and share any new info with your fellow members and with your society newsletter editor to pass along to the rest of your membership.

Again, welcome!

- Jim Brace-Thompson

## **Tab B**

### **Introduction to the C.F.M.S.**

Welcome to the California Federation of Mineralogical Societies website. As a 501(3)(c) non-profit organization we represent Mineralogical and Lapidary clubs in California, Nevada, and Hawaii. We are affiliated with the A.F.M.S. – The American Federation of Mineralogical Societies

The objective and purpose of the Federation is to disseminate knowledge of mineralogy and the earth sciences and to encourage study in these subjects. To achieve that objective, we:

- Represent associations of mineralogical societies, incorporated and unincorporated and
- Provide exhibits with samples of rocks and minerals from various locations within California, Nevada, and Hawaii.
- Provide educational DVD programs that can be requested by societies to supplement their educational monthly programs.
- Provide a list of educational speakers on lapidary and mineralogical topics for societies to draw on to provide programs via Zoom or other presentation platforms.
- Provide field trips for all societies to attend for exploration, study, and collection of specimens.
- Provide a monthly newsletter to the societies with information about the ongoing activities and services available for member societies.
- Maintain a scholarship program which provides financial assistance to qualified students majoring in the earth sciences or lapidary and jewelry arts.
- Provide classes in lapidary and jewelry arts.
- Encourage fostering the interest of geology, mineralogy among young people.
- Hold an annual gem and mineral show for the public to promote knowledge of rocks, gems, and minerals.
- Support public museums with displays of minerals and lapidary arts.
- Provide to the California Federation of Mineralogical Societies member societies a Public Liability Insurance program for its members covering field trips, shows, meetings, etc.

## Tab C

### Federation Directors: “The Men and Women in the Middle”

By Richard Pankey

So.....who is the Federation? The Federation is not a stand alone entity. It is not a group of people out there.....someplace. It is the societies; it is the members of these societies. We often lose sight of this fact. It seems to me that the Federation most often is perceived to be something out there, an entity unto itself, “those people,” the ones who are doing the Federation work and activities. The Federation is often looked at as the Officer, our Executive Secretary/Treasurer, the Committee Chairs and committee people. But they are not the Federation. They are the ones who lead and guide the “doing together what we cannot do alone.” Without the participation and attendance of the society’s Federation Director and support of the society there would not be a California Federation of Mineralogical Society.

The Federation Director is the critical link between the Federation and the society. The job of the Federation Director is to provide communication and liaison between the society and CFMS. The CFMS is not an entity unto itself. The local clubs and societies are the CFMS. The directors from these societies define and direct the actions of CFMS through the activities of the officers and committees. For a strong CFMS, serving the needs and desires of the societies, we need active, concerned, participating directors supported by their interested societies.

At our annual Fall Directors’ Meeting and the Convention Directors’ meeting we conduct a lot of important business that impacts our societies and members. We need the input and participation of all our societies through the attendance and participation of their directors. **Directors:** Do you attend these meetings? Have you sought input, questions, and direction from your society to bring to these meeting? **Societies:** Do you have a committed, active director that will attend these meetings and represent you? Do you support your director with guidance, encouragement and help covering travel expenses?

The job of Federation Directors is a strange, often misunderstood, job. It serves two masters – the societies and the Federation. Each has different expectations of the Director, the duties are often assumed, and rarely well defined. Many federation directors are appointed or elected to the position with little or no knowledge of what they are supposed to do and what is expected of them. Even many “experienced,” “long time” directors don’t fully understand the job and what is expected of them by their society and by CFMS. The Long Range Planning Committee is working to correct this.

So let's start with liaison. The Federation Director is the man/woman in the middle between their societies and CFMS. They are the conduit for contact, for communication, for exchange, and interaction. They bring the news, activities, and actions of CFMS to their society and its members. Hopefully, they will be a supporter/advocate for the programs of CFMS to their society and a supporter/advocate for their clubs to CFMS. To be a good liaison a director needs to know what's going on. The best way to achieve this is by attending the Directors' Meeting and learning first hand with all the details what is going on, not just the highlights from the "packet" that is mailed out days to weeks after the meeting. You also gain insight, support and enthusiasm from the energy of our meetings. Although the Directors' Meeting on Saturday is the main purpose and highlight, much more goes on over the weekend. It starts on Friday with committee meetings, the Cracker Barrel Friday evening (an informal social exchange); business meeting Saturday with election of officers followed by more committee meetings, Installation Banquet Saturday evening and concluding Sunday morning with the new offices/committee chair change over meeting. After a weekend of all of this and meeting with people from other societies, I know I understand what is going on with CFMS and I am enthused, supportive and anxious to get back to my society to share what is going on with CFMS.

As a director – will you be there to represent your society? And you societies – are you encouraging, supporting your director (or an alternate) to attend to represent you? An active, committed director is key for a participative relationship between the societies, its members and CFMS. The stronger this relationship, the more the societies and the members will get from CFMS and the stronger CFMS will be and the more it can do.

- Richard Pankey

## Tab D

### Federation Directors Duties

#### TO ALL FEDERATION DIRECTORS:

You, either through appointment or election, have been chosen by your Society members to represent them at all Federation Meetings and that, not the Executive Committee, but the Member Societies make up the Federation. Make your Society aware of the various services available to them as such, YOU have a direct responsibility to both the Federation and to your Society to take an active interest in all Federation activities, to carefully study all reports received and to present, to your Society membership information regarding programs, projects, seminars, workshops and the progress of the Federation.

The active interest which any Society shows in the operation and advancement of the Federation may be traced directly to the amount and quality of interest and participation demonstrated by YOU, their Federation Director. Make your term of service an active and fulfilling one and you will promote better understanding between your Society and your Federation. Help your Society to understand

#### EXCERPT FROM CFMS BYLAWS

##### ARTICLE V - Board of Directors:

Section 1: The Board of Directors shall consist of *the President, Two Vice Presidents*, the Secretary and the Treasurer as ex-officio members, and one Director from each Member Society.

Section 2: (a) Each Member Society shall designate one Federation Director. A person may be for more *than* one Member Society at the same time and as such is entitled to vote for each Society.

(b) A Society with notice to the Federation Secretary, may designate an alternate or acting Director who may vote in place of the Director when the latter is absent from the meeting, or when the Director so requests. Section 3: The Board of Directors shall conduct the business of the Federation. Any activity, to have the sanction of the Federation, must be approved by the Board of Directors.

#### DUTIES OF A FEDERATION DIRECTOR

##### BEFORE THE FEDERATION BOARD OF DIRECTORS' MEETING:

1. Read the agenda and discuss, with your Society Board of Directors, the business to come before the Meeting so that you can be instructed as to their wishes.
2. Read the Minutes of the previous meeting.
3. Find out if your Society wants any new business presented at the meeting.



4. Determine your Society's preference regarding new officers.
5. Read all reports mailed to you or included in the CFMS NEWSLETTER and take them with you to the meeting.
6. Get the approval of your Board for you to vote at the meeting on agenda items.

#### **AT THE MEETING:**

1. Read all the additional reports contained in your packet (given you when you register) and any that may be distributed afterwards.
2. A HANDY HINT: The reports are numbered according to the number sequence shown on the agenda. (This makes it easier to find when needed.)
3. Don't be afraid to enter the discussions. These meetings are for the interchange of ideas. Yours are as important as any others. Don't forget, YOU are part of the Federation.
4. If you don't understand the topic discussed or the motion on the floor, feel free to ask for clarification. Don't vote on anything you don't understand.
5. Come prepared to make suggestions for the good of the Federation.

#### **AFTER THE MEETING:**

1. Distribute the printed material to the proper Club officers and chairpersons. Keep a record of the persons who receive the material, and, if you keep a permanent Federation file or portfolio, ask them to return the material to you for filing, or make copies.
2. READ your copy of the Minutes and see that your Society President has the opportunity to read them also.
3. Furnish each of your Club officers and chairpersons with names and addresses of *Federation* officers and chairpersons to write for programs, or for information that may be needed. Dues, insurance, pins, decals and manuals are handled by the Executive Secretary/Treasurer of the Federation.
4. Work with your Society Secretary to see that all forms requested by the Federation are completed and returned to the proper Federation officer or chairperson on time.
5. Make certain that the Society Secretary fills out and mails the form for new officers of your Society, promptly after *election* to the Executive Secretary/Treasurer of the Federation.
6. Keep a separate file of all Minutes of the *Federation* Board of Directors' Meetings, Operating Regulations, Bylaws and Amendments, to pass along to your successor.
7. Urge your Society's Program Chairperson, Field Trip Director and Bulletin Editor to keep files on Federation materials pertinent to their position so it can be *passed on* to their successors

**Encourage your Club Members to attend Federation sponsored seminars, workshops, shows and other activities since they are put on for the clubs and are beneficial as a means of obtaining new ideas, methods of doing things and creating more interest in our wonderful hobby.**

## Tab E

### The Value of a Society's Membership in the Federation

By Dick Pankey and Fred Ott

From time-to-time, some individuals comment that they don't perceive a lot of value by having their society be a member of the CFMS or having their Federation Director attend the Directors' Meetings.

From their perspective, they wonder if they're getting their "money's worth" from the current \$9.00-per-member in annual dues and insurance charge (of which only \$1.25 is retained by the CFMS; 75 cents is forwarded to the AFMS and \$7.00 pays for general liability insurance coverage for each society and its members).

So *who* is the Federation? The Federation is not a distant entity, separated from the individual rock and gem societies. It is not a group of people "out there"...."someplace". The CFMS is a 'federation' of the many member societies and their individual members, working together for our mutual benefit. We often lose sight of this fact. The Federation is often thought of as those individuals who are 'active' in leadership roles of the CFMS: officers, directors and chairpersons since it is 'they' who are doing the vast majority of Federation work and activities.

But these individuals are not the Federation; they are merely the ones who work on behalf of every CFMS member to achieve 'together' those things that cannot be achieved 'alone'. Without the support of each member society and active participation of each society's Federation Director, there would not be a California Federation of Mineralogical Societies. It is often said: "Price" is what you pay for something..... "Value" is what you receive.

So, let's take a moment to see some of the values and benefits that individual societies and their respective members enjoy, either directly or indirectly, as members of the CFMS:

- **Insurance.**
  - **Each member of a Federation Society is covered with \$1 million of liability** insurance protection for all of their society-sponsored activities such as, field trips, classes, picnics and potlucks, meetings, etc.
  - Certificates of Insurance are provided at no additional cost to member societies for
    - 1) their owned or rented/leased premises (including claims)
    - 2) their buildings,
    - 3) their equipment and supplies, and
    - 4) their vendors at rock and gem shows.
  - Each society can obtain Directors and Officers Liability protection for a VERY affordable cost: \$275.00 per year.
  - Special event insurance is available at an additional premium for events of 500-or-more participants.

- **Earth Sciences:** Members of CFMS societies may attend the annual Earth Science Seminars at Camp Paradise. For equivalent instruction, the cost would be hundreds of dollars more each session.
- **Monthly newsletters.** Each society is mailed three issues of the Monthly CFMS and AFMS Newsletters.
- **Web Site.** The CFMS Web site provides Federation information, the CFMS Newsletter, forms, manuals
- **Field Trips.** There are many Federation Field Trips led by CFMC Field Trips-North and CFMS Field Trips-South committees.
- **Seminars.** Seminars on various subjects are provided by trained personnel.
- **Tax Advice.** Over the years, tax advice (including assisting an individual society in obtaining an I.R.C. 501-(c)(3) nonprofit designation) has been provided by past-CFMS President Mike Kokinos. (Currently, this position is vacant). .
- **Legal Advice.** Legal advice has been provided in the past by Jean Klotz, CFMS Legal Advisor. (Currently, this position is also vacant).
- **Juniors.** Support for Junior Activities and the Junior Rockhound of America badge program (which is absolutely free to participating Juniors).
- **Scholarship Programs.** Member societies are encouraged to participate in the annual CFMS and AFMS Scholarship Programs (selection of awardees).
- **Cabochon Cases.** Three displays of cabochons from CFMS societies are available for society shows.
- **Program Aids.** Speakers are available through the Podium People program, providing quality speakers for society meetings.
- **Public Lands Advisory.** This committee monitors legislation and regulations and participates in securing rockhounding rights.
- **Advertising/Promotion:** The CFMS advertises and promotes society shows via the monthly newsletter and the CFMS website.
- **Visual Programs (DVDs):** The CFMS Maintains a library DVDs for use by member societies.
- **Mini Miners Monthly publication** emailed to your Society's Director in support of your Junior Program.

**There are numerous other services, functions and activities provided by one paid individual (Executive/Secretary/Treasurer/Printer) and dozens of unpaid (i.e. volunteer) officers, directors, and committee chairpersons and committee persons. These (and more) benefits are provided to each member society of the California Federation of Mineralogical Societies - all for only \$9.00 per year.**

*~ Fred & Dick*

## Tab F

### CFMS Committees

Contact information about each committee can be found on the CFMS website  
([www.cfmsinc.org](http://www.cfmsinc.org))

- All American Club
- Bulletin Aids
- Bylaws
- CFMS Cabochon Cases
- CFMS Directors to AFMS
- CFMS Jury of Awards for AFMS Scholarship Honoree
- CFMS Newsletter Editor
- CFMS Representative to AFMS
- Custodian
- Earth Science Studies
- Electronic Communications
- Endowment Fund – CFMS
- Endowment Fund - AFMS
- Facilities Development Committee
- Field Trip Chairman – North and South
- Financial Advisory Committee
- Golden Bear Committee
- Historian
- Insurance Committee
- Internet
- Junior Activities
- Legal Advisor
- Long Range Planning
- Membership Committee
- Museum Committee
- Nominating Committee
- Officers and Chairman’s Manual
- Parliamentarian
- Photographer
- Program Aids
- Public Lands Advisory Committee (North, South)
- Rules Committee
- Safety Committee
- Scholarships - AFMS
- Scholarships – CFMS
- Show Consultant (North, South)
- Show Coordinator
- Show Dates (for the CFMS Website)

- **Tax Advisor**
- **Trophy Coordinator**
- **Visual Programs**
- **Website Contest**

## Tab G

### CFMS Website

URL = [www.cfmsinc.org](http://www.cfmsinc.org)

Note: several sites are Password Protected  
The current password is: [oursite](#)

- CFMS Member Clubs List
- Shows
- Newsletters
- CFMS History
- Insurance Forms
- CFMS Show and Forms
- Forms and CFMS Documents
- Roster (Password Protected)
- CFMS Bylaws (Password Protected)
- Program Speakers available for Zoom meetings
- Submit a show
- CFMS Bulletin Contest
- Rockhound Of The Year
- Camp Paradise
- CFMS Website Contest
- CFMS Field Trips (Password Protected)
- FRA / Youth Home
  - Join the FRA
  - Starting a Youth Program
  - FRA Badge Program
  - Resources for Youth Materials
  - Kids Show Activities
  - Organization of Youth Programs
  - FRA Rock Stars
  - FRA Honor Roll
  - Juniors Achievement Award
- Chairman's Manual
- Opregs
- All-American & Website contest forms
- Visual Programs
- Program Speakers and Resources

## Tab H

### CFMS Visual Programs Library

Information, forms and contact information regarding the Federation's Visual Programs Library can be found on the Federation's website: [www.cfmsinc.org](http://www.cfmsinc.org).

The Table of Contents includes:

Order forms: [Fill-in email form](#) [pdf Form to mail](#)

[CFMS DVD Program Library](#)

**RESERVATIONS:** Make reservations early - many Societies reserve programs months in advance. A request received less than 3 weeks prior to your meeting date may not reach you in time. Please list alternate choices.

There is a handy [e-form](#) to use to reserve programs.

**WEBSITE:** The DVD Programs list is on the CFMS website.

**TO ORDER:** Use the [fill in e-form](#) or [pdf order form](#). On all correspondence, please give your Society name, your name, address (including zip code) and phone number. Requests may be mailed or emailed.

**FEE FOR POSTAGE AND HANDLING:** The charge per program is \$7.50 each, payable at the time of ordering. Make check payable to CFMS.

**PLEASE RETURN YOUR PROGRAM PROMPTLY:** Someone may be waiting for it. Use Postal Service Media Rate for VHS or Slides. Use First Class Rate for DVD or CD-ROM discs.

**RETURN POLICY:** Please rewind video tapes. Return slides in the slide box, in their proper order for the next viewing. The best way to return the program is to reuse the packaging materials they came in.

**LISTING AVAILABILITY:** Please give this listing to the Program Chairperson or let them copy it. A current list can also be found on the CFMS website. For a fee to cover shipping and printing costs, listings and catalogs are available from the CFMS Executive Secretary Treasurer.

**CRITIQUE & SUGGESTION:** Please complete and return with the program.  
CFMS Video Programs Chair: Sharon Rogow, PO Box 35078, Las Vegas,  
NV 89133 (702) 499-0272, [sharonrr@cox.net](mailto:sharonrr@cox.net)

Tab J



## **Tab I**

### **Podium People and Speakers Directory**

**This manual / directory is intended for the PROGRAM  
CHAIRMAN of your society or club. When you leave this office,  
please give it to the  
NEW PROGRAM CHAIRMAN.  
May 2006**

**California Federation of Mineralogical Societies**

#### **INTRODUCTION**

Podium People is both a manual for program planners and a directory of speakers and demonstrators who are willing to come to your meeting place and share their expertise in person. Their topics cover all areas of the earth sciences and related arts- geology, astronomy, biology, fossils, minerals, field trips, gemology, lapidary, jewelry design, "how to" demonstrations, etc.

The manual section, pages ii to xii, gives a job description for the Program Chairman in a local society and provides useful information and suggestions for making that job easier and more enjoyable, whether a speaker is invited or not. The ideas and information have been collected from many previous Program Aids Chairmen. We hope each society's Program Chairman will make use of the manual and find it helpful.

The directory section, pages 1 to 20 including an Index of Speakers' Subjects, is divided into Northern and Southern areas for your convenience, but look over the actual locations and topics of those listed as outside of your area. If your society has a particular interest in a speaker from the other area, why not write or phone and ask if he or she plans any travel to your area? Speakers or demonstrators may be reluctant to drive many miles at night, but if you offer overnight accommodations, they might be interested. One of your members may have a guest room to offer. You'll find the people listed here are very friendly and dedicated.

Keep your copy of this manual in a looseleaf binder along with your copy of the CFMS DVD Catalog. Additional information on programs is published frequently in the CFMS Newsletter and should be added to your binder.

If you know of a particularly good speaker (member or guest) or other type of program not included in this manual and directory, please send details to the CFMS Program Aids Chairman. Speakers or demonstrators recommended by Program Chairmen will be contacted and asked for their permission to share information about their programs and their requirements with other societies and clubs. To keep the manual and directory vital and current, new recommendations and program ideas are constantly needed.

*Cheri George  
Program Aids Chairman, 2008*

## **PROGRAM CHAIRMAN'S RESPONSIBILITIES**

The Program Chairman is responsible for planning and implementing programs for all the society's meetings, except for Board Meetings, Junior Meetings, or Special Business Meetings. The program usually follows a regular monthly business meeting. After adjournment of the business meeting the President invites the Program Chairman to present the program, including introduction of the speaker if there is one. The President should be previously informed of the contents of the program and the time necessary for presentation. (If time will be unavoidably limited, the speaker should be notified in advance.)

A majority of programs each year should come under the category of "educational" and should be related to the focus of the society. A few programs will coincide with holiday dinners or picnics when a program in the "entertainment" category is more appropriate.

With the help of a committee formed of the society's officers and other interested members the Chairman should plan a schedule of programs for the year or at least for several months in advance. The other members of the committee should be expected to accept responsibility for specific programs.

For each program a short article should be sent a month in advance to the Bulletin Editor. Include a short introduction of the speaker if any, title of the program and a few lines about the subject to be presented. Give a copy of the article, with the time and place of the meeting and the name of your society, to local news media.

Keep this manual and directory up to date. A looseleaf binder is recommended. Since new editions of the manual are not published annually, it is important to get clippings of relevant information from the CFMS Newsletter and add them to your binder. The CFMS Newsletter is sent to your President, Editor, and Federation Director. A catalog of slide and video programs available and instructions for borrowing them was given to your Federation Director, who should have given it to you. Copies of the catalog, this manual and directory, and subscriptions to the CFMS Newsletter may be ordered at very low cost from the CFMS Executive Secretary - Treasurer. You might ask your society to order a subscription to the CFMS Newsletter to be sent to you since it has articles which, while not directly about programs, could give clues to potential program topics or resources. It also has a monthly directory of CFMS officers and chairmen who might be able to give you program leads within their special fields.

**THIS MANUAL BELONGS TO YOUR SOCIETY .** Use it and make it grow. It is filled with the secrets of successful programs from many other Program Chairmen who were willing to share them. Add to it your own records of programs presented under your chairmanship. Your successor will thank you.

## **RESPONSIBILITIES AND COURTESIES TO SPEAKERS AND DEMONSTRATORS**

There are many usual courtesies to keep in mind in obtaining and receiving the services of a speaker or demonstrator. Fulfilling your responsibilities to your guest speaker will make a fine lasting impression of you and your society.

If it is possible, arrange your programs for the year. Do not wait to invite the speaker until a week or ten days before your meeting. Many speakers are very popular, and they need to be contacted early.

If your initial contact is by conversation, write to confirm the date within a day or two following your conversation. Be sure you and your speaker understand the terms of the engagement. Speakers sometimes have a variety of programs, so be sure you and the speaker both know which program you want. Talk about the level of technology or expertise of the expected audience so the speaker can tailor the presentation to match their interests and understanding. Be sure you have the speaker's name spelled correctly and get the exact title of the program.

When arranging for the program, make sure of the date, time, and length of the presentation. Discuss charges and mileage at this time and whether free "bed and breakfast" arrangements will be needed. If a speaker does not accept an honorarium, then it is a nice gesture to give a gift. (If your speaker is a police officer, sheriff's deputy, fireman, or member of the armed forces, they are not permitted to accept gratuities.) Give clear directions to the meeting place and arrange to send a map if directions are complicated. Give approximate mileage, what off-ramp, which direction to turn, and point out any identifiable landmarks.

Write an article for your society's bulletin and your local news media describing the program. Make it sound enthusiastic! Have your editor send a copy of the bulletin to the speaker. Give your members posters or flyers to distribute in advance. Write or phone the speaker several days before the meeting as a reminder and to confirm the date and time of the program.

Before the meeting, arrange for a close parking place for the speaker to bring in equipment or materials. The Program Chairman should arrive early enough to set up any other equipment the speaker has requested. Offer help in setting up and be sure all the necessary equipment is working.

Introduce your guest to the society's President and Host or Hostess. Stay with or near the speaker during the evening or arrange for another member to do so. Introduce the Program. Arrange to pay the speaker that evening, but don't make a public display of it. It is best to just quietly hand the check, if any, to the speaker at the end of the program. If the speaker has quoted a price for mileage, remember that he/she has to drive both ways.

After the program, escort your guest to the car and remain until the guest is ready to leave. The equipment and specimens used are often valuable. Don't leave your guest alone to face the potential hazards of a dark parking lot late at night.

After the meeting write a follow up article for your bulletin or get another member to take notes and write it. Send a copy, along with a note of thanks, to the speaker. Send it early enough for any misquotation to be corrected.

To sum it all up in the words of one speaker:

"IT'S NICE TO BE APPRECIATED!"

## LETTER OF CONFIRMATION TO SPEAKER

The format of a sample letter that could be used to confirm your speaker's program date and needs is printed below. It is only a guide, and you might want to use it to create your own "form" letter, which you can further tailor to fit individual circumstances. If possible send it to your speaker on the letterhead paper of your society or club. It is always wise to keep a copy of each letter you send for your own files. This letter should be mailed in time to reach the speaker a week before the program date.

### SUGGESTED LETTER FORMAT

<p>(Speaker's name and address)</p> <p>Dear _____</p> <p>You are scheduled to present a program on, _____ (Subject)____+_____</p> <p>at the meeting of the _____ (Name of your Society) _____ on ____ (Date and Time) ____ . The meeting will be held at_____ (Address of meeting place)_____</p> <p>Your fee will be___ (Amount agreed on)___ . Our audience averages___ (Number)___ people.</p> <p>You have indicated that you will need the following :_ (Blackboard, chalk, screen, projector, table(s): other)_</p> <p>If you have any questions about the information above, my telephone number is ( ) ____ - _____ We are looking forward to your presentation .</p> <p>If, for any reason, you are unable to attend the meeting, please let me know as soon as possible if you can get some one to fill in for you, so I can get the necessary information from your replacement. If no one is able to come, please call me at the number above so I can arrange another program.</p> <p>Sincerely,</p> <p>Program Chairman (Address)</p>
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## WHERE TO LOOK FOR PROGRAMS

There is a wealth of talent available from educational institutions, governmental agencies, the business world, the California and American Federations, your own membership, and others. Cities offer numerous possibilities for program material, but small communities, too, may have resources of prime speakers available who are often overlooked. One example is the retired community. Get acquainted with the people around you.

## **EDUCATIONAL INSTITUTIONS**

Contact the Speakers' Bureau or the Department Head of a local college or university. They can recommend programs and are often anxious for staff people to cooperate with the community - good public relations. From the colleges you should be able to secure geologists, anthropologists, vulcanologists, seismologists, and other earth science specialists: Don't forget faculty from specialized schools such as the Gemological Institute of America. Local honor students who have received scholarships from your society or club or from the California or American Federation are often glad to talk to you about their projects.

Elementary and high school teachers may also be very knowledgeable on subjects related to minerals and gems, including jewelry making, and they are usually experts at presenting them in an entertaining and understandable fashion. They may also be interested in promoting cooperative projects between your society and their students, which could lead to further reporting programs.

## **GOVERNMENT AGENCIES**

A number of government agencies - Federal, state, county, and local - have professional people on their staffs who are prepared to present programs. Many have directories of speakers and also videos available to you. Some examples of these are the US Bureau of Land Management, the US Forest Service, the US Geological Survey, the California Department of Natural Resources, the California Division of Mines, and the Nevada Historic Preservation Office. Also consider your County Parks Department and your community's public water agency. Agencies such as these often have representatives available even in remote areas.

Speakers such as these can inform you about the history of mines and miners in the west, geology and ecology of areas in which you are interested, wilderness safety, and current or pending laws affecting mineral and gem collecting, with possible future scenarios. To respond effectively to such laws your members need to be well informed.

## **LOCAL BUSINESSES AND INDUSTRIES**

Check with your Chamber of Commerce or your Better Business Bureau for names of companies that might like to provide speakers. A talk by an official from an industry that processes or uses minerals in manufacturing might be followed by a field trip through the plant which could be a real bonus. Local jewelers who may own a store, or do jewelry appraising, repairing, or custom designing are often interesting speakers. Don't overlook business people dealing in maps, metal detectors, and gold panning equipment. A local TV station may lend you documentary videos.

## **MUSEUMS, HISTORICAL SOCIETIES, AND PUBLIC SERVICE ORGANIZATIONS**

Investigate

the museums in your immediate area. Some are private; others are publicly owned. See what is available in the way of minerals, lapidary, mining, history, geology, or paleontology exhibits. Curators may sometimes be called upon to talk about special exhibits, their special field of study, or how materials are collected, cataloged, stored, and prepared for exhibiting.

Historical societies are of special benefit because of the importance of gold, silver, and other mineral resources in the history of California, Nevada, and Arizona.

A disaster relief organization such as the American Red Cross may provide a speaker on earthquake causes and readiness, or on first aid preparedness for a field trip. Community groups, such as Lions Club and Rotary International, who are always looking for interesting speakers for their own meetings may suggest some who would be suitable for a program for your society.

## **NEWSPAPERS**

Look for notices about speakers at other community groups who might be of interest to your members also. Clip and file these notices as potential future sources of programs.

## **GEM AND MINERAL SHOWS**

Demonstrators at gem and mineral shows can be an excellent program source. Many are already listed as Podium People, but many are not. Sometimes members of the host society are making their debut as demonstrators, and this is an excellent opportunity to secure them for programs. You can preview their presentation by watching how they relate to the public, how they explain what they are doing, and how interesting the subject is to the audience.

Lecturers on special topics at a show might bring their already prepared talk to your society.

## **YOUR FEDERATION**

The CFMS Slide and Video Library is managed by its own Librarian. It has its own separate catalog, listing all the slide and video programs available from the Federation, with directions for ordering them. This catalog should be kept in your loose-leaf binder with the current edition of your Program Manual and Directory of Speakers: Podium People and constantly updated when new listings are announced by the Librarian through the Newsletter or in handouts given to your Federation Director. The cost of ordering these interesting programs is very reasonable, and you will be pleased with their quality. Many have come to our Library as winners of the AFMS Program Contest. Your savings from using a slide program one month might allow you the luxury of a guest speaker the next.

Many of the Federation Officers and Chairmen are skilled artisans; many are skilled speakers. Their names, addresses, telephone numbers, and their jobs are published in the Federation's newsletter. These knowledgeable people can give your society information or help on planning goals, increasing membership, showmanship, installation of officers, or some particular area of their expertise. Look for one near you. Members of the Public Lands and Advisory Committee (PLAC) are prepared to give lectures on

collecting areas, wilderness proposals, the progress of bills in Congress, and what action your members can take.

The position of Program Aids Chairman was especially created for your assistance at any time in planning programs. Just ask. Part of the job is to send monthly information to the CFMS Newsletter to keep you tip to date with news about speakers and other program ideas.

## **YOUR SOCIETY'S OWN MEMBERS**

The next pages contain some excellent suggestions for successful programs which have originated within the membership of various mineral societies and been described in their annual Program Report

## **MINI PROGRAMS**

Many societies use five-minute programs as an opener to a meeting. This can give more members a chance to participate and broaden everyone's knowledge. A note of caution - don't upstage an invited guest speaker by stealing the major program's subject for your opener. On the other hand, if your major program is "canned," such as a video or a CFMS slide program, it might be enhanced by a "live" opener on the same subject.

**Gem or Mineral of the Month:** The featured gem or mineral would be announced in advance in the bulletin. One member, not necessarily an expert, could be asked, a month in advance, to do research on the particular mineral and to present a five-minute report. All members who wished could bring in their favorite specimens and samples of jewelry made from the announced gem or mineral and tell briefly about it, in addition to or instead of the one member's report. This might spark enthusiasm for a field trip to an area of the gem's occurrence. Birthstones of each month might be used as Minerals of the Month for a year .

Another variation is to choose, in advance, a different color each month. All members are asked to bring a yellow specimen, for example, and tell what it is, where it was found and how it is used. This takes one or two minutes for each of maybe five or six participants. It is interesting to note that rarely are there duplicates, because each one tries to bring something unusual and rare.

**Member Displays at Meetings:** A designated person may prepare a monthly display table with ten mineral or rough gem material specimens. Members who want to participate, pick up a numbered sheet and write down what they think the names of the specimens are. The numbered sheets are handed in when the meeting begins. During the meeting the specimens are identified. A prize is given to each person having 100% identification or to those with the highest scores.

Another plan is to arrange for a display by a different member at each monthly meeting; or for a number of members to bring exhibits. Plan ahead if cases must be set up at the meeting hall. Displays could be judged and awarded points by popular vote, the winners to get a prize. Monthly member displays could be followed by an annual competition for Display of the Year.

## EMERGENCY PROGRAMS

The speaker for the evening cannot come, and you have 24 hours or less (2 minutes?) to arrange for a substitute program. No need to panic!

- Keep a slide show or video on hand, owned by you or your society, ready at a moment's notice. Be sure the projector or VCR will also be on hand.
- Keep an emergency list of members who can be depended upon for a last-minute program
- Have several game packets ready (rock bingo, mineral and gem trivia, etc.,) If you have none, divide the audience into competing teams and ask each team make up their own gem trivia questions for their competitors to answer.

## SEARCHING YOUR MEMBERSHIP FOR TALENT

Hidden or latent talent can be found among the members of your own society. Begin your search by asking questions of your members . Discover their interests. You may have several interesting programs among the members. The only way to find out-ask questions. Here are some programs you might find among your members and some ideas for do-it-yourself programs.

### 1. **SLIDE SHOWS AND VIDEOS PRODUCED BY MEMBERS :**

- a. **Field Trips:** Slides and video tapes made by members on field trips are a favorite when "personalized" by showing members at work. Members' trips on their own to places related to the stated interests of the society are also popular. Specimens brought back from these trips contribute much to such programs.
  - b. **Develop your own slide or video program, or help another member do so:** Get your member photographers and craftsmen together to create programs. People who do outstanding craft work sometimes can't face an audience to tell about it. Take some scenes of their work and of them at work; get them to tell you about it, and write it down in script form. If your "star" is uneasy with a larger audience, get someone else to read the script as the slides are shown. Your artist might feel at ease answering questions directed to him/her  
at the end of the program.
2. **VIDEOS OWNED BY MEMBERS:** Members have probably bought videos for themselves at gem shows, museums, and park visitor centers on appropriate subjects for your programs.
  3. **JEWELRY AND LAPIDARY DEMONSTRATIONS:** Do some of your members demonstrate their skills at shows? If you invite them to give a program at a meeting,



will all the people present be able to see the demonstration clearly and easily? Do you have a way to magnify the work area? Consider whether cleaning up afterward will be a problem.

- a. **Tumbling:** Many new members want to tumble rocks, but do not know what grits to use, when stones are ready for the next grit, etc. Someone might be willing to share his/her expertise about the process. Several months' notice should be given so that he/she can have examples from various stages to show.
  - b. **Cabbing and Faceting:** Some faceting machines and cabochon grinding and polishing machines are somewhat portable and could be used to demonstrate at a meeting. Again, specimens showing the various stages should be prepared ahead of time.
  - a. **Flat Lapping:** People love to polish geodes, bookends, etc. This could be a panel discussion or a solo presentation. If a panel, some organizing will be needed.
  - b. **Wire wrap:** Requires less heavy equipment than some other types of jewelry making.
  - c. **Silversmithing:** Members might bring work in different stages of progress instead of bringing the large amount of equipment necessary for thorough demonstrations.
  - d. **Carving and Chipping:** These may create considerable debris, but the relatively large pieces used are easier to see from a distance than small pieces of jewelry.
  - e. **Bead Making:** One or more member could show bead making processes, and others could bring examples of other types of beads, mineral and fabricated, and tell their history.
4. **SAFETY AND FIRST AID:** Be certain your member is qualified if giving First Aid instruction. Discuss hazards and preventive measures to keep in mind in a lapidary shop, on a field trip, or in the home. You could have several programs on such a broad subject. Use articles by CFMS Safety Chairmen in the CFMS Newsletter for specific ideas.
  5. **EQUIPMENT:** An instructor or knowledgeable member of the society could give a lecture on the care of field trip, lapidary, faceting, etc. equipment; advantages of different features or brands; and problems encountered.
  6. **MINERAL COLLECTIONS:** Does one of your members specialize in mineral collecting? Has he or she entered cases in competition? Have him or her bring some specimens that can be handled and passed around. Instructions might show how to trim minerals, how to clean them, how to mount them, how to transport them. How to identify and wrap minerals collected in the field is a talk in itself. Another separate talk can cover how to organize a collection.
  7. **GOLD PANNING:** Many societies have avid gold panners among their members. If possible, have a talk immediately prior to a gold panning field trip.

8. **METAL DETECTING:** Do your members own metal detectors? Ask them to demonstrate how they work, describe the range in detectors' capabilities, and show some of their loot.
9. **GEM OR MINERAL OF THE MONTH:** (See Short Programs, page x.)
10. **MEMBER DISPLAYS:** (See Short Programs, page x.) Arrange for a number of members to bring exhibits to the same meeting. Plan ahead for cases to be set up at the meeting hall. Displays could be judged and awarded points by popular vote, the winners to get a prize. Hold discussions on what features make a display especially appealing, and what features win points under the official Uniform Rules.
11. **FOSSILS:** Nearly all your members probably have a few fossils in their collection. Ask them to bring them and talk about where they were found. If one of your members is knowledgeable on the subject, he/she may be a source of several interesting programs.
12. **MAP READING:** Many motorists have never bothered to really become acquainted with maps and the wealth of information contained in them. Have a member discuss topographical and geological maps and how to interpret them. Use maps of an area where you plan a field trip.
13. **LEAVERITE:** What to do with "Leaverite"? One club member who is a professional flower arranger showed how to put together excellent dish gardens. He has given the talk to many mineral societies and garden clubs. A society with no flower arranger in their membership did have two garden club members who brought dish garden supplies to the society meeting. The items were sold to the members at cost. During the evening everyone worked on dish gardens-either singly, in pairs, or groups. It was a fascinating evening. The members brought their own "Leaverite" specimens.
14. **PHOTOGRAPHY:** Is one of your members a camera bug? Have him or her talk about how to photograph mineral specimens or jewelry. This can be a demonstrating program, plus a participating program. Show how to make titles for a slide program, etc.
15. **MY OTHER HOBBY:** Four or five members who have interesting hobbies other than rockhounding can be invited to show samples and discuss their "other Hobby". This has been used by a number of societies, and everyone has reported a very interesting evening.
16. **"WHERE IN THE WORLD HAVE YOU BEEN?"** A natural for the September meeting. Ask four or five members to bring in 10 slides each or other tangible souvenirs of their summer activities. Through your bulletin ask for volunteers to bring in similar items for "show and tell". Use your five "sure" ones to break the ice. Can be lots of fun.
17. **TAILGATING:** Do you have members who sell minerals and gems as outdoor "tailgate" vendors? A panel made up of tailgate vendors might be the best way to show the different methods of selling, setting up booths, etc. Have them talk about their experiences and show some of the things they have acquired through tailgating, swapping, etc.

18. **MEMBERS' EMPLOYMENT OR BUSINESSES:** Perhaps you have some sources of speakers no one has thought of previously. For example, one club found a member who worked in a dental laboratory. He fashioned gold and silver inlays and caps. The bulletin reported this as an exceptional program, and there was great interest shown in the subject. You may even have members who are professional geologists or jewelers.
18. **MY FAVORITE ROCK:** This subject always has appeal and may provide your members with a lot of laughs as well as appreciation for fellow members' collections. Just ask members to bring their favorite rock and tell something about it-why it's a favorite.

We have not listed all the possible sources of member contributions by any means. We only hope to help you discover the richness of this field on your own. It is an exciting adventure. If you strike upon any interesting and unusual program ideas, please share your bonanza by notifying the CFMS Program Aids Chairman. Most of the ideas above have been gleaned from success stories of other societies like yours.

### **TIPS FOR SUCCESS IN PROGRAM PLANNING**

- \* Arrive at the meeting ahead of time to be sure everything is in order. Make certain the equipment requested by the speaker is in place. If temperature control is possible, make sure the room is cool in the summer and warm in winter.
- \* Much worthwhile information can be given out in photocopied form at a meeting. If your speaker is discussing something that members might want to have in printed form, have copies ready to hand out at the meeting.
- \* Seating arrangement is very important in program presentation. Some societies meet in school cafeterias and the members sit at tables. This makes for good visiting but is a poor arrangement for an audience. It is very difficult to gain and keep the attention of the members who are facing each other. Sometimes a larger circle of chairs works well - other times not. Try various seating arrangements if you have any options. Watch your audience reaction and you will learn what seating arrangement is best for your members.
- \* Outstanding programs may be repeated after a couple of years. Remember that new members are joining from time to time, and one of their prime reasons is to learn. The program may be a repeat for the older members, but quite informative to the newer members.
- \* Keep in mind that programs should in general serve the purpose of educating the membership. Make only sparing use of travelogs of members' trips if not related to the main focus of your society. If in doubt, ask for a preview or discuss the program in detail with the member. Has the member had time to edit the slides, eliminating the poor shots? Has the member written a script? A script with copies of the slides could make a good program available for future re-showing. Among other advantages a script eliminates the phrase, "This is. . .". You may want to hold a special meeting, for all members interested in giving a slide or video program during the year, at which you or an expert on photography or communications would discuss how best to produce such programs.
- \* Cooperate with other societies in your area. Ideas and speakers can be swapped. Ask your Editor to share exchange bulletins with you. Many good ideas for programs can be gleaned from the exchange bulletins.

When writing up a program for your bulletin, take a positive attitude. Don't write, "Those who did not attend sure missed a good program." Instead, be positive and say, "Those

who attended the meeting were treated to an exceptionally fine and memorable program." Those who missed it will get the point.

\* Remember to keep a record of the program, the speaker, and the audience reaction to the program. Send in an annual report to the California Federation's Program Aids Chairman. If you feel a speaker should be listed in the Speaker's Section of this manual, include enough information for the Program Aids Chairman to contact the speaker easily. Keep a complete file for yourself and your successor of all program information.

## **KEEPING RECORDS OF PROGRAMS**

At the beginning of your chairmanship, obtain a three-ring binder in which to file this Podium People Manual and Directory and also to file pages from the CFMS Newsletter pertaining to programs, which you should get regularly from your Federation Director, your Editor, or your President. Clip newspaper items, magazine articles, and ideas that might develop into good programs, and paste them into your binder. In other words, build your own Podium People Manual as your society's special edition. Keep the CFMS Slide and Video Catalog in the same binder.

Prepare a binder section, card file, or computer database to record each program used, showing the speaker's name, address, and telephone number and the date on which the program was presented. Note your members' reaction. Any further information, such as fee, equipment required, length of talk, etc. should be listed. These records will increase in value to your society as each succeeding Program Chairman adds his/her program information.

If the speaker is well received and you feel other mineral societies would be interested, ask the individual's permission to send his/her address to the California Federation's Program Aids Chairman to contact for listing in the Podium People directory.

Even if you do not use a program, but know of a good one, list it in your record file. The purpose of this file is to create a useful tool in planning future programs.

If you attend a Program Chairmen's Workshop, take your records with you. There will be opportunities to share information you have on file and opportunities to add valuable information to your files.

Plan to share your records through your annual report to the CFMS Program Aids Chairman. This is easy if you have kept good records. The report can include picnics, installation dinners, etc., as well as formal programs. Your Federation Director should give you the blank report form around the end of the calendar year.

The information contained in this manual section of Podium People is a collection of ideas and suggestions from records reported in the past by local Program Chairmen. The directory of speakers has also been compiled from records reported by Program Chairmen in many localities throughout the area served by the CFMS. Make use of the manual and directory, keep good records, and share those records with future program planners in both your own society and others. Good luck in your search for new and interesting programs.

## **Tab J**

### **CFMS Newsletters**

**Communications between the Federation and your society is a key responsibility of every society's Federation Director.**

**In addition to providing a verbal report of Federation activities at each of your society's monthly general membership meetings, you are encouraged to email each of your society's members monthly with instructions on how to access the most-recent edition of the Federation's newsletter.**

**The process is simple: send an email to each of your society's members directing them to "Google" the Federation's website: [www.cfmsinc.org](http://www.cfmsinc.org) and click on "Newsletters". It's that simple!**

**The most-recent CFMS newsletter as well as several past-issues will be available for viewing.**

**Finally, be sure to bring a copy of each month's CFMS newsletter to your monthly general membership meetings for those members who may be without internet access.**

**Tab K**

**CFMS Officer & Committee Manual**

(available on the Federation's website: [www.cfmsinc.org](http://www.cfmsinc.org))

**Select Chairman's Manual**

## **Tab L**

### **Field Trips**

**The Federation enjoys the leadership of three Field Trip Committees: Field Trip North, Field Trip Central and Field Trip South.**

**These committees provide opportunities for all CFMS members to attend specific field trips and meet rockhounds from all walks of life.**

**The goal of these committees is to work with existing field trip organizations (such as the Cooperative Field Trip Chairman's Organization) to co-sponsor field trips.**

**These regional organizations have been in place for over 30 years, have an excellent track record for safety on field trips, and consist of CFMS member societies that share field trips within their organizations. Their willingness to share some field trips with CFMS societies is commendable.**

**New societies will have the opportunity to observe how field trips are organized and executed, as well as have social and intellectual interactions with fellow rockhounds.**

**Individuals who attend society-sponsored field trips should be fully aware of the many risks associated with rockhounding. In particular, each participant should acknowledge these risks by signing an INFORMED CONSENT - ASSUMPTION OF RISK - WAIVER OF LIABILITY form (sample form follows).**

[Your Society's Logo and Name here]

## INFORMED CONSENT - ASSUMPTION OF RISK - WAIVER OF LIABILITY

**Trip Location:** \_\_\_\_\_

**Trip Date(s):** \_\_\_\_\_

**Please read the following information before beginning the field trip or activity. Sign and date the accompanying sign-in sheet to acknowledge that you have read and understand the information presented below.**

I understand that the field trip/activity that I am participating in, of the above named Society, may include one or more of the following hazard(s) that may result in personal harm:

Unpredictable and Dangerous Environmental Conditions/Hazards, including but not limited to, snow, rain, wind, very cold and very hot temperatures, lightning, altitude, loose rock, falling rock, rock slides, avalanches, river hazards, mud slides, mud, ice, other slippery conditions and contact with poisonous reptiles, wild fauna and toxic plants.

I understand the risks inherent in all outdoor activities (including high altitude activities) existing in the environment, either natural or man-made.

I understand that I am required to use appropriate safety equipment pertinent to the field trip activity in which I will be participating. I accept full responsibility for my actions and accept liability for any resulting damages or injuries.

By participating, I am assuming the risks inherent in this field trip or activity and I am releasing the above named societies, their officers, directors and individual members, from any liability for claims or lawsuits by the undersigned participant, arising out of this field trip activity. By signing this waiver of liability I understand that I release all property owners (private land owners and mining claimants) and lessees of any liability or responsibility for any accidents, injuries, problems or any other unfortunate incidents that may occur during this activity on their property. I have read all of the aforementioned information and understand any and all of it. Any questions, which have occurred to me, have been answered to my satisfaction. I am participating in these activities of my own free choice.

If I am unable to clearly communicate in any way, or a minor child for whom I am giving consent is involved, I authorize the trip leader to consent on my behalf to any emergency medical procedure deemed necessary by a treating physician.

If the participant is under 18 years of age, this form must be read and signed by a parent or legal guardian before participating in this field trip or activity.





## Tab M

### CFMS Insurance Program

One of the primary benefits of a Society's membership in the Federation is the coverage and benefits provided by the Federation's insurance program.

The 'master policy' purchased each year by the Federation from McDaniel Insurance Services, Inc. of Ojai, California provides liability coverage for the Federation, each member club/society as well as the individual members of each club/society.

Under the Federation's program, optional additional coverages are also available, with Directors and Officers Liability Coverage being the most important.

The Federation's website ([www.cfmsinc.org](http://www.cfmsinc.org)) contains valuable information about the Federation's insurance program as well as all of the needed forms.

## Tab N

### CFMS Endowment Fund



#### THE CALIFORNIA FEDERATION of MINERALOGICAL SOCIETIES

#### **ENDOWMENT FUND**

*Founded June 28, 1987 by CFMS Directors in  
Convention, Turlock, California*



The CFMS Endowment Fund was formed to provide a stable source of income to financially assist the programs and services the CFMS provides to its members. All donations remain as principal and only earnings are available for distribution to the CFMS. The Fund is open to receive most types of assets. *(Non-cash items will be converted to cash as is prudent. Donating appreciated assets offers a charitable tax deduction without Capital Gains Tax).*

#### **Fund Categories:**

Patron Society: A Society or Club having donated \$100 plus \$1 per member is given special recognition on a Patron Honor Plaque that is on display during CFMS shows and other events.

Patron: A person (may be a couple) having donated \$100 or more. Also has name(s) posted on the Patron Honor Plaque and receives a Booster Pin.

Booster: A person having donated \$25 to the Fund. The Booster pin, which was designed by Chuck Davis, is given to any person upon donating \$25 to the Fund.

The Endowment Fund benefits the now generation and generations to come. Join in and support the Earth Sciences by sending in your check or pledge in support of the CFMS Endowment Fund.

-----Cut here and mail with check or pledge-----

#### **Here is my Check to the CFMS Endowment Fund for:**

**\$5** \_\_\_ **\$10** \_\_\_ **\$15** \_\_\_ **\$20** \_\_\_ **\$25** \_\_\_ **\$50** \_\_\_ **\$75** \_\_\_ **\$100** \_\_\_ or

**\$** \_\_\_\_\_ **Pledge to donate \$** \_\_\_\_\_ **by (date):** \_\_\_\_\_

**Donation is** \_\_\_ **Individual** \_\_\_ **A Memorial**  
**For:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone (** \_\_\_\_\_ **)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mail to: Pat LaRue**  
**P.O. Box 1657**  
**Rialto, CA. 92377-1657**

**All gifts to the CFMS Endowment Fund are tax deductible as allowed by law.**

## Tab O

### Mini Miners Monthly Publications

Each month throughout the year, the Federation sends an email to your Society's Federation Director with the most recent edition of Mini Miners Monthly as an attachment.

Mini Miners Monthly, published by Diamond Dan Publications, is purchased entirely by the Federation for the benefit of each Society in 'good standing'.

Upon receiving these emails, simply 'Forward' them to each of the Junior members of your Society. Additionally, a printed copy of each Mini Miners Monthly should be brought to each of your Society's General Membership meetings.

Just as with the forwarding of monthly CFMS newsletters to each of your Society's general membership, forwarding publications of Mini Miners Monthly to each of your Junior Members is an excellent way of providing additional value to your Society.