



American Cat Fanciers Association, Inc.

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January 2023

TO ALL ACFA CLUBS:

It is charter renewal time again! All club charters expire March 31st of each year. Enclosed are the forms to renew your charter, license your show, and order insurance coverage. There is a nonrefundable \$10 late charge for charter fees paid after the March 31st deadline.

When sending in payment for charters, show licenses and insurances, please complete the applicable form and send it in as well. Please make sure that your Club Contact person is reliable and able to complete the tasks necessary for smooth communications between CO and your club members.

Also included in this packet are various forms for your Ring Stewards, Master Clerk and Judges. If you have any questions about any of these forms, please contact Central Office.

INSURANCE

Club and show insurance will expire on April 30th to coincide with the end of the show season. Please remember that, in order to have your show ACFA licensed and sanctioned, you must either order insurance from Central Office or show proof of insurance from your own carrier. There is an additional \$25 fee to order an "Additional Insured Rider" for your show hall. Insurance premiums are listed on the insurance application. There is a \$10 non-refundable late fee for insurance premiums paid after April 30th.

CLUB INSURANCE coverage will be from May 1, 2023 thru April 30, 2024. It will cover your club meetings; travel to and from meetings, and for any member who is acting on behalf of the club, transacting club business.

SHOW INSURANCE coverage will be from May 1, 2023 thru April 30, 2024. It will cover all shows held during the show season. ***YOU MUST PURCHASE CLUB INSURANCE IF YOU WANT TO PURCHASE SHOW INSURANCE.***

If you wish to have an ***Additional Insured*** rider for your Show Hall, please complete the bottom section of the insurance application with the pertinent information. Please provide a written copy of the signed contract with the show hall to insure the proper coverage. The insurance rider will be sent directly to your Show Hall representative.

Show LICENSE Fee

Show licenses are to be applied for and fees remitted to Central Office no later than 30 days prior to your planned show. The show license fee is \$25 per ring. If you have paid the \$50 reserve fee, this amount is subtracted from the total amount due. See the 'Show Date Guidelines' in this packet for more information regarding the \$50 reserve fee.

LISTING/SURCHARGE FEES

Central Office will bill the club for the listing and surcharge fees after the show. The 2023-2024 surcharge fees at \$3.00 per catalog entry. Fifty cents of this surcharge is remitted to the Regional Director (where the show is held) for their Regional Fund. Fifty cents of this surcharge is remitted to the Annual Awards Fund. Fifty cents of this surcharge is remitted to the Yearbook fund. The remaining \$1.50 balance remains with ACFA Central Office to pay bills. The 2023-2024 listing fees are \$5 per day for each whole cat or alter that does not have a registration number in the catalog. Kittens and Household Pets are exempt from listing fees. After the show, Central office will bill the club \$2.50 for each listed entry, the club retains the remaining \$2.50.

SHOW FLYERS AND UNMARKED CATALOGS

PLEASE – be sure and include Central Office when distributing your show flyer. Also, when sending in the marked catalog, overnight title transfers and correction slips, be sure to include an unmarked catalog. At the Annual Banquet we have an awards contest for First, Second and Third best show flyers and show catalogs. Unmarked catalogs and show flyers are judged and awarded certificates on content, form, artwork and theme. Be sure and review Show Rule Articles XIV and XIX for the basic requirements of show flyers and catalogs.

JUDGES REPORTS

Show Rule Article VII Sec 13 states that within 30 days after the close of your show, the Judges' Evaluation Reports are to be filed with the Judges' Executive Council Chair. These reports are crucial for the JEC to perform its overseeing duties. Please be sure and abide by this extremely important Show Rule.

ANNUAL FUND DONATION

The Board set up procedures for coordinating and financing the Annual Board Meetings and Banquet several years ago. As many clubs are finding it more and more difficult to procure sponsorships, we are now offering the opportunity for each club to help out the host club of the Annual with donations. If you would like to donate to this worthy cause, you can just add the amount you would like to donate to your Charter Renewal fee and it will be sent to the Annual Fund. ANY AMOUNT WILL BE APPRECIATED. THANK YOU!!

MILEAGE RATES

Per Board Directive, Judges that use their own automobile for transportation to your show will be paid .45 cents per mile from now until further notice.

As always, please do not hesitate to contact me if you have any questions.

Cindy Skeer

ACFA Executive Director