



MacDougall

# Clan MacDougall Society of North America

[www.macdougall.org](http://www.macdougall.org)



MacDowall

## *“Handbook For Regional Commissioners, Representatives, And Tent Sponsors”*

### README FIRST DOCUMENT

22 February 2016

Thank you for downloading your updated Officers Handbook. This Handbook is the result of hundreds of hours of work by our Society Officers to create something that our Officers, Representatives and Clan Tent Sponsors never had before. It will assist everyone from beginner to expert to represent our Society more easily, more knowledgeably, and with better tools.

We have included some instructions and suggestions below to help you obtain the most benefit and enjoyment from our Handbook. A copy of these instructions will also be included for you as the Readme First document in the Handbook download.

#### **How to Obtain Your 2016 Handbook**

1. When you wish to receive this Officers Handbook please email Scott MacDougald at [smacdou102@aol.com](mailto:smacdou102@aol.com) and write “Officers Handbook” in the subject line of your request. A link to download the Handbook will be sent to you by email to bring it to you in Dropbox.
2. To download this Officers Handbook you will need to have Dropbox installed on your computer. Dropbox is very easy to use and it is a very quick way of transferring large files. It is available to you through a free Dropbox membership which you can easily obtain at [Dropbox.com](http://Dropbox.com)
3. A copy of our updated Handbook will come to you in Directory 01, one of the six Directories included in the Handbook download. The Handbook will arrive in PDF format for reading with Adobe readers.
4. This 22 February 2016 Handbook replaces the entire text of the previous January 21, 2014 Handbook version.

- This text has been updated and improved with more information to respond to queries and issues.
- These improvements came from the experiences and suggestions of our Society Officers, Representatives, and Clan Tent Sponsors who have used the previous 2014 Handbook.
- Please read or reread this Handbook, or sections of it, as often as required to refresh yourself on its contents.

### **Your 2016 Handbook Contents**

5. Please read the following instructions before you start to put together your Handbook or your two Display Binders.
6. The Handbook text is 69 pages in PDF format to be read with your Adobe viewer.
  - When you print the Handbook text document, we suggest that you print pages back to back to reduce paper usage but this is perhaps not possible for the many single page items in the Display Binders.
  - The exterior covers to the Handbook and Handbook pages 1 and 2 have images in color. All of the remaining 67 text pages are in black and white text.

### **Display Binder Materials in Your 2016 Handbook**

7. This Handbook download includes instructions and materials to create separate 3 ring Display Binders of 1" to 1 1/2" in size for Clan MacDougall and for Clan MacDowall. The Display Binder contents have been enlarged and improved by:
  - Adding more Display items and pictures with clear self-explanatory captions
  - Adding captions to previous Display items
  - Replacing some previous Display items with new ones.
  - Identifying exterior pages are supplied as Binder cover pages to identify each 3 ring Display Binder with its own Clan Crest and Clan Name. These cover pages may be inserted into exterior plastic sleeves covers on their Clan Display Binders.
  - We suggest that you use plastic sleeves in 3 ring binders to protect your Display Pages from the frequent handling they will experience at your Society Display Table.
    - Plastic sleeves will also save you from having to 3 hole punch any of your Display Pages
    - You will require about 90 plastic sleeves.
8. Appendices 7 and 8 at the end of the Handbook provide complete information on how create Clan Tent Display Binders for Clans MacDougall and Clan MacDowall. They explain how to print out and organize the page contents of the respective Display Binders.
  - Appendices 7 and 8 are contained on pages 60-69 at the end of the Handbook.
    - Appendix 7 lists in numeric order all of the content items of the six Directories in this download.
    - Appendix 8 provides the actual printing sequence of the content items to put the Display items in our suggested order for your Display Binders.

- Almost all of the Display Binder page files listed in Appendices 7 and 8 of this Handbook contain color images to be printed out in color.
- Most of Display Binder page files listed in Appendices 7 and 8 of this Handbook are single page files but some Display page files do contain more than one page.
- Almost all of the Display Binder page files listed in Appendices 7 and 8 of this Handbook are in pdf format but some are photos in jpeg format.

**Contents of the Directories in Appendices 7 and 8 of Your 2016 Handbook**

9. Directory 02 on this Handbook download (or this CD) contains Sub-Directory 10 containing over 30 photos of Society Tents, Display Tables, Parades, Banners, and Flags for your reference when operating your own Society Clan Tent or table. You may view them with simple photo viewer software.
10. Directories 03 through 05 on this download (or on this CD) contain items that you may print out for your use such as Handouts for Visitors, Display items for your Society Tent etc. Many have color images in their contents.
  - Directory 03 - Handouts and Displays of Interest to All Visitors
  - Directory 04 - Handouts and Displays for Clan MacDougall Visitors
  - Directory 05 - Handouts and Displays for Clan MacDowall Visitors
11. Directory 04 Clan MacDougall & Directory 05 Clan MacDowall both contain sub-Directories of additional captioned photos and some information items pertaining to their respective clan places of origin in Scotland.
12. If you have questions or suggestions now or in the future about the contents of this Handbook or its Display Binders, or its download (or accompanying CD) please forward them to the President, or to the President Elect, of our Society at [president@macdougall.org](mailto:president@macdougall.org)
13. This Handbook has been written to assist you in your role. Please make use of it and review it every Clan Tent season.
  - Perhaps a good time to review the Handbook pages is when preparing your Clan Tent for the season, or during any lulls or quiet periods at your clan table.

Above all, enjoy yourself at your clan tent. Our Society has created this Officers Handbook and these Display Binders to make your role easier, more enjoyable, and more rewarding for you and your visitors. We hope we have succeeded.

Ashby McCown  
President

Scott MacDougald  
President-Elect

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