



**PROPERTY OF
HARLEY-DAVIDSON MOTOR COMPANY**





Helpful First Steps for Chapter Officers

If you're reading this, chances are you've volunteered to assume a leadership position in your H.O.G.® Chapter. Congratulations and thank you! Remember, H.O.G. chapters exist to ride and have fun with family and friends. Serving as a chapter leader is a large responsibility, but it also should be fun. If you're not having a good time, chances are no one else is either. So take a deep breath, relax, and take a look at the steps below to help you get started.

- Obtain the current H.O.G. Chapter Handbook from your predecessor or dealer
- Meet with your predecessor to discuss officer responsibilities and to familiarize yourself with current chapter business
- Read and familiarize yourself with **Tab A: Preface** in the current H.O.G. Chapter Handbook
- Read and familiarize yourself with **Tab B: Annual Charter for H.O.G.® Chapters** in the current H.O.G. Chapter Handbook. The Charter contains the guidelines all H.O.G. chapters are to follow
- Read and familiarize yourself with **Tab C: Job Descriptions** in the current H.O.G. Chapter Handbook, especially as it pertains to your specific officer position. Pay special attention to those items listed under "See Also" and to any associated deadline dates
- Read and familiarize yourself with any bylaws your chapter might have in addition to the *Annual Charter for H.O.G.® Chapters*
- Talk with your sponsoring dealer to understand his or her chapter goals and chapter management style. Is your chapter: 1) dealer managed and operated, 2) chapter officer/member managed and operated, 3) or do the chapter officers and dealer share responsibility for chapter operations?
- Attend and participate in chapter officer meetings as required



Helpful First Steps (cont'd)

- Read and discuss with your fellow officers the information contained in Chapter Officer News. This publication is written by the Regional Team and is sent to primary officers four times a year. *Chapter Officer News*® is also available to all officers online in the Chapter Officer section of members.hog.com.
- If you are unable to find the answers to your questions in the Chapter Handbook, or if you have special concerns, call your Regional Manager or one of the Regional Coordinators. Their phone numbers are listed in the front of this handbook
- Make plans to attend a Primary Officer Training Session – dates are announced in Chapter Officer News and personal invitations are sent to primary officers
- Visit members.hog.com. We have a section just for chapter officers. There you will find tips and tools to help you in your role as an officer.

Good Luck and Have Fun!

A Note to Chapter Officers

This handbook contains information a chapter officer needs to run a successful H.O.G. chapter. With that in mind, please help to ensure that current chapter officers have access to the Chapter Handbook.

- This book should be passed from officer to officer, i.e., if you're the outgoing Chapter Director, pass your copy of the Chapter Handbook to your successor.
- H.O.G. is not issuing new handbooks each year. When updates or revisions are needed, they'll be sent with instructions for replacing old information.
- If you need to replace a missing handbook, there will be a \$25.00 replacement fee



January 31

- H.O.G.® Chapter Charter Application due in H.O.G. office (Sponsoring Dealer, Director, Secretary)
- Annual Financial Statement due in H.O.G. office (Treasurer)

December 1

- Due date for first quarter chapter membership report changes (Secretary/Membership Officer) Make your changes online in the Chapter Officer section of members.hog.com.

March 1

- Due date for second quarter chapter membership report changes (Secretary/Membership Officer) Make your changes online in the Chapter Officer section of members.hog.com.

March 15 - Corporate Tax Filing Deadline (incorporated or not)

Note: Seek an accountant's advice when filing chapter tax returns

- Incorporated, non-profit
- Tax exempt, non-profit corporation
- Unincorporated chapter

June 1

- Due date for third quarter chapter membership report changes (Secretary/Membership Officer) Make your changes online in the Chapter Officer section of members.hog.com.

September 1

- Due date for fourth quarter chapter membership report changes (Secretary/Membership Officer) Make your changes online in the Chapter Officer section of members.hog.com.

Corporation Annual Report

- Seek your corporate attorney's advice; deadline varies from state to state

Insurance Form Deadlines

- If your chapter requires event insurance in addition to the H.O.G. Chapter General Liability and Event Insurance policy, appropriate forms must be received in the Harley-Davidson Insurance office **at least six weeks prior** to the chapter event date (see Tab F, *Chapter Business – Chapter Insurance Program*)



January 2006

Dear Volunteer Leaders:

Congratulations on taking that first big step and removing the wrapper on this latest edition the HOG Chapter Handbook. And while it may seem that it's large enough to be used as a doorstop, we think you'll find it's a very useful tool. We've developed the Chapter Handbook as a guide for volunteer leaders—to help you get the most out of your chapter involvement.

I'd like to encourage you to spend some time exploring the handbook. Get to know it. You'll find it's filled with answers to many of your questions, and in-depth explanations on the policies and procedures you need to lead a more effective chapter.

All of us at the Motor Company appreciate that you choose to volunteer so much of your time and skills to H.O.G. This organization continues to grow thanks to the hard work of volunteers like you. We know you're very busy people, and thanks to your efforts HOG has grown into a worldwide organization of more than 900,000 members.

It's volunteers like you who make the difference. You do the work, plan the events, run the meetings, and organize the rides. You are the leaders who make it possible for other members to build memories, to ride, and have fun. You are the people who make a difference.

Thanks for all you do.

Sincerely,

Mike Keefe
Vice-President, Harley-Davidson Motor Co.
Director, Harley Owners Group

TELEPHONE DIRECTORY



Harley Owners Group®
3700 W. Juneau
P.O. Box 453
Milwaukee, WI 53201-0453

Harley-Davidson® Motor Co.
P.O. Box 653
Milwaukee, WI 53201
414-342-4680

H.O.G.® Office

Call with questions concerning H.O.G.
membership benefits and programs,
membership renewals

and H.O.G. events **800-CLUB-HOG (258-2464)**

414-343-4896 (outside U.S. and Canada)

..... Fax **414-343-4515**

..... TTY# **800-242-2464**

..... H-D Web site **www.harley-davidson.com**

..... H.O.G. Web site **www.hog.com** and **members.hog.com**

Regional Managers

Region 1 J.T. Hasley **414-343-8485** John.hasley@harley-davidson.com
Region 2 John Schmidt **414-343-4612** John.schmidt@harley-davidson.com
Region 3 Paul Raap **414-343-4532** Paul.raap@harley-davidson.com
Region 4 Bruce Motta **414-343-8464** Bruce.motta@harley-davidson.com
Region 5 Arnie Beaman **414-343-8937** Arnie.beaman@harley-davidson.com
Region 6 Valerie Ledterman **414-343-4801** Valerie.ledterman@harley-davidson.com
Region 7 Ben Week **414-343-8279** Ben.week@harley-davidson.com

Regional Coordinator

Cindy Johnson **414-343-4656** Cindy.johnson@harley-davidson.com

Interactive Communications Manager

Sara Hanaway **414-343-4708** Sara.hanaway@harley-davidson.com

Harley-Davidson® Dealer Locator Service

Call this number to locate a Harley-
Davidson dealer in your area. This is
a 24-hour service **800-443-2153**

Harley-Davidson® Insurance

Chapter General Liability

150 South Wacker Drive, Suite 3100
Chicago, IL 60606 **888-690-5600**

Personal Motorcycle

4150 Technology Way
2nd Floor
Carson City, NV 89706 **800-832-4449**

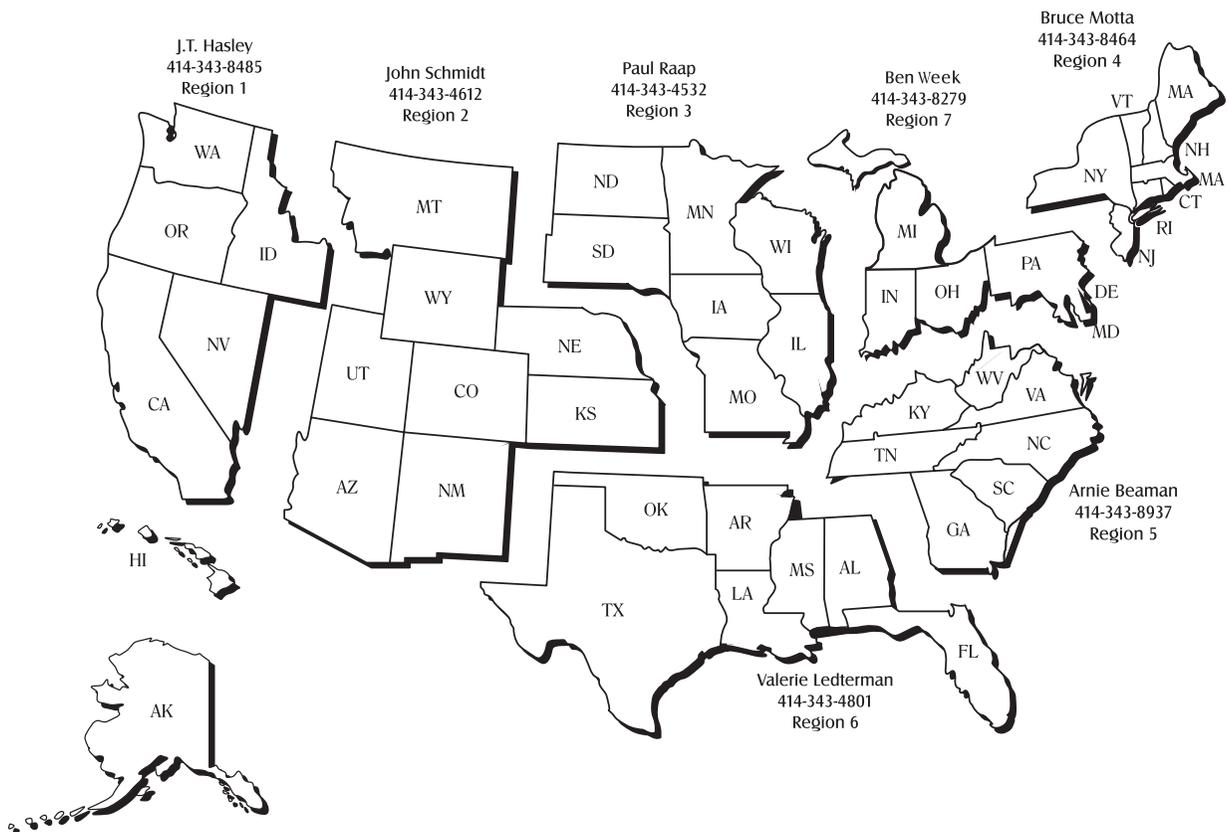
H.O.G.® Travel Center

Housing – Operated by American Express One **800-CLUBHOG (option 5, then option 1)**

Non-Rally Vacation Travel – Operated by Apollo Travel **800-CLUBHOG (option 5, then option 2)**



You can reach your Regional Manager by calling
1-800-CLUB-HOG from 8 a.m. - 4:30 p.m. CST
or by dialing direct and leaving a message.
Voice mail is available 24 hours a day.





J.T. Hasley - Region 1

State	Number of Members	Number of Chapters
Alaska	2,665	4
California	67,484	59
Hawaii	2,169	4
Idaho	3,472	5
Nevada	6,807	4
Oregon	8,128	9
Washington	16,903	13
Totals	107,628	98

John Schmidt - Region 2

State	Number of Members	Number of Chapters
Arizona	16,210	12
Colorado	15,288	12
Kansas	8,166	8
Montana	3,530	6
Nebraska	5,428	7
New Mexico	4,890	6
Utah	5,059	6
Wyoming	2,587	4
Totals	61,158	61

Paul Raap - Region 3

State	Number of Members	Number of Chapters
Iowa	12,264	19
Illinois	38,324	32
Minnesota	17,694	14
Missouri	16,699	15
North Dakota	2,611	5
South Dakota	4,025	3
Wisconsin	40,716	30
Totals	132,333	118



Bruce Motta - Region 4

State	Number of Members	Number of Chapters
Connecticut	9,942	9
Maine	5,028	11
Massachusetts	15,242	5
New Hampshire	7,317	9
New Jersey	20,479	17
New York	30,862	36
Rhode Island	2,830	2
Vermont	2,311	2
Totals	94,011	91

Arnie Beaman - Region 5

State	Number of Members	Number of Chapters
Georgia	19,901	16
Kentucky	9,112	6
North Carolina	23,513	26
South Carolina	10,747	8
Tennessee	15,800	16
Virginia	24,408	16
West Virginia	6,145	8
Totals	109,626	96

Valerie Ledterman - Region 6

State	Number of Members	Number of Chapters
Alabama	10,418	8
Arkansas	5,916	4
Florida	46,676	28
Louisiana	10,516	10
Mississippi	4,181	3
Oklahoma	9,023	6
Texas	50,909	39
Totals	137,639	98



Ben Week - Region 7

State	Number of Members	Number of Chapters
Delaware	3,342	2
District of Columbia	228	
Indiana	23,042	20
Maryland	17,514	9
Michigan	35,812	25
Ohio	37,551	39
Pennsylvania	43,569	40
Totals	161,058	135

Number of members and number of chapters as of December 1, 2005.

TABLE OF CONTENTS



H.O.G.® Chapter Handbook

Tab A *Preface*

Tab B *Annual Charter for H.O.G.® Chapters*

Tab C *Job Descriptions*

Tab D *Membership Procedures & Benefits*

Tab E *Activities & Events*

Tab F *Chapter Business*

Tab G *Annual Meeting Kit*

Tab H *Marketing & Media*

Tab I *Safe Riding Tips*

Tab J *State Rally*

Tab K *Blank Forms*

Tab L *Index*



Responsibility:



Sponsoring Dealer



All Officers

This Section Reveals:

- An introduction and overview of the Chapter Handbook
- A description of the contents of each section of the Chapter Handbook
- The structure and components of this book - the elements of this book are described under the heading, "How to Use This Handbook"

Introduction

The Chapter Handbook is meant to be used both as a reference book and in some cases, as a "how-to" tool. It's your source of information about H.O.G.[®] policies and business procedures, suggestions for publicizing chapter activities, field event descriptions, and much more.

Under the "How to Use This Handbook" heading, you'll find a brief explanation of how the book is arranged, a description of each tab's contents, an explanation of the handbook layout including "responsibility icons" to help you identify your areas of specific responsibility, and general information to help you make the best use of the Chapter Handbook. Before you continue reading, take a minute to flip through the handbook to familiarize yourself with how the book is organized.



How to Use This Handbook

This “How to Use This Handbook” section explains how you can find the information you need quickly and efficiently. First, you’ll find a description of the contents of each tab. Second, an explanation of the tab layout is provided. Finally, the tools that help you navigate your way around this text are explained.

Handbook Contents

- ***Annual Charter for H.O.G.® Chapters*** - Contains the Annual Charter for H.O.G.® Chapters. It defines the relationships between H.O.G., the sponsoring dealer, chapter officers and members.
- ***Job Descriptions*** - Details the minimum duties of each chapter officer and provides general information about Primary Officer Training.
- ***Membership Procedures & Benefits*** - Outlines how to join H.O.G., how to renew memberships and lists the benefits that come with H.O.G. membership.
- ***Activities & Events*** - Provides a description of the activities and events automatically covered by the chapter insurance program. Detailed directions for staging these events and activities are also included here.
- ***Chapter Business*** - Provides information on the chapter insurance program, chapter incorporation, custom T-shirt guidelines, suggestions for handling chapter finances, guidelines for the use of H.O.G. trademarks and other general business topics. In this section, you'll also find reproducible artwork of the H.O.G. logos and trademarks for use in chapter publications.



- **Annual Meeting Kit** - Contains the year-end reporting forms H.O.G.® requires and chapter charter information.
- **Marketing & Media** - Includes information on *Chapter Officer News*®, publicizing your chapter activities in *Hog Tales*® and chapter publications. Advice on chapter related Internet usage is found in this section.
- **Safe Riding Tips** - Contains advice and common sense ideas for planning and/or participating in group rides. This section also contains a list of motorcycle-related publications from the American Motorcyclist Association (AMA) and Motorcycle Safety Foundation (MSF).
- **State Rally** - This section supplies information you'll want to become familiar with should you decide to submit a state rally proposal. A description of the election procedure and the type of help you can expect from H.O.G. are also included.
- **Blank Forms** - This section is made up of “master” copies of every form found in this book. Use these blank forms to make copies for appropriate distribution. You can also find these forms in the Chapter Officer section of members.hog.com.
- **Index** - This section is a comprehensive, cross-referenced index.



Tab Section Layout

Every tab in this handbook follows a similar format, with the exception of the Annual Charter for H.O.G.® Chapters and Index tabs. In general, each tab contains the following information:

Responsibility

The “Responsibility” heading is found at the beginning of each tab. In general, all officers should be aware of the “big picture,” however, this heading indicates which officers are accountable for the specific information contained in the tab. Each officer has their own “responsibility icon.” You’ll see these icons at particular points within the text. They’re intended to draw your attention to a particular instruction, process or guideline assigned to a specific officer position. The icon lets you know **WHO is responsible for WHAT.**



All Officers and Sponsoring Dealer



Sponsoring Dealer



Chapter Director



Assistant Director



Secretary



Treasurer



Activities Officer



Safety Officer



Road Captain



Ladies of Harley® Officer



Editor



Historian



Photographer



Webmaster



Membership Officer



This (Tab) Section Reveals

This heading identifies key points in the tab. Basically, it displays the key components of the contents within the tab. Think of it as the things you'll accomplish, or have been exposed to, when you finish the section, e.g.:

- *“The major tasks and responsibilities assigned to each Chapter Officer and the Sponsoring Dealer”*
- or*
- *“How to become a member of both National H.O.G.[®] and the local H.O.G. chapter”*

Introduction

Gives a brief overview of what the tab is about and why it's important. It's the lead-in to the information you're about to read.

Body Text

The remainder of each tab is the “body text” or the substance of information. It's the **WHAT needs to be done and HOW you do it** part of the book.

You'll also find the “responsibility icons” in this portion of each tab. They provide a reference point throughout the text to remind you of the major tasks of each officer position.



Navigators

You have several tools that can help you find your way around this book. The already mentioned “responsibility icons” are one such tool. In addition, the handbook is equipped with a few more features that make it user-friendly and informative. They are:

The Directory

Found at the front of the book, the directory contains not only a standard table of contents, but helpful phone numbers and addresses. If you’re looking for general information, the table of contents can direct you to the correct tab in the book. If you can’t find what you’re looking for in the handbook, you can look up your Regional Manager’s phone number here, call him or her, and get an answer to your question.

Job Descriptions

The Job Descriptions tab of the handbook details the major responsibilities of each chapter officer. These job descriptions are referenced to the specific tabs in the book where the duties are explained in greater detail. When turning to the specified tab in the handbook, be sure to look for the corresponding “responsibility icon.”



➤ **“See Also”**

Throughout the handbook, you’ll find the “See Also” heading and arrow icon. “See Also” headings direct you to other areas in the Handbook that contain related information. For example, “See Also” headings in the Activities and Events tab direct you to the Chapter Business and Safe Riding Tips tabs. When examining the Chapter Business tab, you’ll find information on the Chapter Insurance program that you’ll want to consider when planning events. Likewise, the Safe Riding Tips tab provides group riding information with which you may want to familiarize yourself when planning an Observation Run or Poker Run.

Index

In the index you’ll find an alphabetical listing of key words and topics with related page numbers. Every effort was made to ensure that this index is exhaustive and usable.

ANNUAL CHARTER FOR H.O.G.® CHAPTERS



Responsibility:



Sponsoring Dealer



Director



All Officers

This Section Reveals:

- The rules and regulations that govern all chartered H.O.G.® chapters

Introduction



The “Annual Charter for H.O.G. Chapters” is the document that defines the relationships between the local chapter, the sponsoring dealer and H.O.G. The articles in the charter are binding; you can count on the charter as “the final word” in any question you might have. It is the responsibility of sponsoring dealers to ensure that their chapter meets the requirements set by H.O.G. in the charter. The director and other officers are to uphold the “Annual Charter for H.O.G. Chapters” in all chapter business and activities.

POLICY

Table of Contents

Annual Charter for H.O.G.[®] Chapters

Preamble	B-4
Purpose	B-4
Sponsorship	B-4
Application	B-5
Name and Affiliation	B-5
Officers (Sections 5).	B-5
Membership.	B-7
Dues	B-8
Activities	B-8
Chapter Publications	B-8
Trademarks	B-8
By-Laws.	B-10
Amendments	B-10
Disbursement of Funds	B-10
Disclaimer.	B-10
National, State, Local Laws	B-11
Operating Policies (Sections 8).	B-11

ANNUAL CHARTER FOR H.O.G.® CHAPTERS

Preamble

The Harley Owners Group® (H.O.G.) is an organization founded and sponsored by Harley-Davidson® Motor Company. The group was established to offer motorcycling benefits and services to Harley-Davidson enthusiasts throughout the world, and to develop a close relationship between the Harley-Davidson rider, the Harley-Davidson dealer and Harley-Davidson Motor Company.

The opportunity to start an independent chapter affiliated with the Harley Owners Group is offered to bring members together for the common interest of promoting motorcycling activities. The goal of each chapter is to generate an increased level of enthusiasm for riding Harley-Davidson motorcycles. The chapter shall be a family-oriented and a nonpolitical organization.

Article I - Purpose

1. The purpose of the local chapter shall be to promote responsible motorcycling activities for Harley Owners Group members by conducting chapter activities and encouraging participation in other H.O.G. events.
2. Chapter activities and operations shall be conducted in a manner consistent with a family-oriented, nonpolitical philosophy.

Article II - Sponsorship

1. Each chapter must be sponsored by an authorized Harley-Davidson dealership. The decision to sponsor a chapter shall be undertaken solely at the dealer's discretion.
2. An authorized Harley-Davidson dealership may sponsor only one H.O.G. chapter.
3. The sponsoring dealership shall have absolute authority to require that the sponsored chapter conducts its operations and activities in accordance with the sponsoring dealership's standards. The sponsoring dealership shall require the chapter to operate and conduct activities in accordance with this charter and H.O.G. operating policies.
4. The sponsoring dealership shall have authority over, and approval rights regarding, the content of all chapter publications.

5. The sponsoring dealership shall have authority over any and all matters pertaining to chapter membership.
6. The sponsoring dealership may establish chapter dues, which dues shall be used solely to pay or defray the cost of chapter administration.

Article III - Application and Term of Relationship

Chapter affiliation with H.O.G. shall be for a one year term and shall be subject to annual application and acceptance by H.O.G.

Article IV - Name and Affiliation

1. The Harley Owners Group, a division of Harley-Davidson Motor Company, is the chartering body for all H.O.G. chapters. Each chapter affiliated with the Harley Owners Group shall be a separate and independent organization providing services to its chapter members on a "not-for-profit" basis.
2. Each affiliated chapter must adhere to this Charter and to H.O.G. Operating Policies.
3. Affiliated chapters shall be named after the respective city or locale of the sponsoring dealership. H.O.G. shall have the right to approve chapter names.
4. Should H.O.G. determine, in its sole discretion, that a chapter is not adhering to this Charter, H.O.G. may rescind its recognition of the chapter as a H.O.G. affiliated organization. Dealerships may likewise rescind sponsorship of their chapter at any time, at which time the chapter's H.O.G. affiliation shall also cease.

Article V - Officers

1. Affiliated chapters shall have the following primary officers: Director, Assistant Director, Treasurer and Secretary. Other discretionary officers may be appointed as needed.
2. The sponsoring dealer may assume any, or all, officer position(s) including their respective responsibilities and may remove any officer from office in the dealer's sole discretion. The sponsoring dealer may determine how chapter officers are selected and the length of their terms in office.

3. The sponsoring dealer has the authority to require the chapter to perform to the sponsoring dealer's standards and is to assure H.O.G. that the chapter abides by this Charter and the Operating Policies.
4. The duties and responsibilities of the primary (required) chapter officers shall be as follows:
 - A. **Director:** The Director shall uphold this Charter and the chapter by-laws, conduct chapter meetings and coordinate chapter officer responsibilities.
 - B. **Assistant Director:** The Assistant Director shall assist the Director in carrying out the Director's duties. The Assistant Director shall also be responsible for promoting membership, membership orientation, membership retention, and keeping the chapter members informed of H.O.G. programs.
 - C. **Treasurer:** The Treasurer shall be responsible for the collection and disbursement of chapter funds, reporting the financial transactions to the membership on a monthly basis, submitting an annual financial report to H.O.G., compliance with all revenue recording and reporting requirements.
 - D. **Secretary:** The Secretary shall be responsible for the administrative needs of the chapter, keeping the minutes of chapter annual business meetings and general meetings, oversees the position of membership officer if it exists, ensuring that all chapter members are current H.O.G. members, having on file a signed copy of the Annual Chapter Membership Enrollment Form and Release of each member as signed on an annual basis, and submitting to H.O.G. the H.O.G. Chapter Charter Application and any other reports as required by H.O.G. Further, the Secretary shall ensure that all insurance requirements are met (including participant signatures to required release forms), shall ensure preparation of injury report forms, timely submission of injury report forms to the appropriate insurance company and shall be responsible for the maintenance and storage of release forms and injury reports.
5. The duties and responsibilities of the discretionary (optional) chapter officers shall be:
 - A. **Activities Officer:** The Activities Officer shall be responsible for the administration of chapter events.
 - B. **Ladies of Harley Officer:** The LOH Officer shall be responsible for encouraging women members to take an active part in chapter activities.

- C. **Road Captain:** The Road Captain(s) shall be responsible for assisting in the planning of routes for chapter rides and keeping the Chapter informed of all H.O.G. programs.
- D. **Editor:** The Editor shall be responsible for assembling and organizing written, oral (broadcast) and electronic material for chapter publications, e.g., newsletters, press releases. All chapter publications, whether written, oral (broadcast) or electronic, shall be subject to approval by the sponsoring dealer prior to publication.
- E. **Safety Officer:** The Safety Officer shall be responsible for providing chapter members with information relating to the availability of rider training.
- F. **Photographer:** The Photographer shall be responsible for obtaining and organizing chapter photographs for use in chapter publications and chapter history albums.
- G. **Historian:** The Historian shall be responsible for the preparation and maintenance of a written account of the history of the chapter, to include officer positions, chapter activities and membership levels.
- H. **Membership Officer:** The Membership Officer shall be responsible for ensuring that all chapter members are current H.O.G. members, having on file a signed copy of the Annual Chapter Membership Enrollment Form & Release of each member as signed on an annual basis; maintains chapter membership report, and maintaining report on the Chapter Officer section of members.hog.com.
- I. **Webmaster:** The Webmaster shall be responsible for assembling and organizing material for the Chapter Web site and seeking approval from the sponsoring dealer prior to publication.

Article VI - Membership

1. All Harley Owners Group members may join any affiliated chapter. An expired membership in H.O.G. automatically terminates local chapter membership. It shall be the responsibility of each local chapter to ensure that chapter members are current H.O.G. members and to maintain on file in the chapter records a signed copy of the annual Chapter Membership Enrollment Form and Release of each chapter member. It shall be the responsibility of any

person applying for, or renewing, membership in a local chapter to provide proof of his or her National membership as a condition of eligibility for membership.

2. The sponsoring dealer may suspend or terminate a person's membership in the sponsored chapter if the sponsoring dealer, in the sponsoring dealer's sole discretion, determines that a member's conduct is undesirable or contrary to the sponsoring dealer's interests.

Article VII - Dues

1. Chapters are to be not-for-profit organizations. The sponsoring dealer may, in the sponsoring dealer's sole discretion, establish chapter dues to be utilized solely to pay or defray the cost of chapter administration.
2. Chapters may conduct legitimate fund-raising activities to assist in paying or defraying chapter operating expenses or to raise funds for charitable purposes. All such fund-raising activity shall be subject to approval by the sponsoring dealer.

Article VIII - Activities

Chapter events and activities are the sole responsibility of the local chapter. These events and activities may include any family-oriented, safe activities that promote a positive image of the sport of motorcycling and that appeal to the chapter membership.

Article IX - Chapter Publications

All material published by the chapter must include the official chapter name and number. All chapter publications, whether written, oral (broadcast), or electronic must be approved by the sponsoring dealer. If, at any time, H.O.G. determines in its sole discretion that a chapter publication is incompatible with the family-oriented, nonpolitical philosophies and/or objectives of H.O.G., the chapter recognition as a H.O.G. affiliated organization may be terminated. A copy of all chapter publications of any type must be sent to the H.O.G. office.

Article X - Trademark License

1. The trademarks H.O.G.[®], HOG[®], HARLEY OWNERS GROUP[®], L.O.H.[®], LADIES OF HARLEY[®] and the following H.O.G. logos (the "**H.O.G. Trademarks**") are among the many

trademarks of Harley-Davidson Motor Company. These **H.O.G. Trademarks** may not be altered in any way and cannot be used in combination with any other words or graphics.



Harley Owners Group



2. The issuance or renewal of this Annual Charter For H.O.G. Chapters shall constitute a limited license to use the **H.O.G. Trademarks** for the term of this Annual Charter for H.O.G. Chapters.
3. The Chartered H.O.G. Chapter's license to use the **H.O.G. Trademarks** is limited to use in conjunction with the official chapter name and use in conjunction with material relating to chapter activities.
4. The current H.O.G. eagle logo shall be displayed only with the official chapter name, which official chapter name shall be displayed above the H.O.G. eagle logo and within the official H.O.G. chapter chevron as depicted below.



5. Chapters must obtain approval from H.O.G. prior to using **H.O.G. Trademarks** on any material other than chapter publications. T-shirts, pins and all other items are only to be produced by authorized licensees of Harley-Davidson Motor Company and shall likewise be subject to prior approval by H.O.G.
6. Chapter use of the H.O.G. Trademarks may continue only so long as this Annual Charter is in effect between H.O.G. and the chartered chapter and the chapter operates in accordance with this Annual Charter and H.O.G. Operating Policies. H.O.G. may, at its sole discretion, terminate the chapter's limited license to use the H.O.G. Trademarks at any time upon thirty (30) days' notice in writing, and the chapter will immediately terminate all use of the marks when the notice becomes effective.
7. The chapter shall provide such assistance as may reasonably be requested by Harley-Davidson Motor Company to protect the H.O.G. Trademarks in the locality of the chapter's operations.

Article XI - By-Laws

1. This Charter shall be adopted and serve as operating policy for H.O.G. chapters and must be available to all chapter members.
2. Chapter by-laws, if needed, may not replace, supersede or conflict with this Charter and H.O.G. Operating Policies. The sponsoring dealer and the H.O.G. office must approve chapter by-laws prior to publication or implementation. Once adopted, a copy of the chapter by-laws must be furnished to the sponsoring dealer and H.O.G. office and must be available to all chapter members.

Article XII - Amendments

H.O.G. may amend this Charter at any time at its sole discretion based upon H.O.G.'s review of chapter developments and needs or because of conflicts with national, state, or local laws.

Article XIII - Disbursement of Funds

In the event of dissolution or final liquidation of the Chapter, all of the remaining funds and property of the Chapter shall, after paying or making provision for the payment of all of the liabilities and obligations of the Chapter and for necessary expenses thereof, be distributed to such organization or organizations as are organized and operated exclusively for charitable purposes and which qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code. In no event shall any of such assets or property be distributed to any director, officer or private individual.

Article XIV - Disclaimer

While the chapter may be affiliated with H.O.G., it remains a separate, independent entity responsible for its actions. All Harley Owners Group members and their guest(s) participate voluntarily and at their own risk in H.O.G. and H.O.G. chapter activities. The sponsoring dealer, H.O.G. and Harley-Davidson Motor Company, its subsidiaries and distributors and local chapter officers are and shall be released and held harmless by the member/guest for any injury or loss to the member/guest or to his or her property which may result from participation in H.O.G. and H.O.G. chapter activities. This means that each and every member of the local chapter and their

guest(s) have no ground for legal action against the sponsoring dealer, H.O.G., Harley-Davidson Motor Company, its distributors and its subsidiaries, the local chapters and their respective agents and employees for any injury resulting to them or their property.

Article XV - National, State, Local Laws

If any part of this Charter should be invalid for any reason whatsoever under any national, state or local laws having jurisdiction over the subject matter of this Charter, then that part shall be considered deleted from this Charter and the rest of this Charter shall remain valid and in full force and effect.

Article XVI - Operating Policies (U.S. Chapters Only)

1. **Recision and Termination of Sponsorship:** In the event a sponsoring dealer decides to terminate or rescind sponsorship of a chartered chapter:
 - A. The sponsoring dealer shall inform the appropriate H.O.G. Regional Manager of the sponsoring dealer's intent to cancel or terminate sponsorship fifteen days prior to providing the chapter with written notice of termination or recision of sponsorship. Such notice shall be afforded by telephone or facsimile transmission.
 - B. The sponsoring dealer shall provide the chapter with written notice that sponsorship is terminated or rescinded, setting forth the reasons for termination or cancellation. Said notice shall be effective fifteen days subsequent to date of delivery of the notice. A copy of the sponsoring dealer's written notice to the chapter membership shall be sent to the Regional Manager.
 - C. Any subsequent application for charter by a group proposed to be sponsored by the former sponsoring dealer shall not be considered for acceptance for a minimum period of three months following the sponsoring dealer's termination or recision of the dealer's sponsorship of the former chartered chapter.
2. **Assistant Director Duties:** The assistant director shall also act as H.O.G. State Rally liaison and shall ensure that information regarding H.O.G. State Rallies is communicated to the chapter membership.

3. **Treasurer's Duties:** The chapter treasurer shall also be responsible for administering any and all federal, state and local revenue reporting and taxation requirements.
4. **Dues:** Annual chapter membership dues may not exceed twenty four dollars (\$24.00).
5. **Chapter Activities:**
 - A. Chapters must hold a minimum of four closed events per year.
 - B. **Closed events** are those chapter events which are open to chapter members and one guest per member.
 - C. **Member events** are events that are open only to H.O.G. members.
 - D. **Open events** are those chapter events which are open to chapter members, national H.O.G. members and other guests as desired.
6. **Membership:** In order to suspend or revoke a membership in the chapter, the sponsoring dealer must do the following:
 - A. Notify the member in writing of the cancellation of his or her chapter membership.
 - B. Refund the member's chapter dues for the year.
 - C. Send a copy of the cancellation letter to the appropriate Regional Manager.
7. **Newsletters:** Chapters must publish a minimum of six newsletters per year to be eligible to maintain H.O.G. affiliation. Newsletters can consist of any printed material informing the membership of activities, i.e. post cards, flyers, multi-page publications, etc. Activities listed in the newsletter must indicate whether it is an open event, H.O.G. member event or closed event.
8. **Chapter Status:** Any chapter which fails to conduct any events or fails to publish six newsletters in one year, shall have their chapter recognition as a H.O.G. affiliated organization rescinded.



Responsibility:



All Officers

This Section Reveals:

- The major tasks and responsibilities assigned to the sponsoring dealer and each chapter officer
- General information about Primary Officer Training
- Suggestions on encouraging members to become officers

Introduction



Assuming leadership of a H.O.G.[®] chapter is a large responsibility. Your chapter members expect you to take care of chapter business so they can have fun. Other chapter officers rely on you to follow through with your specific duties. Your sponsoring dealer relies on you to keep things running smoothly. Harley Owners Group[®] trusts you to follow the charter. And everyone is counting on you to provide a safe, social environment for H.O.G. members to get together, have fun and ride. It's no small task.

The job descriptions in this handbook list H.O.G.'s basic expectations, including specific reference to what is required of the sponsoring dealer and chapter officers in the "Annual Charter for H.O.G. Chapters." Any other tasks you take on as an officer should serve to make participation in the chapter more fun, not more work!

The following details the major duties assigned to the sponsoring dealer and each chapter officer. **The icons next to each job description appear throughout the handbook to let you know who is responsible for what.**



Important Dates to Remember

January 31

- H.O.G.® Chapter Charter Application due in H.O.G. office (Sponsoring Dealer, Director, Secretary)
- Annual Financial Statement due in H.O.G. office (Treasurer)

December 1

- Due date for first quarter chapter membership report changes (Secretary/Membership Officer) Make your changes online in the Chapter Officer section of members.hog.com.

March 1

- Due date for second quarter chapter membership report changes (Secretary/Membership Officer) Make your changes on-line in the Chapter Officer section of members.hog.com.

March 15 - Corporate Tax Filing Deadline (incorporated or not)

Note: *Seek an accountant's advice when filing chapter tax returns*

- Incorporated, non-profit
- Tax exempt, non-profit corporation
- Unincorporated chapter

June 1

- Due date for third quarter chapter membership report changes (Secretary/Membership Officer) Make your changes online in the Chapter Officer section of members.hog.com.

September 1

- Due date for fourth quarter chapter membership report changes (Secretary/Membership Officer) Make your changes on-line in the Chapter Officer section of members.hog.com.

Corporation Annual Report

- Seek your corporate attorney's advice; deadline varies from state to state



Insurance Form Deadlines

- If your chapter requires event insurance in addition to the H.O.G. Chapter General Liability and Event Insurance policy, appropriate forms must be received in the Harley-Davidson Insurance office **at least six weeks prior** to the chapter event date (see Tab F, *Chapter Business – Chapter Insurance Program*)



Sponsoring Dealer

Each H.O.G.® chapter must be sponsored by an authorized Harley-Davidson® dealer.

Responsibilities:

- Promotes H.O.G. and the H.O.G. chapter to potential members
- Abides by the “Annual Charter for H.O.G. Chapters” and all H.O.G. operating policies
- Ensures that the chapter operates in accordance with the “Annual Charter for H.O.G. Chapters” and H.O.G. operating policies
- Signs annual H.O.G. Chapter Charter Application and ensures it is received in the H.O.G. office by January 31
- If the chapter is incorporated, ensures the chapter complies with all corporate state annual filing requirements
- Approves all chapter publications
- Places chapter custom T-shirt orders
- Approves any local chapter by-laws (along with Regional Manager)
- Contacts the Regional Manager prior to disbanding a chapter
- Contacts the Regional Manager prior to starting a chapter
- Approves all fund-raisers

The Sponsoring Dealer may:

- Determine how the chapter officers are chosen and the length of their term
- Suspend or revoke membership to the local chapter
- Rescind chapter sponsorship at their discretion
- Establish chapter dues in accordance with the charter
- Assume any, or all, officer positions

⇒ See Also:

The Charter - Entire charter, especially Articles II, IV, V, VI, XI and XVI

The Handbook - Tabs B, F and G

Important Deadlines

January 31 - H.O.G. Chapter Charter Application due in H.O.G. office



Director

Responsibilities:

- Works with the sponsoring dealer to uphold the “Annual Charter for H.O.G. Chapters” and H.O.G. operating policies
- Assumes overall responsibility for the administration of the H.O.G. chapter and implementation of Harley Owners Group policies
- Signs annual H.O.G. Chapter Charter Application and ensures it is received in H.O.G. office by January 31
- If chapter is incorporated, ensures chapter complies with all corporate state annual filing requirements
- Promotes H.O.G. and the H.O.G. chapter to potential members
- Conducts chapter meetings
- Coordinates chapter officer responsibilities
- Ensures that risk management requirements set forth by the Chapter Insurance program, including procurement of necessary release forms, are met for all chapter activities
- Verifies that chapter T-shirt guidelines are followed
- Ensures that all trademark requirements are met
- Ensures that chapter merchandise orders are supplied to the sponsoring dealer
- Ensures Chapter Officer News® is available to all fellow officers
- Routes H.O.G. correspondence to fellow officers and to membership, as requested

➤ See Also:

The Charter - Entire charter, especially Articles I, V, X and XI

The Handbook - Tabs B, F and G

Important Deadlines

January 31 - H.O.G. Chapter Charter Application due in H.O.G. office

Corporation Annual Report - Seek your corporate attorney's advice; deadline varies from state to state



Assistant Director

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Assists the director as requested
- Promotes H.O.G. and the H.O.G. chapter to potential members
- Informs chapter members of H.O.G. programs and benefits. The following officers should assist you in this function:
 - LOH® Officer - Ladies of Harley program and LOH Motorcycling Memories contest
 - Safety Officer - Motorcycle safety programs and Safe Rider Skills program
 - Photographer - Staff Photographer pin
- Conducts new member orientation
- Acts as the liaison between the chapter and the State Rally Committee

➤ See Also:

The Charter - Entire charter, especially Articles I, V, VI, VIII and XVI

The Handbook - Tabs B, D, F, H and J



Treasurer

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Collects chapter dues (no more than \$24 per member per year)
- Manages all chapter funds
- Oversees the preparation of chapter federal, state and local tax returns
- Reports financial transactions to members monthly
- Submits the annual financial statement to H.O.G. (by January 31)
- Ensures that any charitable contributions are managed according to H.O.G. guidelines
- Maintains a running comparison of current year chapter finances with prior year chapter finances for presentation at Annual Meeting

⇒ **See Also:**

The Charter - Entire charter, especially Articles V, VII, XIII and XVI

The Handbook - Tabs B, F and G

Important Deadlines

January 31 - Annual Financial Statement due in H.O.G. office

March 15 - Corporate Tax Filing Deadline



Secretary

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Oversees the administrative needs of the chapter
 - Keeps minutes of all chapter meetings, including “Annual Chapter Business Meeting”
 - Ensures that all insurance requirements are met
- Oversees membership officer position to:
 - Ensure that chapter members have current national H.O.G. memberships
 - Enroll new chapter members
 - Administers annual chapter member renewal process
 - Ensure that the most current officer and chapter address information is on file with H.O.G.
 - Maintain annual Chapter Membership Enrollment Form and Release on file for each member
- Submits the following forms/reports to H.O.G.:
 - H.O.G. Chapter Charter Application (once a year, by January 31)
 - Other reports and forms as requested
- Obtains, files and maintains records of all insurance forms, including release and injury report forms
- Administers the annual chapter business meeting
- If chapter is incorporated, submits corporate state annual report to proper state office (or chapter attorney)

⇒ See Also:

The Charter - Entire charter, especially Articles V, VI and XVI

The Handbook - Tabs B, D, F, G and H



Important Deadlines

January 31 - H.O.G. Chapter Charter Application due in H.O.G. office

December 1 - Due date for first quarter chapter membership report changes
(Maintain on-line at www.hog.com)

March 1 - Due date for second quarter chapter membership report changes
(Maintain on-line at www.hog.com)

June 1 - Due date for third quarter chapter membership report changes (Maintain
on-line at www.hog.com)

September 1 - Due date for fourth quarter chapter membership report changes
(Maintain on-line at www.hog.com)

Corporation Annual Report- Seek your corporate attorney's advice; deadline
varies from state to state



Activities Officer

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Oversees the administration of chapter events
- Recruits and instructs volunteers for chapter activities
 - **Suggestion:** Survey chapter members on the types of activities that interest them, and ask if they are willing to volunteer. If and when those activities are held, notify the members who showed a special interest
- Ensures that all insurance concerns and requirements are met for chapter events
- Ensures injury reports are completed and faxed to Harley-Davidson Insurance when accidents occur
- Oversees the collection of appropriate release forms for chapter events
- Assists the director and Secretary with the implementation of the Risk Management program, including procurement of insurance and release forms

⇒ See Also:

The Charter - Entire charter, especially Articles I, V, VIII and XVI

The Handbook - Tabs B, E, F, H and I

Important Deadlines

Insurance Forms - If your chapter requires event insurance in addition to the H.O.G. Chapter General Liability and Insurance policy, appropriate forms must be received in the Harley-Davidson Insurance office **at least six weeks prior** to the chapter event date



Ladies of Harley® Officer (LOH)

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Encourages women members to take an active part in the chapter
- Answers questions about the Ladies of Harley program
- Informs members of LOH benefits and activities
- Coordinates LOH chapter activities

Remember

Ladies of Harley is another benefit of membership, not a separate organization within H.O.G. or local chapters. Ladies of Harley was established to help women become more active members of H.O.G. and their existing local chapter. You cannot open a separate Ladies of Harley chapter nor offer activities exclusive to LOH members. You can, of course, organize events that may be more appealing to the LOH members, but all members must be welcome.

Suggestions:

More women than ever before are enjoying the sport of motorcycling. With your help, Ladies of Harley will continue to serve members’ needs in the future. Remember, many times, people who are not familiar with motorcycling may not feel comfortable attending meetings. Form a “welcoming committee” for new members to make them feel right at home.

⇒ See Also:

The Charter - Entire charter, especially Articles I, V and XVI

The Handbook - Tabs B, D, H and I



Road Captain

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Assists in planning routes for chapter rides
- Assists in keeping the chapter informed of all H.O.G. programs
- Educates chapter members about group riding techniques
- Informs chapter members of any hand signals used by the chapter on group rides
- Assists in obtaining signed release forms for chapter rides
- Ensures injury reports are completed and faxed to Harley-Davidson Insurance when accidents occur
- Acts as a guide for organized chapter rides

⇒ See Also:

The Charter - Entire charter, especially Articles I, V and XVI

The Handbook - Tabs B, D, E and I



Editor

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Authors, edits and facilitates the distribution of chapter publications, including the chapter newsletter
- Presents any chapter publications (written, electronic, oral, etc.) to the sponsoring dealer for approval prior to their use
- Organizes and assembles written material for the chapter
- Submits chapter events on-line at members.hog.com for listing on the Chapter Events List
- Submits chapter suggestions to the *Chapter Officer News*®
- Informs chapter members of chapter activities by printing them in the chapter newsletter
- Work with Chapter Webmaster to ensure the same information is being communicated to all chapter members.
- Promotes H.O.G.’s fun, family-oriented philosophy in all chapter publications
- Sends a copy of all publications to the H.O.G. office

The Editor may:

- Select information from the *Chapter Officer News*, *Hog Tales* and *Enthusiast*® and reprint it in the chapter newsletter.

⇒ See Also:

The Charter - Entire charter, especially Articles I, V, IX, X and XVI

The Handbook - Tabs B, F and H



Safety Officer

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Provides Motorcycle Safety Foundation information to members
- Educates members about the Safe Rider Skills program
- Assists the Road Captain in planning routes for chapter rides
- Assists the Road Captain in educating members about group riding techniques
- Assists the Road Captain in informing chapter members of any hand signals used by the chapter
- Assists in the collection of signed release forms
- Assists in completion of injury reports when accidents occur

⇒ See Also:

The Charter - Entire charter, especially Articles I, V and VIII

The Handbook - Tabs B, D, E and I



Photographer

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Takes and organizes chapter photos for chapter publications, Hog Tales and a chapter history album
- Submits chapter photo to Hog Tales when requested

⇒ **See Also:**

The Charter - Entire charter, especially Articles I and V

The Handbook - Tabs B, D and H



Membership Officer

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Ensures that chapter members have current national H.O.G. memberships
- Enrolls new members into chapter
- Administers annual chapter member renewal process
- Works with chapter secretary to ensure the annual Chapter Membership Enrollment Form and Release is on file for each member
- Maintain membership changes online in the Chapter Officer section of members.hog.com (requires internet accessibility)

⇒ See Also:

The Charter - Entire charter, especially Articles V, VI, XVI

The Handbook - Tabs B, D and F

Important Deadlines

Dec. 1 - Due date for first quarter chapter membership report changes

Mar. 1 - Due date for second quarter chapter membership report changes

June 1 - Due date for third quarter chapter membership report changes

Sept. 1 - Due date for fourth quarter chapter membership report changes

NOTE: When maintaining your membership report in the Chapter Officer section of members.hog.com, you do not need to send change reports to the H.O.G. office.



Webmaster

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Authors, edits and updates the chapter web site
- Follows Internet guidelines in Tab H of the Chapter Handbook
- Presents any potential web site information to the sponsoring dealer for approval prior to use. If the sponsoring dealer has a web site, discuss having a chapter section within the dealer’s site.
- Includes official chapter name and number on all material published by the chapter
- Works with the chapter editor to ensure the same information is being communicated to all chapter members and does not rely on the Internet as sole means of chapter communication
- Organizes and assembles electronic information for the chapter
- Submits chapter suggestions to the *Chapter Officer News*®
- Informs chapter members of chapter activities by including in the chapter web site
- Promotes H.O.G.’s fun, family-oriented philosophy in all web site material
- Acts as caretaker for chapter by protecting chapter members privacy by not revealing personal chapter member or private chapter information on the chapter web site. See *Marketing & Media* (Tab H).
- Submits chapter web site to H.O.G. for listing on members.hog.com and the H-D dealer locator.

The Webmaster may:

- Select information from the *Chapter Officer News*, *Hog Tales* and *Enthusiast*® and reprint it on the chapter web site.

⇒ See Also:

The Charter - Entire charter, especially Articles I, V, IX, X, and XVI

The Handbook - Tabs B, F and H



Historian

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Organizes written accounts of chapter activities, records names of chapter officers, notes membership levels, etc.
- Organizes photos of chapter activities, officers, members, etc.

The Historian may want to:

- Work with the chapter Photographer or other members to assemble a collection of photos and materials that document the life of the chapter
- Create a permanent history of the chapter that can be stored in a “chapter library” at the dealership
- Assemble historic material that may be utilized in articles for both the chapter publications and Hog Tales

Suggestions:

- Occasionally, do a one, two or five-year “on this date” feature in the chapter publication
- Display the chapter history book at as many chapter events as possible
- Seek articles and photos from chapter members. This adds a variety of perspectives and lightens your workload.
- Publish history submissions in the newsletter and permanently archive them in the chapter history book
- Be creative; it’s your history

⇒ See Also:

The Charter - Entire charter, especially Articles I, V and X

The Handbook - Tabs B and H



Primary Officer Training

Primary Officer Training (P.O.T.) was created in 1995 to help chapter officers excel at their duties. Each year, P.O.T. takes a more focused look at some of the topics covered in this handbook. Aimed at Chapter Directors, Assistant Directors, Secretaries, Treasurers and Sponsoring Dealers, P.O.T. is H.O.G.'s one chance each year to get important, timely information directly to the local chapter leadership.

As a forum where chapter officers from all over the country get together and receive communication directly from National H.O.G., P.O.T. includes both formal training and plenty of time for informal networking. Regional Managers are present at the training to answer your questions and catch up on the news in your region.

Training topics have included Liability and Risk Management, Chapter Financial Management and Volunteer Management. As the needs and concerns of chapter officers evolve, so does the curriculum at P.O.T.

Attending P.O.T.

Each year, P.O.T. is announced in *Chapter Officer News*[®], online at members.hog.com, and by a direct mail invitation. Dates and registration information are printed and distributed in plenty of time for you to plan a trip to one of the exciting P.O.T. locations. It's very important that primary officers and sponsoring dealers attend this training if at all possible.

Your annual chapter charter renewal must be received by H.O.G. and processed through our system in order to register. Each chapter is *allowed* a total of 5 spots per year, but those spots are not *guaranteed*. Registration is completed on a first come, first serve basis until capacity is reached. Renew early to register early!



FROM THE FIELD

IN EACH ISSUE, ONE OF THE H.O.G.® REGIONAL MANAGERS WILL PROVIDE INFORMATION AND IDEAS "FROM THE FIELD" THAT WILL BE OF VALUE TO CHAPTERS.

Developing Your Replacement

By Ken Reid

I was sharing a few “cold ones” with a Chapter Director recently and he expressed a concern I hear all too often. He was frustrated because he was ready to step down and there

wasn't anyone interested in the position. I asked who he thought might be qualified and he said he wasn't sure. That answer indicated to me he hadn't taken the time to develop his replacement.

The day after you assume your officer position is an excellent time to start looking for a capable and willing replacement. One thing I have found with H.O.G.® chapters is they're blessed with talent. There is no reason for you to assume your replacement isn't out there. Believe that he or she is, and start looking. Of course, unless you're extremely lucky, it will likely take a few months to find and validate that person's interest so he or she is ready and willing to assume your position. Waiting until the day before nominations, or until your dealer asks for your recommendation, will produce minimal results at best.

As a chapter officer, one of your jobs as facilitator of chapter programs is to really listen to people and evaluate their actions and performance. Rarely will your replacement walk up and say he or she is ready to assume your position. You must be sensitive to very small signs that chapter members are showing interest in – or have an aptitude toward – your duties.

Don't target just one individual at first. Casually identify two to five people. You can't force members to be interested in your position. You need to create a friendly atmosphere that allows people to express an interest. It takes time, patience and sensitivity to what members do and say. I don't recommend surprising some

members by asking them whether they're interested in front of a group or at a meeting. Even if they do have an interest, you'll most likely just kill it. Sometimes in these situations, people feel “rail-roaded” into the position. Their success will be marginal because they haven't been allowed to develop any positive feelings toward the job.

Once you've identified some interest, you need to start validating that interest and performance. If a member or members haven't volunteered for something that needs doing, indicate to them you have a task you think they would enjoy and for which they are well qualified. This can be done individually or in front of a small group of their close friends. (Once again, it is risky to do this in front of a large group.) Be sure the task isn't anything overly challenging or intimidating. Some people like a challenge and some don't, especially when it involves their hobby and they're in it strictly for the enjoyment.

I'm sure you've guessed, or already know, what comes next. You need to recognize, and thereby validate, a job well done. Now is the time to recognize the individual in front of a large group or at a chapter meeting. Do be sensitive to the type of recognition different people favor. Some actually prefer a sincere compliment given to them privately or when a family member is present. The next assignment can be a little more involved, and again, proper recognition should be made. Obviously, any positive direction or correction needs to be given privately.

You will find this whole process personally fulfilling. Not only will you gain a qualified and motivated replacement but also plenty of volunteers to help you during your tenure. Does this technique really work? The Director mentioned earlier used this process and developed a willing replacement within a month of the day we talked.



MEMBERSHIP PROCEDURES & BENEFITS



Responsibility:



Assistant Director



Safety Officer



Secretary



Photographer



Road Captain



Ladies of Harley® Officer



Membership Officer

This Section Reveals:

- The features and benefits associated with the four different H.O.G.® membership levels
- The process followed to become a member of both National H.O.G. and the local H.O.G. Chapter
- The details of the many H.O.G. member benefits
- Who is responsible for informing members of the various benefits of membership

Introduction

Some of the most attractive elements of H.O.G. membership are the many benefits available to riders. From *Hog Tales*® to Fly & Ride,™ there's something for everyone. This section includes directions on becoming a H.O.G. member and descriptions of all the benefits available to enthusiasts once they've joined H.O.G.



H.O.G.® Membership Procedures



As a chapter officer, you may be called upon to describe the different types of H.O.G. membership. If someone asks you how to join H.O.G., renew National H.O.G. membership or how to become a member of the local chapter, look here for the answer!

Types of National H.O.G.® Membership

Any Harley-Davidson® motorcycle owner can become a full or full life member of the Harley Owners Group®. Associate memberships are designed for the passenger of a full member. Note that all memberships are non-refundable and non-transferable.

Full Membership

A full membership is good for one year. It entitles the member to all of the benefits and services of the Harley Owners Group.

Full Life Membership

Full life members are entitled to all the benefits of a full member, as well as a special life member patch and pin.

Associate Membership

Associate members are entitled to a number of benefits. Every associate member must have a sponsoring full member.

Associate Life Membership

Associate life members are entitled to all the benefits of an associate member, as well as a special life member patch and pin. Every associate life member must have a sponsoring full life member.



Automatic Membership

A one-year full membership is automatically issued to the purchaser of a new unregistered Harley-Davidson® motorcycle. Local chapter membership dues aren't included with automatic membership.

Membership Enrollment Instructions

Use the following guidelines to complete the Harley Owners Group® Enrollment form.

Full Membership

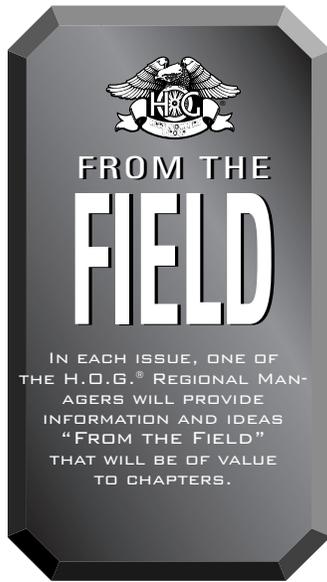
- Check either new or renewal box
- If renewal, provide existing H.O.G.® number
- Vehicle Identification Number **must** be provided
- Complete method of payment section, including signature
- Complete other information, as appropriate
- Provide chapter information

Associate Membership

- Check either new or renewal box
- Provide the H.O.G. number of the sponsoring full member
- Provide chapter information
- Complete method of payment section, including signature
- Complete other information, as appropriate

Membership Renewal

Each year, members are invited to renew their membership before it expires. Upon renewal, members receive a specially designed renewal patch and pin and an updated H.O.G. Touring Handbook (full members) and Membership Manual. Memberships are non-refundable and non-transferable. Please allow four to six weeks for delivery of all membership materials.



Are You Entitled to a Discount?

Ever been into your local dealership or one on the road and received a merchandise discount for being a H.O.G. member? ***Please remember to say Thank You!*** Any discounts are at the discretion of the dealer as an independent businessperson and are NOT a benefit of H.O.G. membership (Nationally or at the Chapter level)!

Dealers may place stipulations on discounts, and some don't offer discounts, period. Local chapter membership may be a requirement for an offered discount. Discounts, if any, may be based on participation in meetings, events, and/or rides.

Remember that dealers sponsor chapters and the Annual Charter for H.O.G. Chapters states nothing about discounts. The practice of discounting for H.O.G. members is a dealer "gift", not a right. Please say "Thank You" if you receive a dealer discount for belonging to the largest, most dynamic factory sponsored riding club in the world.....Harley Owners Group!





UNITED STATES 2006 MEMBERSHIP FORM

Harley Owners Group®

PO Box 78470 • Milwaukee, WI 53278

Phone: 1-800-CLUB-HOG • 1-414-343-4896 (outside U.S. & Canada) • TTY 1-800-242-2464 • Fax: 1-414-343-4515

Web site: www.hog.com

F U L L M E M B E R S H I P

Full Membership offers ALL of H.O.G.'s exciting benefits to any owner of a Harley-Davidson® motorcycle.

- New Member
- Renewal of existing membership - H.O.G. # (if member within the last two years) (include Country Code)
- \$45 - One year membership
- \$85 - Two year membership
- \$120 - Three year membership **(Best Value)**
* Life - Call for information

MEMBER NAME First Initial Last

ADDRESS Number Street

CITY STATE ZIP

HOME PHONE Area Code Phone Number WORK PHONE Area Code Phone Number

FAX Area Code FAX Number

H-D VIN # _____
(VIN # Required for membership)

E-MAIL ADDRESS* _____
* Your e-mail address authorizes H.O.G. the right to communicate with you electronically

A S S O C I A T E M E M B E R S H I P

Associate Membership is designed for the passenger or family member of a Full H.O.G. member.

- New Member
- Renewal of existing membership - H.O.G. # (if member within the last two years) (include Country Code)
- \$25 - One year membership
- \$45 - Two year membership
- \$65 - Three year membership **(Best Value)**
* Life - Call for information

MEMBER NAME First Initial Last

ADDRESS Number Street

CITY STATE ZIP

HOME PHONE Area Code Phone Number WORK PHONE Area Code Phone Number

FAX Area Code FAX Number

H.O.G. #
H.O.G.# OF SPONSORING FULL MEMBER (include Country Code) (Required unless both memberships are processed together on this form)

E-MAIL ADDRESS* _____
* Your e-mail address authorizes H.O.G. the right to communicate with you electronically

LADIES OF HARLEY®

Ladies of Harley affiliation is free of charge to active female H.O.G. members - Full or Associate. However, it is not automatic.

- I would like to add Ladies of Harley affiliation. H.O.G. # (include country code)
(Required for membership, unless new)

CHARGE - Select credit card type and complete information below.

MasterCard VISA CHECK

U.S. DOLLAR BANK DRAFT, drawn on a U.S. Bank (or on a U.S. branch office of a foreign bank), payable to H.O.G. Do not send cash. Sorry, no C.O.D.s.

EASY RENEWAL PLAN! - Please check here if you would like your H.O.G. membership automatically renewed on an annual basis using the credit card number you have listed at the left.

Credit Card Number

Expiration Date

Signature _____

Please allow FOUR to EIGHT weeks for delivery of membership materials.



2006 H.O.G.® MEMBERSHIP BENEFITS CHART

	MEMBERSHIP LEVEL			
	FULL	ASSOCIATE	FULL LIFE	ASSOCIATE LIFE
Membership Card	X	X	X	X
Embroidered H.O.G. Patch	X	X	X	X
Bronze H.O.G. Pin	X	X	X	X
ABCs of Touring	X	X	X	X
Chapters*	X	X	X	X
<i>Enthusiast</i> ®	X		X	
Events*	X	X	X	X
H.O.G.® Fly & Ride*	X		X	
Harley-Davidson Insurance*	X		X	
<i>Hog Tales</i> ®	X		X	
<i>Hog Tales</i> Staff Photographer	X	X	X	X
H.O.G. Travel Center*	X	X	X	X
Ladies of Harley®	X	X	X	X
Life Member Patch & Pin			X	X
LOH Motorcycling Memories Contest	X	X	X	X
Mileage Program	X	X	X	X
Motorcycle Shipping*	X		X	
Roadside Assistance Program**	X		X	
Safe Rider Skills Program	X	X	X	X
Ten-Year Member Recognition+	X	X	X	X
Theft Reward and Decal	X		X	
Toll-Free Telephone Service	X	X	X	X
Touring Handbook	X		X	
Web site: members.hog.com	X	X	X	X

+ *Must complete 10 consecutive years of membership*

* *Members are eligible to participate in program or may receive discounted rates. Additional fees apply. See appropriate section in membership manual.*

** *"Standard" coverage is included with membership. Additional coverage is available for added cost.*



Local Chapter Membership

All H.O.G.[®] members are eligible to join any affiliated local chapter by completing the Chapter Membership Enrollment Form and Release. Applicants are responsible for providing proof of their National membership. An expired National membership automatically terminates local chapter membership and any associated memberships.

The sponsoring dealer has the right to suspend or revoke the membership of any chapter member should his/her conduct be deemed undesirable.

Local Chapter Enrollment

The following membership guidelines apply to all local chapters:

- Only use the Chapter Membership Enrollment Form and Release found in the *Blank Forms* section (Tab K) of this book or in the Chapter Officer section of members.hog.com
- A new Chapter Membership Enrollment Form and Release must be completed each year
- Maximum chapter dues are \$24.00 per year
- A separate form is needed for each member, whether rider or passenger
- Only current National H.O.G. members may join a local chapter

There are several ways to verify National H.O.G. membership:

- Examine member's current H.O.G. card
- Have the person join National H.O.G.
- Verify membership by using the H.O.G. Chapter Membership Report supplied to your dealer by H.O.G.
- Look up on the Chapter Officer section on members.hog.com. (See Tab F)

⇒ See Also:

Chapter Business (Tab F), for further explanation of the "Chapter Membership Enrollment Form and Release"

CHAPTER MEMBERSHIP
ENROLLMENT FORM AND RELEASE

CHAPTER NAME _____

MEMBER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

PHONE NUMBER _____ MEMBER NAT'L H.O.G. NUMBER _____

EXPIRATION DATE OF NATIONAL H.O.G. MEMBERSHIP _____

I have read the Annual Charter for H.O.G. Chapters and hereby agree to abide by it as a member of this dealer sponsored chapter.

I recognize that while this Chapter is chartered with H.O.G., it remains a separate, independent entity solely responsible for its actions.

- THIS IS A RELEASE, READ BEFORE SIGNING -

I agree that the Sponsoring Dealer, Harley Owners Group (H.O.G.), Harley-Davidson, Inc., Harley-Davidson Motor Company, my Chapter and their respective officers, directors, employees and agents (hereinafter, the **"RELEASED PARTIES"**) shall not be liable or responsible for injury to me (including paralysis or death) or damage to my property occurring during any H.O.G. or H.O.G. chapter activities and resulting from acts or omissions occurring during the performance of the duties of the Released Parties, even where the damage or injury is caused by negligence (except willful neglect). I understand and agree that all H.O.G. members and their guests participate voluntarily and at their own risk in all H.O.G. activities and I assume all risks of injury and damage arising out of the conduct of such activities.

I release and hold the **"RELEASED PARTIES"** harmless from any injury or loss to my person or property which may result from my participation in H.O.G. activities and EVENT(S). I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE THE **"RELEASED PARTIES"** FOR ANY INJURY OR RESULTING DAMAGE TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID EVENT(S).

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this Release and Indemnification Agreement including, but not limited to, Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known to him must have materially affected his settlement with the debtor."

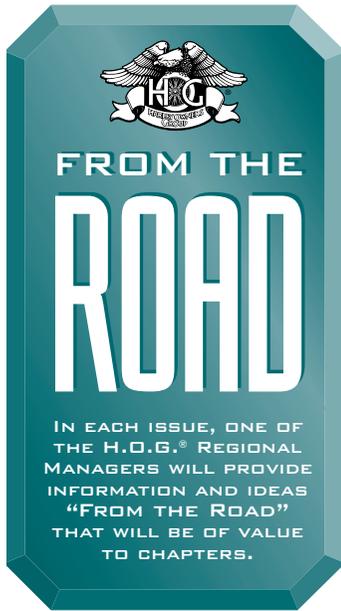
By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the **"RELEASED PARTIES"**.

MEMBER SIGNATURE _____ DATE _____

LOCAL DUES PAID \$ _____ DATE _____

(Dues not to exceed maximum amount prescribed in, "Annual Charter for H.O.G. Chapters", as contained in the H.O.G. Chapter Handbook.)

RETURN THIS FORM TO YOUR CHAPTER



A Form with Function

By Bruce Motta

While I don't think anyone would place the Chapter Release form on their "top 10" reading list (or even top 100, for that matter), in terms of importance to the well-being of the chapter, it's

the number one document we have. The Chapter Release is not only the admission ticket to another year of group activity, it is the chapter's principle means of protection in the event of an incident.

As a legal document, the release form has passed a number of reviews – and a few lawyers – on its journey to the *Chapter Handbook*. And as with any legal document, to be effective it must remain in its original form. The only change allowed is to fill in the chapter name at the top prior to copying and distributing it to the members for their signature. No other modifications can be made. None, zero, zip, nada.

Unfortunately, due to the typically plain and boring nature of legal documents in general, we have a tendency to want to improve the look by changing the text, or even adding graphics or photos. With a little creativity and a good word processor, one could reformat this rather bland document and make it more palatable. However, changes to its structure could very well jeopardize its ability to stand up in court. Not a scenario any of us would want to face should a problem arise.

While many things in the legal system seem to defy logic, the reasons for not modifying the form are actually quite simple. Let's take a look at some of the changes chapters have made in the past and why they shouldn't have. Keep in mind that confusion is the enemy.

LAYOUT

The release form has been laid out in a logical sequence to ensure that the reader understands what they are reading, why they are reading it, and what they are agreeing to by signing. The content and layout follow generally accepted legal principles for waiver forms (as you can see by looking at the similarities to the

Chapter Event Release Form in the Handbook). Changing the order could disrupt that logic and make the reader wonder what they are actually signing.

FONT

The wording on the form is standard size with emphasis (both bold and capitalized) placed on specific words that the reader needs to understand are of greater importance. Changing the font by either adding or deleting that emphasis removes the reader's ability to zero in on that importance.

SIZE

When you think about a legal document, particularly in a negative aspect, the first thing that usually comes to mind is the fine print. Looking at the Release Form, you can see that it pretty much fills an entire page side-to-side and top-to-bottom. Now if one were to change the layout to make room for a larger chapter name at the top or add graphics for a better look, they would need to shrink the text to get the extra space necessary. By doing so, guess what you've now created? That's right: fine print.

ADDITIONS

Another temptation to avoid is to add something such as a personal questionnaire or chapter survey to the blank side on the back. While it might be considered wasted space, once again we cannot alter a legal document – even on the back. As it stands now, the reader can see that the form visually carries a lot of weight. By adding a survey or questionnaire, the reader might wonder how important the Release Form really is when also asked for their birthday or where they want to ride.

WHY IT MUST REMAIN AS IS

The bottom line is that the Release Form is a simple, straightforward, and easy to understand contract between the member and the chapter. Its sole purpose is to document that the member understands the reason for the release, the risks of operating a motorcycle, and that they will hold the chapter harmless should an incident arise in the course of a chapter function. That's it. By keeping the Release Form in its original and proper format, we ensure that we both inform our members and protect our chapter. Two noble causes indeed.





H.O.G.® Chapter Membership Report

What is It?

To be a member of a local H.O.G. chapter and to hold an officer position in the chapter, people must be current members of H.O.G. The H.O.G. Chapter Membership Report contains the national member numbers, national membership expiration date, status (Active or Inactive), names, city and state of individuals H.O.G. has on file as being members of your chapter.

The report looks something like this:

HARLEY-DAVIDSON MOTOR COMPANY
HOG CHAPTER MEMBERSHIP REPORT

National Membership Number	Expiration Date	Status	Name Last	First	Intl	City	State
US 0000000	01/1/04	A	Davidson	Willie	G	Milwaukee	WI
US 0000000	01/1/04	A	Keefe	Mike	D	Milwaukee	WI

The H.O.G. Chapter Membership Report will be printed once a quarter (January 1, April 1, July 1, and October 1) and sent to your sponsoring dealer. You can make changes on-line by visiting members.hog.com and going to the Chapter Officer section. It is the Chapter's responsibility to keep the membership list up to date. There is no need to send your membership list to the H.O.G. office.



How is it Used?

There are several ways this report can be useful to you and to your members.

National H.O.G.® Membership Verification

Though it is still the new or renewing member's responsibility to show you their national H.O.G. card when enrolling in your chapter, this report will provide you with an additional tool to verify national membership status in case a renewing member forgets their card, or if you are taking local chapter renewals through the mail. Remember, it is the responsibility of the chapter to keep current member mailing lists - this report is for national membership verification only.

Keep H.O.G.® Informed as your Chapter Changes

Let us know of a change online in the Chapter Officer section of members.hog.com. Once you add a member to your report, they remain on your report until you remove them. Changes to your membership report can only be made by the primary officers or the membership officer.



H.O.G. & B.R.A.G. MEMBERSHIP **RECIPROCITY**

The question of H.O.G. and B.R.A.G. membership reciprocity has been surfacing in the recent past. With the advent of the automatic B.R.A.G. membership and growth in Buell ownership, there is an increased interest in many of the motorcycling activities that are offered to both the H.O.G. and B.R.A.G. membership groups.

Oftentimes a family member or friend own a Harley-Davidson motorcycle and belong to the Harley Owners Group and the spouse, child, or friend has purchased a Buell motorcycle and is a B.R.A.G. member. So, to further expand and enhance the Harley-Davidson and Buell motorcycling experiences, as well as extend a courtesy to all of our factory-sponsored enthusiast group members, we are happy to announce:

All current H.O.G. and B.R.A.G. members are welcome to attend H.O.G. and B.R.A.G. National, Regional and State rallies. To do so, members must register for the rallies they wish to attend. All registered rally attendees will be entitled to the same benefits of the event, such as receiving the rally package and participating in the various rally activities.

At the sponsoring dealer's discretion, access to the local H.O.G. chapter and/or B.R.A.G. club will be available on a participatory and/or local membership level. This means, if a B.R.A.G. member wants to join the dealer-sponsored H.O.G. chapter, or if a H.O.G. member wants to join the dealer-sponsored B.R.A.G. club, then it is the decision of the sponsoring dealer as to whether or not equal access would be offered.

We are pleased to accommodate both our H.O.G. and B.R.A.G. members through providing a multitude of benefits, services, programs and expanded activities that will create many, many opportunities for riding and having fun.



Member Benefits Explained

H.O.G. member benefits are described on the following pages. One way to make sure members fully understand the value of their membership is to feature one member benefit at every chapter meeting. Take the page that describes your chosen member benefit out of the book, photocopy it and distribute it to the members at the meeting. This setup is also intended to make it easier for the Editor to reprint member benefits in the chapter newsletter.

While the **Assistant Director** is responsible for keeping chapter members up-to-date on H.O.G. benefits, the following officers should help out, too.



Membership Officer



LOH[®] Officer

Ladies of Harley[®]
Motorcycling Memories Contest



Safety Officer

Safe Rider Skills Program



Road Captain



Photographer

Staff Photographer Pin

ABCs OF TOURING FORM - 2006

Official Guidelines



1 Entries must be from a current H.O.G.® member and must be for one person only. If a full and an associate member both wish to enter, each must submit **separate forms** with **separate photos**. **Only photos will be accepted.** We are unable to accept digital photos printed on regular paper, photos stored on CDs, or slides. Digital cameras may be used; however, only photos printed on high-resolution photo paper will be considered. **A separate photo must be submitted for each point. Please put your photos in the same order in which they are written on the form.**

A minimum of 26 photos must be submitted to qualify for prizes. Entries **MUST** include this 2006 ABCs of Touring form which is available at your local dealer, the My Membership section of members.hog.com, or by contacting the H.O.G. office. **ALL OF THE FOLLOWING ELEMENTS MUST BE INCLUDED IN EACH PHOTO SUBMITTED:**

- Your Harley-Davidson® or Buell® motorcycle *
- The cover of a 2006 edition of *Hog Tales*® or *Enthusiast*®
- You (the entrant) —in at least six photos
- An official sign as defined below

2 An “official sign” is:

- A government building **WITH** the name of the city, village, town, county, state, territory or country on it, such as a post office or police station. (Libraries or schools do not qualify)
- An authorized Harley-Davidson dealership may be used to designate a city and state (or province in Canada) **ONLY**. However, the first letter of the actual city where the dealer is located is the letter for which you will be credited. (For example: a photo of Harley-Davidson of Charlotte would give you credit for the letter M because that dealership is located in Matthews, NC.) Photos in front of H-D dealers must have the name of the dealership appear in the photo, and the name of the city and state written on the back of the photo.
- A sign posted by a government body, which lies **WITHIN** the boundaries of the place it identifies. (Mileage markers or directional signs are not allowed)

3 The name of the dealership, village, city, town, state, country, etc. must appear legibly on the official sign in the photo to receive points. **Any illegible photos will not receive points.**

4 You must ride your Harley-Davidson or Buell motorcycle (H.O.G.® Fly & Ride or Harley-Davidson Authorized Rentals® motorcycles are acceptable). Photos with motorcycles on trailers are not eligible.

5 Photos must qualify as outlined above to be eligible for points. Points are awarded as follows:

- One point for each city, village, town, township or municipality sign from A-Z. Limit one point per letter (maximum of 26 points).
- One point for each county, parish or district sign from A-Z. The word county, parish or district (or abbreviation equivalent) **must** appear on the sign, as well as the name. Limit one point per letter (maximum of 26 points).
- One point for each state. The name of the state (or abbreviation equivalent) **must** appear on the sign (maximum of 50 points).
- One point for each country. The name of the country (or abbreviation equivalent) **must** appear on the sign.
- One point for each province/territory. The name of the province/territory (or abbreviation equivalent) **must** appear on the sign (maximum of 13 points).
- One point for a National Forest sign. The name as well as National Forest **must** appear on the sign (maximum of one point).

- One point for a U.S. National Park sign or a Provincial Park sign in Canada. The name as well as National Park or Provincial Park **must** appear on the sign (maximum of one point).

6 Rally photos as listed below must clearly show you (the entrant), and an official rally banner or a National H.O.G. staff member: *

- Two points for the 2006 U.S. Annual H.O.G. Rally as published in *Hog Tales*.* (H.O.G. Touring rallies are not eligible for points, due to limited registration.)
- Two points for 2006 National H.O.G. Rally outside of the U.S. as published in *Hog Tales*. *
- One point for each 2006 U.S. State or Canadian Provincial/Regional H.O.G. Rally published as a State Rally or Provincial/Regional Rally in *Hog Tales*. *
- One point for a Canadian Ride for Sight registration receipt in your name. Events held in June 2006 (maximum of 3 points).

* National, State or Provincial/Regional H.O.G. rally banners may not be in a location accessible with your motorcycle. In this case, a photo of you (the entrant) holding a 2006 *Hog Tales* or *Enthusiast* will be accepted. This is the only situation that does not require your motorcycle in the picture.

7 One point for each of the following Harley-Davidson corporate facilities: Juneau Avenue and Capitol Drive in Milwaukee, WI; Tomahawk, WI; York, PA; Kansas City, MO; Buell in East Troy, WI (maximum of 6 points).

8 The following prizes will be awarded.

- 1st place \$500 H.O.G. gift certificate and ABCs of Touring plaque **
- 2nd place \$250 H.O.G. gift certificate and ABCs of Touring plaque **
- 3rd place \$100 H.O.G. gift certificate and ABCs of Touring plaque **
- Next ten runners-up ABCs of Touring plaque **
- 66 points ABCs of Touring pin, patch, metal CD case, pack-flat leather travel valet, plus a limited edition silver coin with case to signify your achievement.
- 56 points ABCs of Touring pin, patch, metal CD case, pack-flat leather travel valet.
- 46 points ABCs of Touring pin, patch, metal CD case
- 36 points ABCs of Touring pin and patch
- 26 points ABCs of Touring pin

** Also includes above listed prizes through 66 points. Prizes subject to change.

9 Send entries to: ABCs of Touring
Harley Owners Group
3700 W Juneau Ave
Milwaukee, WI USA
53208

This official 2006 ABCs of Touring form and your H.O.G. number, name, address and phone must be included with entry. All entries must be postmarked no later than December 31, 2006.

10 Names of top winners will be published in *Hog Tales* and on members.hog.com. All photos submitted will become property of Harley-Davidson Motor Company and may be used in *Hog Tales*, *Enthusiast*, or on members.hog.com. Unused photos will be returned.

11 **IN THE INTEREST OF FAIRNESS, NO EXCEPTIONS WILL BE MADE TO THE PRECEDING RULES.** In the event of a tie, a drawing will be held. Decision of the judges is final.

ABCs OF TOURING FORM - 2006

See reverse side of form for Official Guidelines

Country Code/
Member #

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Member
Name _____

Address _____

Daytime Phone: _____

City/Village/Town/
Township/Municipality (A-Z)

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B _____
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County/Parish/District (A-Z)

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National/Provincial Park

1 _____

National Forest

1 _____

Canadian Ride for Sight

1 _____

2 _____

3 _____

H-D Facilities

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

U.S. Annual H.O.G. Rally

1 _____

International H.O.G. Rally

1 _____

2 _____

3 _____

Canadian Province/Territory

1 _____

2 _____

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Country

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US State/CD Regional Rallies

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CHAPTERS

Harley-Davidson® dealers throughout the world sponsor local H.O.G.® chapters. Joining a chapter is a great way to meet new friends, participate in chapter activities and have a lot of fun.

See your Harley-Davidson dealer for information on joining the local H.O.G. chapter and the benefits it offers. Harley-Davidson dealers sponsoring a local H.O.G. chapter are indicated with an asterisk in your Touring Handbook (all local chapter members must be current national H.O.G. members).

TEN-YEAR MEMBER RECOGNITION

As a tribute to all H.O.G. members who have completed 10 consecutive years of membership, a special H.O.G. Ten-Year Member Patch will be included in the renewal packages after completion of 10 consecutive years of membership with the Harley Owners Group®. Every member (life, full or associate) who remains a dedicated member for 10 consecutive years will be recognized with this unique award.



ENTHUSIAST[®]

Harley-Davidson's[®] own magazine, *Enthusiast*, has been entertaining and informing Harley-Davidson enthusiasts since 1916! *Enthusiast* is the oldest continually published motorcycle magazine in the world. This magazine is a great source for the latest news about the company, its products, and its activities. *Enthusiast* is a benefit to full members of the Harley Owners Group[®]. You will receive *Enthusiast* three to four times a year! Along with six issues of *Hog Tales*[®], you'll be sure to enjoy lots of good Harley[®] reading!

Enthusiast



FLY & RIDE™

Full members can rent a Harley-Davidson® motorcycle at the following locations:

May through September:

Adams Center, NY	Frankfurt, Germany
Anchorage, AK	London, England
Belgrade, MT	Vancouver, British Columbia

April through October:

Barre, VT	Garden City, ID (Boise)
Bellevue, WA (Seattle)	Harrisburg, PA
Durango, CO	Milwaukee, WI
Eugene, OR	Missoula, MT
Everett, MA (Boston)	Rapid City, SD
Ft. Collins, CO	Reno, NV
Ft. Washington, MD	Salt Lake City, UT
(Washington, D.C.)	

Year-round:

Albuquerque, NM	Miami, FL
Myrtle Beach, SC	Oakland, CA
Charleston, SC	Orlando, FL
Glendale, CA (Los Angeles)	San Antonio, TX
Henderson, NC	San Diego, CA
Honolulu, HI	San Francisco, CA
Kailua-Kona, HI	Brisbane, Australia
Kapaa, Kauai, HI	Sydney, Australia
Lithia Springs, GA (Atlanta)	Matthews, NC (Charlotte)
Las Vegas, NV	Mesa, AZ (Phoenix)
Loma Linda, CA	

Note: International locations are subject to different driving rules and road conditions. For example, in Sydney, Brisbane, and London, motorists drive on the opposite side of the road than in North America. Be sure to be well rested from your trip before picking up your Fly & Ride motorcycle.



FLY & RIDE™ RESERVATIONS

All reservations must be made through the Harley Owners Group® office in Milwaukee at least three weeks in advance of the pick-up date. No reservation is confirmed until a deposit is received. The number of vehicles is limited, so make your reservations early. You must have a valid motorcycle operator's license at the time of reservation.

RENTAL RATES

Rental rates in the United States and Canada are \$100 per day, \$600 per week (seven days), plus any applicable sales tax. Rates for all other locations are \$115 per day, \$750 per week. There is a two-day minimum. The maximum rental period is three weeks. A 50% deposit is required to hold your reservation. The remaining 50% must be received at least three weeks before the vehicle is to be picked up. All H.O.G.® Fly & Ride fees are in U.S. dollars.

FLY & RIDE™ INSURANCE

H.O.G.® provides liability insurance for up to \$300,000 per accident. You, as the renter, are responsible for the first \$1,500 of any physical damage to the rental vehicle. You must provide H.O.G. with your credit card number at the time the balance of your rental fee is due. No assessment will be charged to your card when the rental vehicle is returned undamaged and as scheduled. Insurance limits may differ in certain locations. You, as the renter may be subject to a \$1,000 deductible in the event of theft.



MISCELLANEOUS INFO

Fly & Ride is available to full H.O.G.[®] members (aged 25 and older). Renter must be an experienced rider and have a valid motorcycle operator's license. Most vehicles are touring models. Motorcycle rider and passenger must wear a D.O.T.-approved motorcycle helmet at all times. Helmets are not provided and are the renter's responsibility. The rental vehicle will be provided with a full tank of gas and oil. Additional gas or oil required en route must be provided by the renter. The vehicle must be returned as scheduled on your contract with a full tank of gas and in a clean condition. A late fee of \$125 per day, in addition to the daily rental fee, will apply if the vehicle is not returned as scheduled. Member is responsible for paying fines, traffic violations, etc. H.O.G. reserves the right to refuse any Fly & Ride rentals on an individual basis.

If any cancellations or changes occur within the final 21 days before scheduled pickup of rental vehicle, a \$25 administrative fee will be applied.



Hog Tales[®]

Hog Tales, the official publication of the Harley Owners Group[®], is sent bimonthly to all full members. *Hog Tales*[®] features information about H.O.G. benefits and services, events around the world, member stories, and updates on the Harley-Davidson Motor Company.

Hog Tales[®]



STAFF PHOTOGRAPHER

Submit a photo, and if it's printed in *Hog Tales*, you'll receive an official "Hog Tales Staff Photographer" pin. Simply send photos to: *Hog Tales* Editor, c/o H.O.G. office. Unused photos will be retained for possible future use. Photos will not be returned unless requested with a self-addressed, stamped envelope. Be sure to use color film and submit either prints or slides.

Send your pictures or slides to:

Hog Tales[®] Editor
c/o H.O.G. Office
P.O. Box 453
Milwaukee, Wisconsin 53201



➔ See Also

Marketing & Media (Tab H)



H.O.G.[®] TRAVEL CENTER

As a H.O.G. member, you can receive discounts on vacation travel including air, car and hotel by visiting www.hogtravel.com. When booking a H.O.G. Fly & Ride[®], your rental must be made with the H.O.G. office prior to booking travel plans to ensure that a motorcycle is available. Please note that some fees may apply when booking non-rally, vacation travel. Check out www.hogtravel.com for more information on the many travel services offered through the H.O.G. Travel Center. Remember to identify yourself as a H.O.G. member to ensure you receive special pricing and discounts.

Rally Housing

H.O.G. Travel Center *(Operated by American Express One)*

800-CLUB-HOG (258-2464) Option 5, and then Option 1

Fax: 414-343-4764

website: www.hogtravel.com

Non-Rally Vacation Travel *(Operated by Apollo Travel)*

800-CLUB-HOG (258-2464) Option 5, and then Option 2

Apollo Travel Management

Fax: 312-236-7404

website: www.hogtravel.com

Note: The Travel Center is a division of American Express, a private firm offering services to Harley Owners Group members. Harley-Davidson Motor Company and H.O.G. are not parties to any contracts or agreements between The Travel Center and H.O.G. members.



HARLEY-DAVIDSON® INSURANCE

H.O.G.® membership gives you access to the motorcycle protection experts of Harley-Davidson Insurance™. Harley-Davidson Insurance specializes in protecting your riding experience and is prepared to locate the coverage that best suits your needs at an affordable price. One toll-free call to Harley-Davidson Insurance will put you in touch with an agent who will counsel you on available coverage options and assist you in selecting a plan that addresses your special needs. Your agent will then shop your insurance needs among the leading underwriters for motorcycle risks to ensure you get the best coverage at the most affordable price.

Options to meet your needs can include:

- Coverage for helmet and safety apparel, Harley-Davidson and Buell® accessories, road service, and towing
- Discounts are available for members of Harley Owners Group® (H.O.G.), experienced riders, Motorcycle Safety Foundation course graduates, and for anti-theft devices
- Vintage and custom bike coverage
- Easy payment plans
- Payment methods include personal check, Visa/MasterCard, American Express or Discover or finance the first year's premium with your motorcycle loan through Harley-Davidson Credit
- Personal rider insurance is available in the United States with the exception of Hawaii. Coverage, discounts, and terms vary depending upon state and insurance company

Call 800-832-4449, ext 4925 (toll free within U.S.) Monday through Saturday 6AM-6PM (PT), Sunday 8AM-5PM (PT).

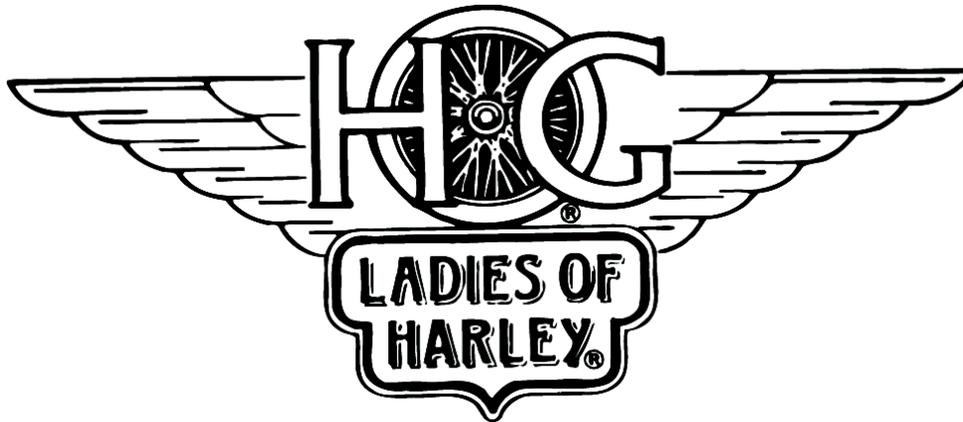
NOTE: *The insurance companies are private firms offering services to H.O.G. members. Harley-Davidson Motor Co. and H.O.G. are not parties to any contracts or agreements between the insurance companies and H.O.G. members.*



LADIES OF HARLEY®

Ladies of Harley offers members a special embroidered patch and pin during the first year of membership. Each renewal year, LOH members receive an LOH pin indicating the year of membership.

You must be an active member of H.O.G.® to be affiliated with Ladies of Harley. Although LOH is free of charge to active H.O.G. members, Ladies of Harley affiliation is not automatic. If you would like to join, simply contact the H.O.G. office.





LADIES OF HARLEY® MOTORCYCLING MEMORIES CONTEST

Share your fondest memories with fellow H.O.G. members and take a chance at winning great prizes. Official guidelines are as follows:

1. Contest is open to all current Ladies of Harley members (riders and passengers). Employees of Harley-Davidson®, its dealers, and members of their immediate families are not eligible.
2. There are three categories: Most Memorable, Most Adventurous, and Funniest Ride.
3. Submit a quality, color photo of you and your Harley® along with a story (limited to one typed page) and your membership number to: Motorcycling Memories, c/o H.O.G. office. **Entries must be postmarked no later than December 15, 2006.** H.O.G. reserves the right to edit entries. Entries longer than one typed page will be disqualified. All photos submitted will become the property of Harley-Davidson Motor Company.
4. You may enter as many times as you like, but all entries must be submitted separately. A contestant is eligible to win only one prize.
5. Entries will be judged solely on story content. Photos are required to enhance the story and may be used in Hog Tales®.
6. Winners will be announced in Hog Tales.

LOH Motorcycling Memories Contest prizes will be awarded as follows:

Grand Prize:	\$500 H.O.G. gift certificate
First Prize (each category):	\$200 H.O.G. gift certificate
Second Prize (each category):	\$100 H.O.G. gift certificate
Third Prize (each category):	\$50 H.O.G. gift certificate



2006 H.O.G.® MILEAGE PROGRAM – Official Guidelines –



Mileage Program (established January, 1995)

A H.O.G. Mileage Program pin and patch will be sent to all H.O.G. members upon enrollment in the program. After enrollment, additional awards can be earned by achievement of the mileage levels listed on the opposite side of this form.

OFFICIAL GUIDELINES

Eligibility to participate includes the following:

- Active H.O.G. member (full or associate)
- **EACH MOTORCYCLE MUST BE ENROLLED IN PROGRAM PRIOR TO ACCUMULATING MILES**
- Motorcycle must be a Harley-Davidson® or Buell® (either owned by you or a H.O.G.® Fly & Ride rental)
- Each change of vehicle must be registered in the program indicating the ending mileage
- For each mileage level, a separate mileage form must be submitted
- Passengers are also welcome to participate in the H.O.G. Mileage Program. The passenger **must also be an active H.O.G. member**, and enrollment is to be documented on the SAME form with their sponsoring rider. Call your National H.O.G. office at the number listed below to join.

Those listed as a “passenger” on a form, but who are also “riders”, may submit a separate enrollment form if they would like to accumulate miles as a “rider”. (However, mileage accumulated on one vehicle cannot be shared with another rider, i.e., the same mileage cannot be reported twice for two rider awards.)

- **ALL FORMS MUST BE ENDORSED BY A HARLEY-DAVIDSON DEALER**
- Each form must include actual odometer readings and VIN # (must indicate either miles or kilometers)
- Please allow 6-8 weeks for processing.

PLEASE MAIL OR FAX:

(all forms, except Canadian forms, should be mailed to the United States address)

United States
Harley Owners Group
H.O.G. Mileage Program
P.O. Box 453
Milwaukee, WI 53201
FAX: 414-343-4515
PH: 800-258-2464

Canada
Harley Owners Group
H.O.G. Mileage Program
830 Edgeley Blvd.
Concord, Ontario, Canada L4K 4X1
Fax: 905-660-3372
PH: 800-668-4836



2006 H.O.G.® Mileage Form

**MEMBER INFORMATION:**RIDER NAME _____ H.O.G. # (including Country Code)

--	--	--	--	--	--	--	--	--	--	--	--

Address _____

City/State/Zip or Postal Code _____

Country _____

PASSENGER NAME _____ H.O.G. # (including Country Code)

--	--	--	--	--	--	--	--	--	--	--	--

Address _____

City/State/Zip or Postal Code _____

Country _____

Please check the appropriate level for which you are applying:

RIDER: <input type="checkbox"/> Enroll <input type="checkbox"/> 10,000/16,100 km <input type="checkbox"/> 125,000/201,250 km <input type="checkbox"/> 25,000/40,250 km <input type="checkbox"/> 150,000/241,500 km <input type="checkbox"/> 40,000/64,400 km <input type="checkbox"/> 175,000/281,750 km <input type="checkbox"/> 60,000/96,600 km <input type="checkbox"/> 200,000/322,000 km* <input type="checkbox"/> 80,000/128,800 km <input type="checkbox"/> 250,000/402,500 km <input type="checkbox"/> 100,000/161,000 km* <input type="checkbox"/> 300,000/483,000 km*	PASSENGER: <input type="checkbox"/> Enroll <input type="checkbox"/> 10,000/16,100 km <input type="checkbox"/> 125,000/201,250 km <input type="checkbox"/> 25,000/40,250 km <input type="checkbox"/> 150,000/241,500 km <input type="checkbox"/> 40,000/64,400 km <input type="checkbox"/> 175,000/281,750 km <input type="checkbox"/> 60,000/96,600 km <input type="checkbox"/> 200,000/322,000 km* <input type="checkbox"/> 80,000/128,800 km <input type="checkbox"/> 250,000/402,500 km <input type="checkbox"/> 100,000/161,000 km* <input type="checkbox"/> 300,000/483,000 km*	
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NOTE: After 300,000, the award levels will remain at 50,000 increments

**Special medallions and rockers, suitable for placement on your Harley-Davidson® or Buell® motorcycle, will be awarded for each 100,000 mile achievement.*

NOTE: To convert kilometers to miles, divide kilometers by 1.61. For example, 40,250 kilometers ÷ 1.61 = 25,000 miles.

ENROLLMENT/NEW LEVEL APPLICATION: IMPORTANT – ENROLLMENT OF YOUR HARLEY-DAVIDSON OR BUELL MOTORCYCLE IS REQUIRED PRIOR TO ACCUMULATION OF MILES/KILOMETERS

VIN/Serial # _____

Starting: Miles _____ Kilometers _____ Current: Miles _____ Kilometers _____

VIN/Serial # _____

Starting: Miles _____ Kilometers _____ Current: Miles _____ Kilometers _____

VIN/Serial # _____

Starting: Miles _____ Kilometers _____ Current: Miles _____ Kilometers _____**CHANGE OF VEHICLE NOTICE:**

Harley-Davidson or Buell motorcycle to be added to program:

VIN # _____

Starting: Miles _____ Kilometers _____

Previous Harley-Davidson or Buell if sold/traded:

VIN # _____

Ending: Miles _____ Kilometers _____**DEALER ENDORSEMENT (REQUIRED):**

Dealership Name _____ Dealer Number _____

Dealer Signature _____ Date _____

I hereby certify that all information indicated on this form is correct.



MOTORCYCLE SHIPPING WITHIN THE CONTINENTAL U.S., CANADA, AND HAWAII

Planning a motorcycle vacation and don't have the time to ride to and from your destination? Let Harley-Davidson help you get your bike there. Harley-Davidson has partnered with the largest and most trusted vehicle transport company in America to offer discounted rates to full H.O.G. members who wish to ship their motorcycle. We can ship your motorcycle anywhere within the continental U.S. and into and out of Canada and Hawaii. Choose from the convenience of door-to-door pick-up delivery, or you may opt for pick-up and delivery at many convenient locations including numerous shipping warehouse locations. With competitive prices and a variety of transit schedules, it's easy to find a solution for all your shipping needs. Multi-bike discounts are available – perfect for your next chapter trip. Contact us for your next vacation, rally, or when buying or selling your motorcycle – we can help make shipping your motorcycle worry-free!

For information, rates, transit schedules, and other services available, call 888-575-BIKE (2453) (toll free within U.S.), 214-381-0181 x5170 (outside U.S./local calls) or visit www.harley-davidson.com/shipping. Be sure to mention that you're a H.O.G. member and you will be provided with special discounted rates exclusively for members of the Harley Owners Group®.

Harley-Davidson Shipping
(shipping within the continental U.S., Canada and Hawaii)
888-575-BIKE (2453) (toll free within the U.S.)
214-381-0181 x5170 (outside U.S./local calls)
website: www.harley-davidson.com/shipping

SHIPPING ORIGINATING IN CANADA

Mt. Bruno/Lakeshore, an agent for Allied Van Lines, offers Canadian H.O.G. members motorcycle transportation originating in Canada to anywhere within North America. Mt. Bruno and Allied's network of Special Product agencies in Canada are trained to meet the needs of H.O.G. members and welcome the opportunity to provide no-obligation quotations. Contact Dave Urman at 877-336-1212 (toll free within Canada) or visit the Web site at www.brunolake.com.



OVERSEAS MOTORCYCLE SHIPPING

You can now ride your favorite Harley-Davidson® motorcycle in overseas rallies and distant locales by arranging the transportation of your motorcycle through the H.O.G. Overseas Motorcycle Shipping Center, operated by Claridon Shipping.

Claridon operates a range of transportation systems that have been designed exclusively for shipping Harley-Davidson motorcycles. Claridon will arrange round-trip transportation of your motorcycle, riding gear, and luggage through either its unique multi-bike or single-bike transportation systems. You may select shipping by sea or by air.

To arrange seamless transportation of your Harley-Davidson motorcycle and to inquire about the services and rates available to H.O.G. members, simply contact the H.O.G. Overseas Shipping Center at 866-418-5800 (toll free within U.S./Canada), +44-800-980-1612 (toll free U.S./Canada), E-mail HOG@claridon.com, or book online at www.claridon.com/hog.



ROADSIDE ASSISTANCE PROGRAM

You'll want to read the following information carefully! Especially, if you've ever been worried about being left stranded away from home - the H.O.G.[®] Roadside Assistance Program is here for you!

STANDARD PACKAGE (INCLUDED with full and full life membership)

All active full and full life members are automatically enrolled in the Standard Package of the Roadside Assistance Program, which provides coverage of up to \$100 for certain expenses, once per year. (*This benefit applies to your Harley-Davidson[®] motorcycle.*)

There is **no** additional charge for this Standard Package. Active full and full life members may use the program **once** per year toward the maximum \$100 coverage. Road America offers telephone support 24 hours a day, 365 days a year as well as various communication options for the hearing-impaired.

If an active full or full life member is stranded due to a covered problem, they simply call Road America (toll free) to arrange for a tow to the nearest Harley-Davidson dealership. (Please note that Harley-Davidson dealerships are not open 24/7). After the roadside assistance service is completed, the member signs off on the invoice. If the invoice is \$100 or less, the member does not pay anything; if it is more than \$100, the member must pay the difference. Road America can assist you with towing service, fuel replacement (does not cover cost of fuel) and extrication assistance.

NOTE: Benefit limits in Canada are in Canadian dollars (up to CD\$100) and in U.S. dollars (up to US\$100) when in the United States.

DELUXE PACKAGE (OPTIONAL - ONLY \$19.95* per year)

Greatly reduce your traveling worries with the optional Deluxe Package - which adds the following benefits:

- **UNLIMITED roadside assistance**
- **"Sign and ride" benefit (all covered towing/roadside assistance costs are covered in full)**



If you are a full or full life member and would like to upgrade to this increased benefit level - please contact Road America to enroll.

ULTRA PACKAGE (*OPTIONAL - ONLY \$29.95* per year*)

For even more peace of mind, the Ultra Package option provides the same benefits as the Deluxe Package, plus emergency travel expense reimbursement.

The Ultra Package provides the same benefits as the Deluxe Package, plus emergency travel expense reimbursement.

If your covered motorcycle is disabled as a result of a mechanical breakdown of a warranty-covered component (still under the original or extended warranty plan) or the covered motorcycle is involved in a disabling collision, and is 100 miles or more away from your residence, and the repair is delayed overnight due to the unavailability of required parts - you may qualify for travel expense reimbursement up to the \$1,000 maximum. Ask for full details when you sign up with Road America. Certain restrictions and/or exclusions apply.

To contact Road America, please call the H.O.G. Roadside Assistance Program at Road America, 888-443-5896 (toll free within the U.S. and Canada) or visit the Web site at www.road-america.com. For the hearing impaired - TTY: 866-838-7380 or E-mail paging: help@road-america.com.

* Prices in U.S. dollars.
Services provided by Road America Club.

U.S. STATE RALLIES

H.O.G. state rallies offer great reasons to ride and experience the United States. These events are created, planned, and implemented by local H.O.G. members under the management of the national H.O.G. office. Dates and phone numbers for registration are regularly listed in *Hog Tales*, and on the events section of HOG.com.



SAFE RIDER SKILLS PROGRAM

H.O.G. members are eligible for tuition reimbursement in the form of a coupon for up to \$50 for the successful completion of an accredited Motorcycle Safety Foundation (MSF) rider training course including Riders Edge® courses in the United States, or Motorcycle & Moped Industry Council rider training course in Canada. This reimbursement does not cover the cost of training books, videos, etc. To obtain your reimbursement, read and complete the form on the next page (use the copy in the Forms tab as a master and make a copy to submit to H.O.G.)

For information relative to the class nearest to you, log onto www.ridersedge.com or call the MSF at 800-446-9227.



➤ **See Also**

Safe Riding Tips (Tab I)



THEFT REWARD PROGRAM

H.O.G. will pay a \$1,000 reward for information leading to the arrest and criminal conviction of anyone stealing a full member's Harley-Davidson® motorcycle. The reward is not payable to the member whose vehicle was stolen, the member's immediate family, or law enforcement officers.

Information must be reported to the H.O.G.® office and to local law enforcement agencies.

The H.O.G. Theft Reward Program applies only to current members residing in the United States and Canada, providing that the vehicle was stolen in either of these countries during their membership period. This reward does not cover damage or vandalism that may occur to a vehicle while parked, or theft of any accessory or individual parts of the vehicle.

To discourage thieves, place your Theft Reward decal on your motorcycle. This will also encourage witnesses to report theft information to H.O.G.

TOLL-FREE TELEPHONE SERVICE

Members have a direct line with the H.O.G. office through a toll-free phone number. Representatives are available 8AM-4:30PM (CST) Monday-Friday to address all your H.O.G. needs. Our automated system is available 24 hours a day. Refer to the H.O.G. Telephone/Address Directory listed on page v of this handbook.

The H.O.G. toll-free line reaches only the H.O.G. office. If you need to contact Harley-Davidson Motor Company, please call 414-342-4680.



TOURING HANDBOOK

The Touring Handbook is your comprehensive directory to touring the Americas. It contains maps of North America and South America with special notations of all cities which have Harley-Davidson® dealerships. You'll find essential information in your Touring Handbook, from travel information and factory tours, to a complete list of Harley-Davidson dealerships in North and South America. Those dealers sponsoring H.O.G.® chapters are indicated with an asterisk.

Remember to take your Touring Handbook with you whenever you travel.



Responsibility:



Activities Officer



Road Captain



Safety Officer

This Section Reveals:

- Descriptions of events and activities covered under the Chapter Insurance program
- Suggestions for setting up and conducting chapter activities and events
- Forms and tools to help you conduct chapter activities and events
- Suggestions for volunteer management

Introduction

Many chapters enjoy getting together for a little friendly competition. The events and activities described in this section are approved by the Harley Owners Group® and covered by your chapter insurance program. H.O.G.® is always looking for new ideas. If your chapter has created an event you'd like to share with the rest of us, describe it on the Event Suggestion form at the end of this section. We might reprint your idea in the *Chapter Officer News*® for other chapters to try. Who knows, maybe you'll even see it on the schedule at a National Rally!



Tips for Volunteer Management

Volunteers are the backbone of H.O.G.[®] chapters and state rallies. As a chapter officer, H.O.G. looks to you to manage the business of running a chapter. You, in turn, look to chapter member volunteers to help you create the atmosphere and conduct the activities that make chapter membership a worthwhile experience.

The following common sense ideas are meant to help you recruit, manage and cultivate dedicated chapter volunteers. This list is just a start. As you read it, think of creative ways to implement these and other ideas. You might start by remembering what it felt like when you “stepped up to the plate” and took on the responsibility of leading a chapter. Chances are, the people you’re asking to volunteer for chapter activities are feeling the same way and have the same questions.

Organize

- Before you ask others to help, know what help you need. Create a list of volunteer positions required to staff a certain activity. Include any special skills or talents the positions might require, and the amount of time you’re asking a person to commit. Communicate this information to prospective volunteers
- Develop a volunteer questionnaire. Ask chapter members what types of activities they would like to attend and if they would consider volunteering. Find out members’ special talents, interests, areas of expertise and hobbies. Then, don’t ignore the information you gather - use it!
- Respond in a timely manner to offers of assistance. Nothing kills the urge to volunteer more than ignoring an offer of help
- Set up a network of volunteers - something as simple as a phone tree can be very effective
- Put the right person in charge of volunteer recruitment - a motivator, an organizer, a “people” person
- Use volunteer sign-up sheets at chapter meetings and at other chapter activities



Tips for Volunteer Management (cont'd)

Communicate

- Develop a “team” attitude - let volunteers know they’re a vital part of the team and essential to the activity’s success
- Make volunteers a part of the evaluation process at the completion of the activity
- Make volunteers a part of the planning process
- Use phone calls, flyers, letters - whatever works for your chapter - to announce activities as far in advance as possible
- Help volunteers understand why they’re being asked to do something in a certain way and be ready to change your mind if they have a better way! The major difference between a “dictator” and a “delegator” is communication

Educate

- Let volunteers know exactly what’s expected of them, including how much of their time you’re requesting, specific responsibilities and any qualifications needed to do the job
- Put volunteer responsibilities and instructions in writing for a quick “on the job” reference. This also helps to ensure that everyone involved understands and agrees to what’s expected of them
- Once you’re sure the written instructions are understandable, comprehensive and easy to follow, consider laminating instruction sheets for use at other activities, or create a booklet
- Give volunteers a specific person to whom they can go with questions
- Develop volunteer “mentors” - be sure to match experienced volunteers with rookies. One of the fastest ways to learn something is by working alongside someone with experience. This approach is great for new members who may want to help out, but haven’t yet developed friendships within the chapter and are reluctant to volunteer. It’s also more fun!



Tips for Volunteer Management (cont'd)

Enjoy

- Put the right people in the right jobs and try to match people's talents and interests with the tasks you're asking them to do - but don't assume that someone who does bookkeeping 8 hours a day also wants to do bookkeeping in his or her free time!
- Give people the opportunity to try new things and broaden their horizons. Just because someone "always" judges a bike show doesn't mean they wouldn't like to try something else
- Accentuate the positive aspects of being a volunteer - new friendships, a sense of accomplishment, personal development, being a part of a team. Don't badger people into volunteering - unless, of course, they like to be badgered!
- Encourage families to volunteer and work together as a unit
- Don't take too much too seriously - a sense of humor is a must!
- Have a special "after the event get-together" for all those who volunteered
- Make work "shifts" reasonable - about 2 to 3 hours. Plan for more volunteers to work shorter hours. People will be more willing to help out if they know they'll also have time to participate in the activity

Reward

- Remember to say, "Thank you," for every offer of assistance you receive. Most people want to feel needed and appreciated
- Concentrate on praising those who do volunteer, not on degrading those who are unwilling or unable to help out. There will always be those who want to attend an activity, not work it. That's okay
- Recognize volunteers in a manner that fits for your chapter - in newsletters or meetings, with small gifts of appreciation, certificates of accomplishment, thank you cards or a volunteer party where volunteers get to sit back and be served!



- Let volunteers accumulate points for each activity they work and at year-end, give various gifts according to points earned
- Sometimes the best reward is a well-earned rest! Don't expect one person to volunteer for every single chapter activity

Task Description

Task name and major duties: _____

Commitments: _____

Task requirements:

___ Ability to _____

___ Have & wear appropriate clothing _____

___ _____

___ _____

Qualifications:

___ Friendly, outgoing _____

___ Attention to detail _____

___ _____

___ _____

Physical demands:

___ Able to: ___ lift, ___ bend, ___ stoop, ___ reach, ___ tolerate noise, ___ chaos

___ Able to: _____, _____, _____

Working conditions:

___ Potential exposure to: _____

___ Inside

___ Outside

Materials and tools required and who will provide them: _____

Expected times to perform task:

Due Date: _____

Start Time: _____

End Time: _____

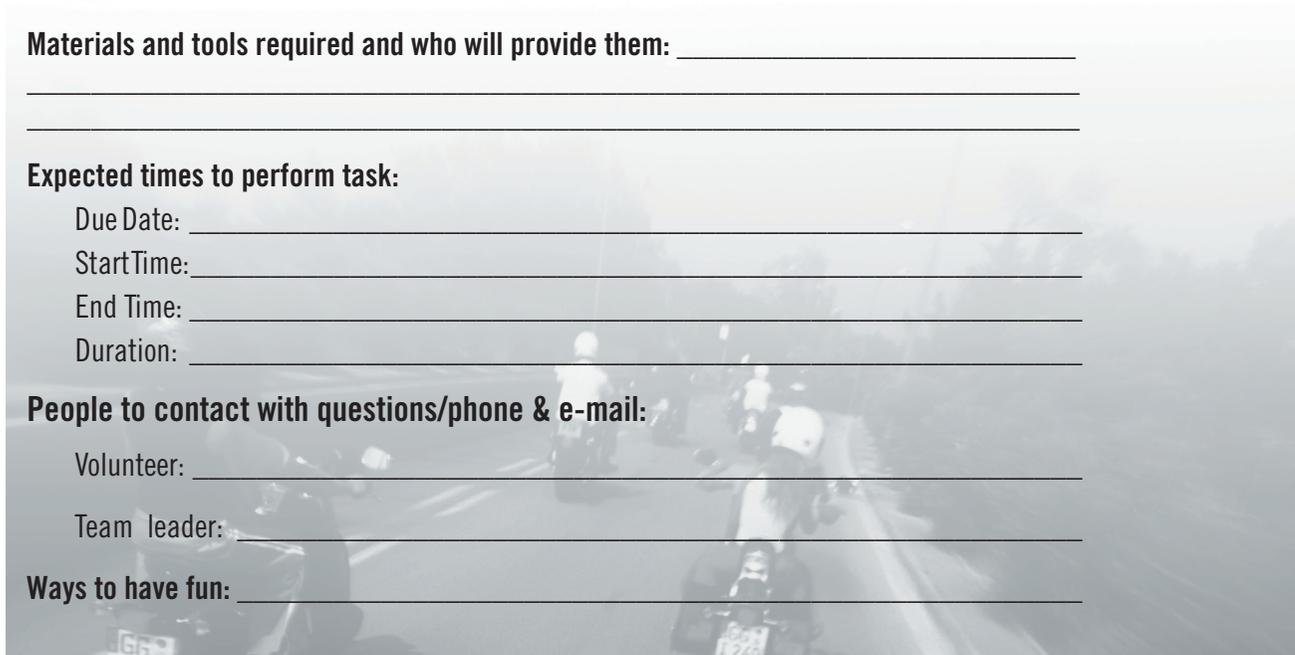
Duration: _____

People to contact with questions/phone & e-mail:

Volunteer: _____

Team leader: _____

Ways to have fun: _____





Coverage



Before you undertake a chapter event or activity, be sure you have the necessary insurance to cover all aspects of the event. The H.O.G.[®] chapter general liability insurance policy is meant to cover “typical” chapter activities where the guests are local chapter or H.O.G. members. Since we all may have a different definition of “typical,” it’s important to follow the guidelines listed here.

- Carefully read through the insurance section of this handbook (Tab F)
- Check the “Schedule of Pre-Approved Chapter Activities” (the field events in this handbook are pre-approved)
- Check the list of “Excluded Activities”; these are definitely not covered under the policy
- If your event/activity is not on the “Schedule of Pre-Approved Chapter Activities”, or if you have ANY doubts as to what might be covered, call Harley-Davidson[®] Insurance at 1-888-690-5600
- Abide by the release form guidelines as described in the insurance section
- Be familiar with all legal and financial guidelines as covered in *Chapter Business* (Tab F)
- See “*Event Production Policy*” on the following pages.

NOTE: Even if your event or activity is not included on the “Schedule of Pre-Approved Chapter Activities”, you may be able to obtain coverage through Harley-Davidson[®] Insurance (HDI). HDI will determine whether your activity/event can be added to the “Schedule of Pre-Approved Chapter Activities” (at no additional cost to you), whether your activity/event can be covered with additional insurance (for which you’ll pay an additional premium), or whether your activity/event cannot be covered through HDI

➤ See Also

Chapter Business (Tab F), “Chapter Insurance Program” and “Raffles, Prizes and Poker Runs”



Event Production Policy

- **Rule of Thumb = one event, one producer**

For the sake of clear lines of responsibility, control and insurability, don't hold dual-produced events.

- **Flyer Content**

Show the world (and the insurance company) who the producer is by designing your flyer like this:

<p style="text-align: center;">Top Producing Chapter takes the top line and doesn't share it. Single producer only! Include H.O.G. logo along with Chapter chevron (not H-D) if desired.</p>
<p style="text-align: center;">Middle List event facts in a straightforward manner: Who-What-When-Where-Why</p>
<p style="text-align: center;">Bottom List sponsors (with logos if desired). H.O.G. is not a sponsor</p>

Logo Use

- **Rule of Thumb = do it right or not at all.**

Use of H.O.G. logos is a benefit provided by H.O.G. to local Chapters. The logo is a valuable and positive symbol of our organization and all H.O.G. Chapters need to do their part to protect this legacy.

Here's how you can do your part:

- The Annual Charter gives you the right to use the logo on Chapter publications, if Dealer approves.



- Use the official logo found in your Chapter Handbook.
- Use the logo as is; do not alter it in any way (such as adding text or combining with other graphics).
- **Always** accompany the logo with the official chapter name.



- Get approval from your regional manager if you want to use the logo on anything other than publications (like t-shirts and pins) and use authorized agents to produce those items.
- See Article X of the Annual Charter for H.O.G. Chapters when in doubt.

Sample Event Flyer

ABC CHAPTER



Poker Run & Bike Raffle Sunday – June 12, 2007

Registration from 9:00 a.m. – 11:00 a.m.
Jefferson Way Recreation Center – 1234 Jefferson Way,
Anytown, USA
Entry Fee is \$12.00
Door Prizes!!!
50/50 Drawing

**Lunch will be provided
No alcohol, Please**

**For more information: Dealer Name 123-456-1234
www.abcchapter.com**

All Chapter activities conclude at 8:00 p.m.

**Thanks to our sponsors:
ABC Harley-Davidson, Coca-Cola, Jefferson Way Rec Center**



Event Suggestions

Safety

- Participant and spectator safety must be top priority
- The event area should be roped off to prevent access to anyone but event personnel and participants
- Events may NOT restrict drivers' ability to safely operate their motorcycle in any way
- Conduct events on surfaces conducive to safe riding (avoid slippery surfaces, gravel and mud)
- Have a fire extinguisher available at the site

General

- Participants must compete on a Harley-Davidson® motorcycle
- Have release forms on hand for non-chapter members to sign
- Equipment and supplies will vary depending on which events are chosen
- A designated area may be set up where the participants can fill out the Field Events/Games Registration form. If you don't want to have formal registration, simply ask everyone who wants to participate to line up. After each event/game is completed, have an assigned chapter volunteer write down the name and address of the winners to ensure that they receive the appropriate award
- Make sure all rules are explained in detail before any event gets started. It is a good idea to have the rules printed and available so the participants may read them when signing up
- A public address system should be available
- To ensure safe events, spectators must not have access to the activity area



Equipment Required for Events

This is an equipment list for events discussed in this book. Depending on the events you choose to execute, you may not need all the equipment listed.

- Field lining machine or field tape
- 50-lb. bag of lime (for line machine)
- Rope
- String
- Stopwatch
- Sign up sheets
- Pens
- Clipboards
- Volunteers
- 8 medium orange cones (as used on highway construction sites)
- 8 bicycle tires
- 8 plastic soda bottles
- 1 package of plastic straws
- Unopened jar of mustard
- Plastic sanitary gloves
- Plastic forks
- Unopened packages of hot dogs (one for each participant)
- 6 PVC pipe stands
- 6 centerless Frisbees
- Small laundry items
- Garbage can for waste
- 1 or 2 six-foot foam spears (used as pool toys; check with a swimming pool supply store or toy store)
- A supply of small stuffed pigs
- Deck(s) of cards
- Cash box
- Book of Hoyle (Poker Rules)
- Signs for checkpoints
- Sturdy bags for poker run stops
- Signs for poker run stops
- Water balloons
- Hay bales
- A supply of reasonably-sized stuffed animals
- Fishing nets
- Flat paper-animal cut-outs
- Commercial water-gallon slingshot
- Plastic barrels
- Tennis balls
- Clothespins
- 2 long poles with stands (approx. 12-15 feet long)
- 3 garbage cans (for games)
- Potatoes
- Wooden planks 2" x 6" x 8'
- Heavy duty tube socks

STAFF VOLUNTEER SIGN-UP



Activity _____	Location _____
Day/Date _____	
Report Time _____	End Time _____
Supervisor _____	Phone # _____
Number of Volunteers Needed _____	

Volunteer	H.O.G. #	Phone #
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
11 _____	_____	_____
12 _____	_____	_____
13 _____	_____	_____
14 _____	_____	_____
15 _____	_____	_____



FIELD EVENT REGISTRATION

(1 sheet per event)

MUST BE A HARLEY-DAVIDSON®

MOTORCYCLE

_____ Chapter Event

H.O.G. # _____

Name _____

Address _____

City _____ State _____ Zip _____

Chapter _____

FIELD EVENT GAME _____

One Registration Per Event

Official Use Only
Place _____ Judges' Initials _____

field.qxd



FIELD EVENT REGISTRATION

(1 sheet per event)

MUST BE A HARLEY-DAVIDSON®

MOTORCYCLE

_____ Chapter Event

H.O.G. # _____

Name _____

Address _____

City _____ State _____ Zip _____

Chapter _____

FIELD EVENT GAME _____

One Registration Per Event

Official Use Only
Place _____ Judges' Initials _____

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Ride-In Bike Show

The Ride-In Bike Show is the perfect opportunity for participants to show off their metal. Only Harley-Davidson® motorcycles are eligible to enter the show. There are categories for every kind of bike, from classic to custom.

Rules and Supplies

- Secure a staging area with ample space and a good riding surface
- All entrants must be registered to participate
- Have rules available for all participants
(Ride-In Show Participants Informational Sheet)
- Have the following supplies on hand:
 - Pens/pencils
 - Ballots and ballot box
 - Registration forms
 - Release forms
 - Official Ballot People's Choice Award

Judging Examples

Listed below are the many different ways to judge a Ride-In Bike show. Pick the one that works best for your event or use a combination of judging styles.

- **Panel of Judges:** A pre-assembled group of judges that may include representatives from several participating chapters, local businessmen or city officials
- **A "People's Choice" Award:** Every attendee is allowed to act as a judge. Distribute ballots to each attendee at registration



RIDE-IN SHOW ENTRY SHEET

(Bike must be ridden to the rally. Trailered
bikes not eligible except in pro-class.)

MUST BE A HARLEY-DAVIDSON MOTORCYCLE

Event _____ Dates _____
Class # _____ License Number _____
Year/Model _____
Owner _____ H.O.G. # _____
Address _____
City _____ State _____ Zip _____
Chapter _____

Official Use Only	
• Paint _____	
• Plating/Polishing _____	
• Engineering _____	
• Street Function _____	
• Seat _____	
• Style _____	
<input type="text"/>	<input type="text"/>
Total Points	Judges' Initials
Comments:	



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• Street Function _____	
• Seat _____	
• Style _____	
<input type="text"/>	<input type="text"/>
Total Points	Judges' Initials
Comments:	



Ride-In Show Participants Information Sheet

Description:

Participants enter their bikes in the show to be judged.

Awards:

First Place, and two Runner-Up awards for each class. And one Best Use of H-D P&A award.

Rules:

- Bike must be ridden past the registration table.
- Participants must place their bike into the class indicated by the H-D Judges (one class per bike).
- Participant's bike must stay in the show until after the awards finalist ribbons have been placed.
- Finalist must stage their motorcycles as instructed for plaque presentation.
- All decisions by the Judges are final.
- Judging will be based on points from the participants and H-D Judges.

CLASSES

- 1) **Antique:** Models that are 20 years or older.
- 2) **Big Twin Radical Custom:** Models that are rubber or rigid mount with structurally (geometrically) modified frames.
- 3) **Big Twin Rigid Mount:** Models with stock frames.
- 4) **Big Twin Rubber Mount:** Models with stock frames.
- 5) **Full Dresser:** Models with fairing, saddlebags, tour-pak and windshield.
- 6) **Shovelhead:** Models with stock frames.
- 7) **Sidecar:** H-D models only.
- 8) **Sportster:** Models with stock frames.
- 9) **Sport Touring:** Models with touring gear and windshield.



- 10) **Buell:** All models.
- 11) **Trikes:** H-D engine.
- 12) **Show Custom:** Models with rubber or rigid mount with stock frames.
- 13) **Pro Custom:** Models that are rubber or rigid mount with modified H-D engine, crankcase, structurally (geometrically) modified frames and can not be a production motorcycle.

Classes 12 & 13 are designed for vehicles where emphasis on customization is at a higher level for wheels, sheet metal, brakes and upholstery.

Special Award: Best use of H-D P&A - - - First Place Only.

NOTE: Unless otherwise specified all entries must be Harley Davidson® production motorcycles with H-D engine, stock frames and stock crankcases.



Judges Evaluation Sheet

CLASS #

LIC. #

TOTAL POINTS

PAINT:

Overall design and finish quality.

1 2 3 4 5 6 7 8 9 10

PLATING/POLISHING:

Finish quality, etching and balance of components.

1 2 3 4 5 6 7 8 9 10

SEAT:

Style, comfort, materials, and other upholstered components.

1 2 3 4 5 6 7 8 9 10

ENGINEERING:

Innovation, safety, performance, handling, and braking.

1 2 3 4 5 6 7 8 9 10

STREET FUNCTION:

Overall ride-ability, drive-ability, and vehicle requirements.

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

PRO CLASSES: Are for vehicles created by motorcycle dealers, professional builders and other special interest entries. When the following is represented: **Customization is at a high level. Everyday street function is a lower priority.**

STYLE:

Overall impression of vehicle, balance of components, and finishes.

1 2 3 4 5 6 7 8 9 10



PRO CLASS ONLY CLASS # 12 & 13:

1 2 3 4 5 6 7 8 9 10

ANTIQUE CLASS:

Judged exclusively on their original or restored to original merit.

1 2 3 4 5 6 7 8 9 10

OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:

Please select one bike as your favorite and write that number in the box above.

(Each rally participant is entitled to ONE vote)



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ballot_PCA.qxd

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Observation Run/Self-Guided Tour

Observation runs and self-guided tours are excellent ways to get your chapter members out on their Harleys and enjoying the countryside. You can design runs and tours of various lengths to accommodate the different riding styles of your chapter members. In general, observation runs are designed as a kind of “scavenger hunt” where participants receive a series of questions about the landmarks and signs along the route. Their answers are judged at the end of the ride. Self-guided tours are just that, a predetermined route through a scenic area that riders can complete at their own pace.

Supplies

- Route and maps
- Questions/Quiz
- VERIFICATION of routes, maps, questions and quiz
- Tally sheets to determine winners (if applicable)

Suggestions – Observation Run

- Start/finish should be the same
- The route should run past landmarks for easily recognizable signs that are safely and easily seen without causing a traffic hazard
- Include a list of questions about the landmarks or signs along the route. There should be a minimum of 10 and a maximum of 25 questions
- The mileage from point to point should accompany these questions
- The route should not exceed 80 miles

Suggestions – Self-Guided Tour

- The start and finish line should be the same
- Tour should not exceed 100 miles
- Stops should be noted by name and clearly marked as to location (i.e., side of the street, mileage from start, etc.)

OBSERVATION RUN



NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE # _____ H.O.G. # _____

This form must be returned by _____ A.M. _____ P.M. Chapter Name _____
(Time)

THIS IS NOT A TIMED RUN!

QUESTIONS 5 POINTS EACH

MILEAGE/KILOMETERS DIRECTIONS

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

In the event of a tie, a drawing will be held to determine winners. Decision of judges is final.



Slow Ride

The Slow Ride is a challenging test of the participants' balance and control over their Harley-Davidson® motorcycle. The object is to finish the designated course, in the most time, without putting your feet on the ground or running over boundary lines. Men and women can both take part in the same Slow Ride heats, or the Ladies of Harley® can run their own heats.

Setup

- Mark off 10 lanes. Each should be four feet wide and 50 feet long
- Assign one judge to each lane
- If there are enough participants, run separate heats for each class of bike. XLs, FXs and FLs run off separately. The winners from each of those heats will then run off against one another to determine the overall first, second and third-place winners

Rules

- Participants line up at the beginning of every other lane. Leave an empty lane between each participant as a safety precaution
- Start as soon as signaled
- Keep your feet up. If you put your foot down, stop exactly where you are
- Stay within the lines. If your wheel touches the line, you're disqualified. Stop exactly where you are
- You must cross the finish line, without fault, to win



Circular Slow Ride

Supplies

- Tape Measure
- Stop watch
- Stake (for the center of the circle)
- String (to scribe the circle with)
- Lane marking equipment (chalk, tape, etc.)
- Hay bales
- Volunteers: 2 spotters per lane, 1 starter/judge, additional volunteers to guide motorcycles into and out of the activity area.

Setup

- Lay out three or four circular lanes as shown, each lane having an inside radius of 6 feet and outside radius of 10 feet. The size of the circular lanes may be varied but keep in mind the turning radius of the various Harley-Davidson® models. Riding area width of the lanes should be approximately 4 feet.
- Separate the circles with hay bales placed between the lanes, as shown.
- Mark a start/finish line in each lane.
- Spectators and waiting participants MAY NOT sit on, stand next to, or park next to the hay bales separating the lanes. The hay bales and the area between the participant lanes and the hay bales must remain clear.
- 1 lane spotter monitors the start finish line for their assigned lane to insure that the participant lifts their feet and begins the ride at the start signal and also monitors whether the motorcycle crosses the lane markings on either side of the lane during the ride.
- 1 lane spotter walks behind the participants motorcycle (approximately 3 feet) to assist in keeping the motorcycle upright should the participant loose their balance and the motorcycle began

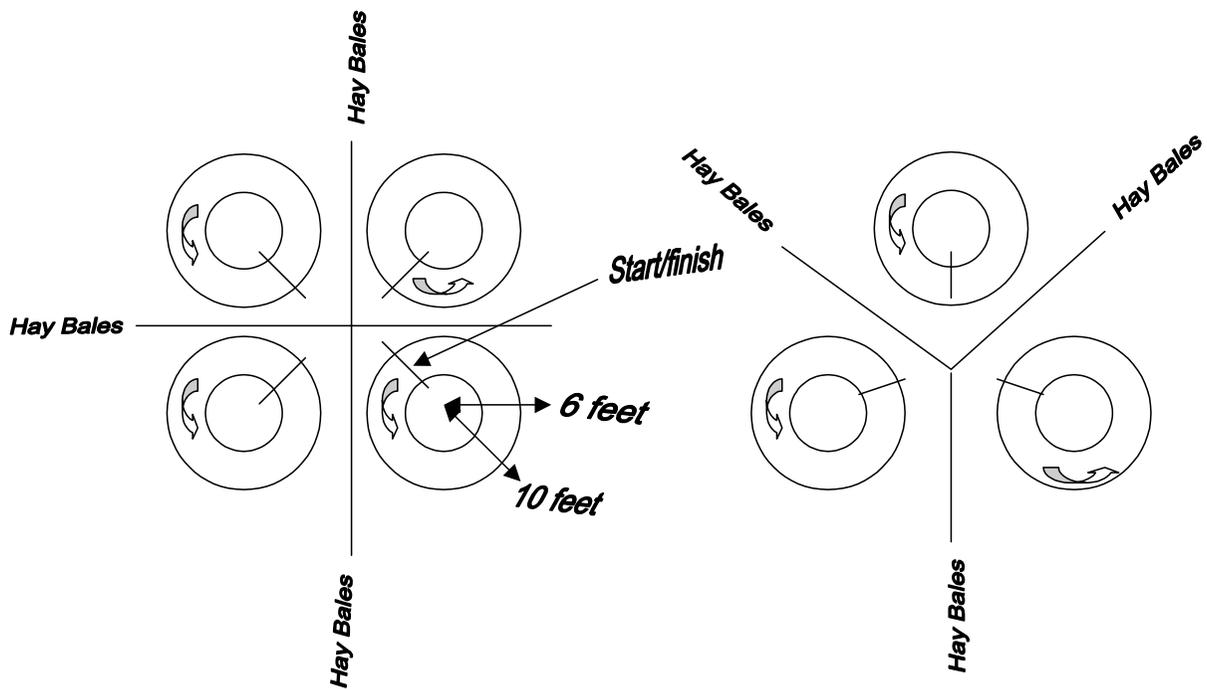


to fall over and also monitors whether the motorcycle crosses the lane markings on either side of the lane during the ride.

- The starter/judge gives the “go” signal to begin the race and watches for the first lane judge to signal successful completion of circular slow ride.
- Spectators and participants are not allowed to stand or sit on the hay bales, or park next to the hay bales separating the participant lanes.

Rules

- All participants ride in a counter-clockwise direction.
- Everyone starts when signaled. If someone doesn't start at the signal, it's a false start and the ride is re-started.
- The last participant to cross the finish line without being disqualified is the winner.
- Participant must keep their feet up. If the participant puts a foot down, they stop where they are.
- If a tire touches a lane marker on either side of the lane, participant stops where they are.
- Participant must cross the finish line to win. E.g. four participants are doing the slow ride and three are disqualified for putting their foot down. If the 4th participant turns out of their lane and rides away, they would also be disqualified because they didn't cross the finish line before they crossed a lane marker.
- The judge resolves all disputes. The judge's decision is final.



Road Kill Clean Up

Supplies

- Tape Measure
- Lane marking equipment (chalk, tape, etc.)
- Volunteers: 2 spotters, 1 judge. Additional volunteers to guide motorcycles into and out of the activity area.
- 16 reasonably sized stuffed animals. Must be able to fit into a fishing net.
- 2 long handled fishing nets. Net should not be overly long.

Setup

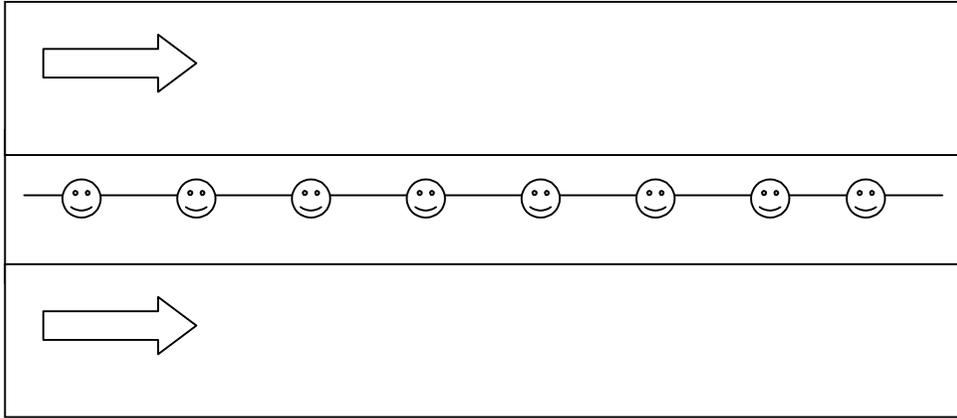
- Lay out 3 lanes, 4 feet wide and 50 feet long. In the middle of the center lane (2 feet from the edge of either side lane, mark 8 equally spaced spots. This is where the stuffed animal “road kill” is placed.
- 1 spotter monitors whether the motorcycle crosses the lane lines on either side of the lane during the ride.



- 1 spotter counts the number of “road kill” in the net.
- The judge keeps track of the number of stuffed animal “road kill” each participant scoops up with the fishing net and remains in the net until the ride is completed.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.

Rules

- This is a rider and passenger team event. A single rider may not compete. The rider may not control the motorcycle and also pick up the “road kill”.
- Passenger must remain seated on the passenger seat of the motorcycle in a forward position, with their feet on the passenger foot pegs throughout the ride.
- Each team may use either lane for their ride. Once a team begins the ride, they may not switch sides for picking up “road kill”.
- “Road kill” is scooped up with the fishing net. It must be in the net to count.
- Rider starts when ready.
- The team who picks up the most “road kill” and crosses the finish line without being disqualified is the winner.
- Both members of the participant team must keep their feet up. If either participant puts a foot down, the team is disqualified and no credit given for “road kill” picked up.
- If a tire touches a lane marker on either side of the lane, the team is disqualified and no credit given for “road kill” picked up.
- To receive credit, the team must successfully complete the ride and the “road kill” must be inside the net prior to the motorcycle crossing the finish line.
- Team’s motorcycle must cross the finish line to receive credit for “road kill” picked up.
- If multiple teams picked up all 8 “road kill”, add more “road kill” to the side the team is picking up on and run and elimination.
- The judge resolves all disputes. The judge’s decision is final.





Two-up Slow Ride

This is set-up and run the same as the slow ride only there is both a rider and a passenger on each motorcycle. Passenger must remain seated on the passenger seat of the motorcycle in a forward position, with their feet on the passenger foot pegs throughout the ride. Same rules apply to the passenger putting their foot down as the rider. Same rules for set-up and judging are used as in the Slow Ride.

Road Kill Slow Ride

Supplies

- Same supplies used to set up the slow ride.
- Flat paper cut-outs of animals. 9 inch cutouts work pretty well. Cut-outs must be such that they don't interfere with riding if run over.

Setup

- Lay out the lanes the same as for the slow ride.
- Place 2 or 3 paper animal cutouts in each lane.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.

Rules

- Rules and judging are the same as for the slow ride.
- Objective is to miss the "road kill" and have the slowest time.
- If a tire hits one of the paper "road kill" animals, the rider is disqualified. A variation may be to subtract a 5 second penalty from the rider's time for each tire hit on a "road kill".



Water Balloon Sling-Shot

Supplies

- Measuring tape
- Commercial water balloon sling-shot.
- Target
- Line markers (chalk, tape, etc.)
- Barricades, crowd control tape, or some other form of crowd restraint.
- Water balloons (Water Grenade water balloons work well)
- Cleaned garbage can (To hold the water balloons)
- Volunteers: 1 judge, 2 spotters, additional volunteers to fill water balloons and direct participants.

Setup

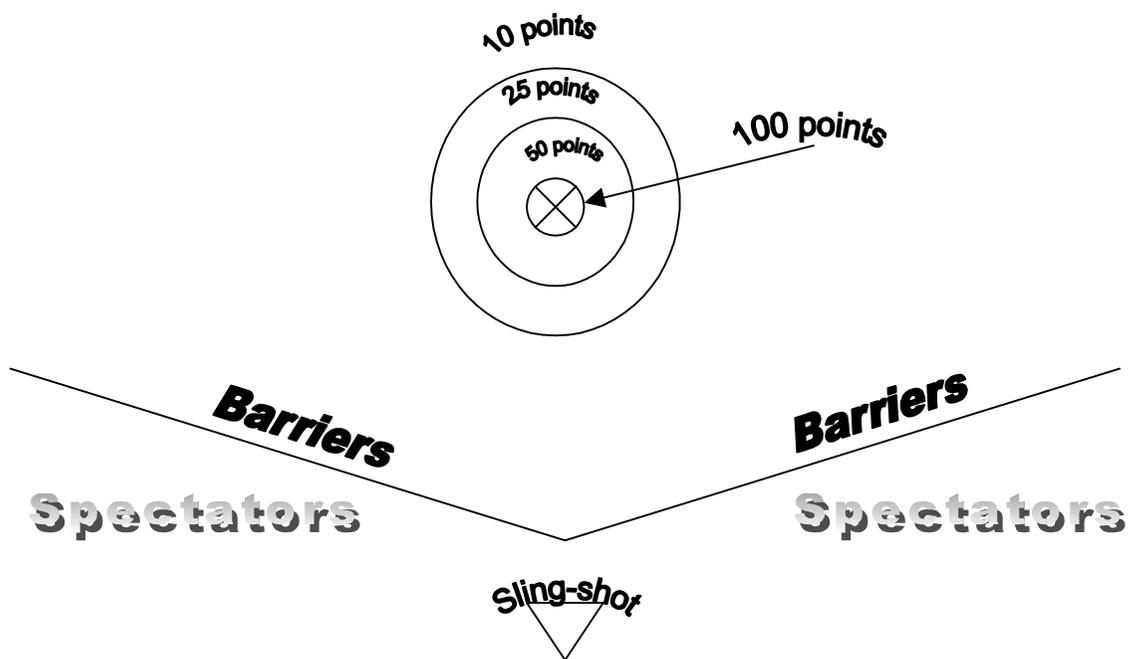
- This is a 3 person team event. 2 participants hold the sling-shot and the 3rd person aims and launches the water balloons.
- An area approximately the size and shape of a baseball field is needed to run this event.
- A target is placed approximately 50 feet away from the sling-shot. The location of the target is variable, but must be placed so as to keep the target and possible misses away from spectators on either side and to allow for a clear zone behind the target.
- A ring is marked around the target 10 feet from the target.
- A second ring is marked around the first ring 10 feet from the first ring.
- The water balloons should be filled consistently. They should all be about the same size, and loaded into the garbage can.
- Put up crowd control tape or barriers to insure that spectators can't enter the target area. The barriers must be erected in such a manner that an errant water balloon launch will not land on the spectators.
- The target area **MUST** be kept clear of all spectators and participants.
- Spectators may not stand at the far end of the field, behind the target.



Rules

- A 3 person team holds the sling-shot and launches 3 water balloons.
- A hit outside all the rings is worth 10 points, a hit inside the 1st ring is worth 25 points, a hit inside the 2 ring is worth 50 points, and a direct target hit is worth 100 points.
- Under no circumstances may a water balloon be loaded into the sling-shot if there are people in the target area.
- If someone moves onto the field during the launching of a water balloon, the launch must be stopped immediately.
- The team with the most points after 3 balloon launches wins.
- The judge resolves all disputes. The judge's decision is final.

Clear Zone





Barrel Roll

Supplies

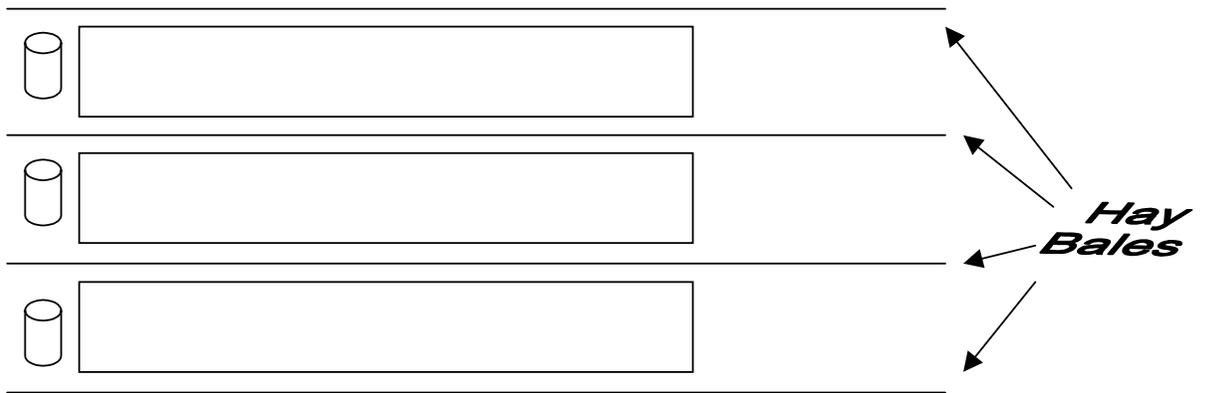
- Plastic barrels, not less than 25 inches in length.
- Lane marking materials (chalk, tape, etc.)
- Hay bales
- Volunteers: 1 starter/judge, 3 spotters, additional volunteers to guide participants into and out of the game area.

Setup

- Mark out 3 lanes, each 4 feet wide and 50 feet long. There should not be more than 6 to 8 inches of space between the end of the plastic barrels and the lane lines.
- Place hay bales between on the sides of the lanes, starting before the starting line and continuing well past the finish line by at least 10 feet. Hay bales must be set so as to keep the barrels from rolling into another lane or the spectators.
- **IMPORTANT:** The focus on this event is precision control of the barrel, not speed. The rider with the better control has the best chance of winning.
- The starter/judge begins each roll and records the winner.
- The 3 spotters watch each participant to insure the barrel and the motorcycle does not touch or cross the lane lines.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.

Rules

- Participant must roll their barrel down the lane without the barrel touching or crossing the lane lines or they are disqualified.
- Participants motorcycle may not touch or cross the lane lines or they are disqualified.
- Participant must keep both feet on the ground during their "barrel role".
- First participant to roll their barrel across the finish line wins.





Ball Drop

Supplies

- Tape measure
- Materials to mark lanes (chalk, tape, etc.)
- 8 large traffic cones, at least 2 feet in height, with open tops (the kind that would allow a ball to be balanced on them).
- 8 tennis balls or baseballs.
- Volunteers: 1 judge, 2 spotters per lane, additional volunteers to move participants in and out of the game area.

Setup

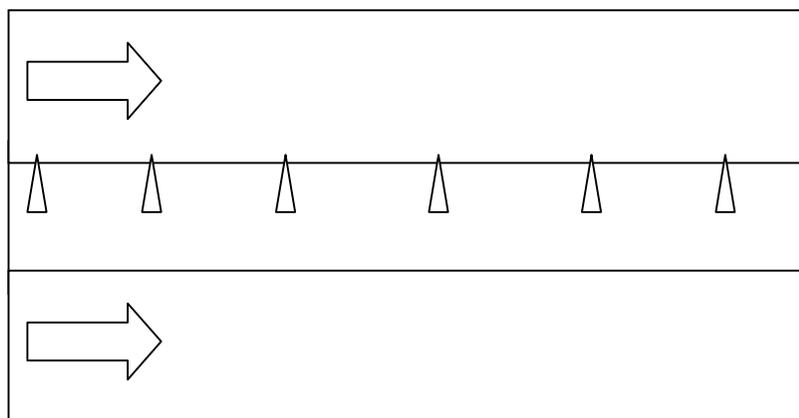
- This is a rider and passenger team activity
- Mark off 3 lanes, 4 feet wide and 50 feet long.
- In the middle of the center lane (2 feet from the edge of either riding lane) place 6 traffic cones, equally spaced over the length of the lane. If it becomes necessary to have a run off, the additional 2 cones can be added for a total of 8 cones.
- The judge tracks the participant totals
- 1 spotter watches for the motorcycle touching the lane markers or feet going down.
- 1 spotter counts the number of balls remaining on the traffic cones at the completion of the ride.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.

Rules

- This is a rider and passenger team event. A single rider may not compete. The rider may not control the motorcycle and also place the balls on the cones.
- Passenger must remain seated on the passenger seat of the motorcycle in a forward position, with their feet on the passenger foot pegs throughout the ride.



- Each team may elect to ride in either the left lane or the right lane to place the balls on the cones. Once a team begins the ride, they may not switch lanes.
- Rider starts when ready.
- The team who has the most balls on the cones and crosses the finish line without disqualifying is the winner.
- Both members of the participant team must keep their feet up. If either participant puts a foot down, the team is disqualified and no credit given for balls placed on cones.
- If a tire touches a lane marker on either side of the lane, the team is disqualified and no credit given for balls placed on cones.
- To receive credit, the team must successfully complete the ride and the balls must remain on the cones until the motorcycle crosses the finish line.
- If multiple teams place all 6 balls on the traffic cones, add 2 more cones to the center lane and rerun the teams.
- The judge resolves all disputes. The judge's decision is final.





Laundry Duty

Supplies

- Tape measure
- Materials to mark lanes (chalk, tape, etc.)
- 2 well anchored poles with a clothesline strung between them.
- A supply of clothespins
- A supply of small laundry items, such as hand towels, wash cloths, socks, shorts, and t-shirts. Do not use large items such as bath towels, jeans, or sheets.
- Volunteers: 1 judge, 2 spotters per lane, 2 holders, additional volunteers to move participants in and out of the game area.

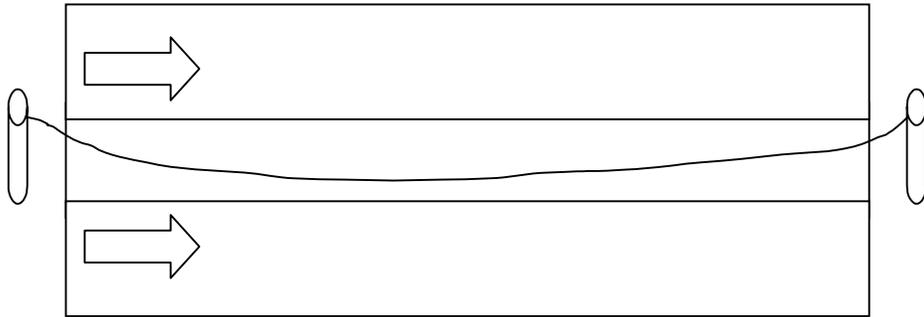
Setup

- This is a rider and passenger team activity
- Mark off 3 lanes, 4 feet wide and 50 feet long.
- In the middle of the center lane (2 feet from the edge of either riding lane) place the 2 poles with the clothesline strung between them. The clothes line should be long enough that the poles are beyond the starting line and finish line and be approximately shoulder height for a passenger sitting on a motorcycle.
- The judge tracks the participant totals
- 1 spotter watches for the motorcycle touching the lane markers or feet going down.
- 1 spotter counts the number of clothes remaining clipped to the clothesline at the completion of the ride.
- Each of the 2 holders holds onto one of the poles attached to the clothesline to make sure the poles and clothesline are not inadvertently pulled over by a participant. If a motorcycle should cross a lane marker towards the clothesline, the holders must also be prepared to lay the poles and the clothesline on the ground to avoid the participant team from becoming entangled in the clothesline.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.



Rules

- This is a rider and passenger team event. A single rider may not compete. The rider may not control the motorcycle and also hang clothes on the clothes line.
- Passenger must remain seated on the passenger seat of the motorcycle in a forward position, with their feet on the passenger foot pegs throughout the ride.
- Each team may elect to ride in either the left lane or the right lane to hang clothes on the clothes line. Once a team begins the ride, they may not switch lanes.
- Rider starts when ready.
- The team who has the most cloths clipped on the clothesline and crosses the finish line without disqualifying is the winner.
- Simply draping clothes over the clothesline does not count. They must be clipped with a clothespin and remain clipped to the clothesline until the ride is completed.
- Both members of the participant team must keep their feet up. If either participant puts a foot down, the team is disqualified and no credit given for any clothes clipped to the clothesline.
- If a tire touches a lane marker on either side of the lane, the team is disqualified and no credit given for clothes clipped to the clothesline.
- To receive credit, the team must successfully complete the ride and the clothes must remain clipped to the clothesline until the motorcycle crosses the finish line.
- The team with the most clothes clipped to the clothesline at the end of the ride, without disqualifying, wins.
- The judge resolves all disputes. The judge's decision is final.





Plank Walk

Materials

- Lane marking material (chalk, tape, etc.)
- Measuring tape
- 8 - 2 inch by 6 inch by 8 foot boards
- Rope or other materials to fasten the plank to participants feet.
- 16 pair of heavy duty, long (knee-high), tube socks. (Men's full calf style, heavy work socks is one possibility)
- Volunteers: 1 starter/judge, 4 lane spotters, additional volunteers to direct participants in and out of the game area.

Setup

- This is a 4 person team event.
- Lay out 7 lanes, 4 feet wide and 50 feet long.
- Leave one lane between participant lanes.
- The tube socks are for participants to put over their hands and lower arms to help protect them against abrasion, in case of a fall.
- Attach the ropes or other material for participants to slip their shoes into, to the boards. Material must be attached in the same positions on all boards. Material must be attached so that participants feet may slide freely in and out of them.
- The lane spotters watch to make sure each 4 person team stays within their lane.
- The judge tracks the winner.

Rules

- Each team must consist of 4 participants.
- The team members use 2 boards, slipping their feet into the material mounted on each board.
- At the start signal, each team moves their feet in unison (plank walks) to the finish line. The first team to reach the finish line wins.
- If a teams planks cross a lane line, that team is disqualified.
- If a team falls over, the team is disqualified.










Bike Wash

The Bike Wash is a fun event for rider and passenger to test their eye-hand coordination while they try to keep themselves and their bike dry!

Supplies

- Water balloons
- 2 poles that can be adjusted to at least 12 feet high
- 16 feet of rope

Setup

- Fill at least one water balloon per contestant
- Connect poles with rope and place them 15 feet apart
- Start with the rope about seven feet from the ground; you'll raise it as the event progresses

Rules

- Rider must keep feet up. If foot touches the ground, the team is disqualified
- Passengers must face forward and keep their feet on the footpegs/floorboards
- Passenger tosses the water balloon over the rope and catches it on the other side
- If the balloon doesn't go over the rope, the team is disqualified
- Raise the rope until the last three teams are left to determine first, second and third-place winners



Potato Pass

This non-motorcycle event is a good choice if bad weather keeps you indoors. It's also just plain fun - no matter what the weather!

Supplies

- Potatoes
- Measuring tape
- Lane markers (chalk, tape, cones, rope, etc.)

Setup

- Mark off 10 lanes, four feet wide and 50 feet long
- Assign one judge to each lane

Rules

- Participants work in teams of two. One lines up at the beginning and the other at the end of a lane. Leave an empty lane between each team as a safety precaution
- A potato is placed under the chin of the participant at the starting line. Both team members must keep their hands behind their backs at all times
- Participants run to the end of the lane and pass the potato to their partner. Neither partner may touch the potato with his or her hands
- Other participant runs to the finish line with the potato under his/her chin
- If the potato is dropped, participant is to stay exactly where it falls in order to determine the first, second and third-place winners



Tire Toss

This fun team event challenges participants to use their aim and timing to get as many tires over the cones as they can.

Supplies

- Tape measure
- Lane marking equipment (chalk, tape, cones, rope, etc.)
- Eight cones
- Eight bicycle tires

Setup

- Mark off three lanes, four feet apart and 50 feet long
- Evenly space the eight cones along the middle line. This allows participants to ride on the right- or left-hand side of the cones

Rules

- Rider must keep feet up. If participants touch the ground, they are disqualified
- Passengers must face forward and keep their feet on the footpegs/ floorboards
- Passenger throws tires over the cones
- Whoever gets the most tires over the cones wins
- Run another heat to break any ties



Balloon Toss

This non-bike event is just the thing when the temperature soars.

Supplies

- Water balloons

Setup

- Fill water balloons

Rules

- Line up partners across from one another
- Each participant on one side gets a balloon
- Balloons are tossed from one partner to the other
- If a balloon is broken or dropped, the team is disqualified
- After each successful throw, one side takes a step backward
- Repeat until first, second and third-place winners are determined



Hot Dog Bite

This popular event is a great test of teamwork and timing. The idea is for the passenger to bite the hot dog hanging overhead and stay on the bike - not an easy task! Hope you're hungry, because the smallest piece left on the fork wins!

Supplies

- Two poles
- About 16 feet of rope
- Two cones
- Measuring tape
- Trash bucket
- String
- Plastic forks
- Cooked hot dogs
- Sanitary gloves

Setup

- Place two poles, with rope connecting them, about 15 feet apart
- Mark the finish line with two cones, about 15 feet apart, two feet beyond the poles
- Tie a string, with a plastic fork attached to the end, to the middle of the rope
- Attach a hot dog to the fork. Adjust the rope so there is approximately 5 feet 8 inches from the ground to the bottom of the hot dog
- Always replace the hot dog after each contestant, even if the hot dog hasn't been touched
- People handling hot dogs must wear sanitary gloves
- Two people are required: one to place the hot dog on the fork, another to remove the hot dog from the fork after use

Rules

- Riders must face forward and keep their feet on the footpegs/floorboards
- Team must ride past the cones. Team is disqualified if vehicle stops or rider's foot touches the ground before passing the cones.
- The hot dog left on the fork is measured. The smallest piece wins



Soda Straw Drop

This game of timing and finesse will test even the most “in-sync” team as they try to get a drinking straw inside a soda bottle - as they ride by on their Harley-Davidson® motorcycle!

Supplies

- Tape measure
- Lane marking equipment (chalk, tape, cones, rope, etc.)
- Drinking straws
- Eight plastic soda bottles

Setup

- Mark off one lane, four feet wide and 50 feet long
- Position eight plastic soda bottles along a straight line, approximately three feet apart

Rules

- Riders must keep their feet up. If a foot touches the ground, the team is disqualified
- Passengers must face forward and keep their feet on the footpegs/floorboards
- Passengers must put straws in soda bottles as they ride by on bike
- Whoever gets the most straws in bottles wins
- To break ties, run another heat



Poker Run

Poker Runs are a fun way to get riders on the road and possibly raise a little money for charity. Poker Runs take a little planning and require a number of people to act as staff. They're an exciting way to see the area, socialize with your friends and maybe even win a little money (or a prize)!

Supplies

- Sign-up sheets (if applicable)
- Copies of the route and maps for each participant
- A supply of pens and pencils for volunteer workers
- Decks of cards
- Poker Hand tally sheets
- Cash box for money from purchase of extra cards/hands
- Book of Hoyle (Poker Rules)

Setup

- Participants should note that they are traveling on public highways and you, as an event host, are not responsible for their design or maintenance. Remind participants that they are responsible for their own safety when using public roads and should ride accordingly
- Route should have five stops; the first and last should be at the event site
- Run should be between 30 and 70 miles and take no more than three hours to complete
- Stops should be at convenient areas with plenty of parking. Traffic conditions should also be considered. If using private property as a stop, make sure you have the permission of the owners. Areas with access from the right side of the road should be a priority
- Stops should not be scheduled at a site or business where alcoholic beverages are the primary service
- Availability of non-alcoholic refreshments and rest rooms should be ensured
- Provide ample signage for sign-up and stops along the route



Rules

- The rules should be precise and in writing on the Poker Hand tally sheet provided to each participant

Verification

- Double and triple-check the route and maps. It's also a good idea to have someone unfamiliar with the area ride the entire route to ensure the map is correct and understandable. Delay printing as long as possible to verify that the route is passable. The route should then be ridden the day before the event to make sure there are no surprises such as construction or road closings

Staffing Stops

- If the event site is used as the first and last stop, only three additional stops need to be staffed. Ideally, the stops should be staffed by businesses in exchange for your rally's patronage.
- If your stops are being staffed by the businesses along your route, you should stop by each stop one day before the event to drop off a tally sheet, instructions and signs. Be sure the staff knows what's expected of them and where the rules are printed on the tally sheet.

Calculating the Winning Hand

- Have the Book of Hoyle on hand to help you determine the winning hand

Extra Hands

- Allowing participants to purchase extra cards is an added source of income because you don't need to purchase any additional supplies. You can either allow participants to choose up to two additional cards for a set fee per card or let them pick an extra hand for another fee



Poker Run Variations

Variation 1

- Use six (6) different colored marbles instead of playing cards
- Pre-assign a point value to each marble color
- Place marbles in a bag. Participants draw one marble per stop
- Person staffing the marble run stop records marble color drawn and stamps entry form
- The participant with most points at end of Marble Run wins!
- In case of a tie, reassign new values to each marble color and redraw three (3) new marbles

Variation 2

- Roll two (2) dice at each stop instead of picking playing cards
- Participant gets to choose which of the two dice values to keep

TALLY SHEET



RULES FOR RALLY POKER RUN USING MULTIPLE STOPS

1. No duplicate cards can be used. Participants must draw an additional card if an identical card is drawn.
(EXAMPLE: If an Ace of Spades is picked at the second stop and an Ace of Spades is picked at the fourth stop, the participant must pick another card at the fourth stop.)
2. If allowing participants to play more than one hand, the participant must present the appropriate Poker Hand Tally Sheet to be marked **BEFORE** each card is drawn.
3. Rules in case of a tie: _____
4. All decisions by the judges are **FINAL!**
5. Latest possible return time: _____

Please **PRINT** Name: _____

Address: _____

City/State/Zip _____

H.O.G. Number _____ Phone Number (_____) _____

Chapter _____

	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAL HAND
♥														
♦														
♣														
♠														

Possible Poker Hands

- | | | | | |
|-------------------|---------------|--------------------|--------------|-----------------------------|
| 1. Straight Flush | 3. Full House | 5. Straight | 7. Two Pairs | 9. No Pair, less than above |
| 2. Four of a Kind | 4. Flush | 6. Three of a Kind | 8. One Pair | |



TALLY SHEET

RULES FOR PICKING ALL 5 CARDS FROM A SINGLE DECK AT ONE LOCATION

1. You must pick your poker hand one card at a time and lay the cards face up on the table. No duplicate cards can be used. Participant must draw additional card if an identical card is drawn.
2. If allowing participants to play more than one hand, the participant must present the appropriate Poker Hand Tally Sheet to be marked **BEFORE** each card is drawn.
3. Rules in case of a tie: _____
4. All decisions by the judges are **FINAL!**

Please **PRINT** Name: _____

Address: _____

City/State/Zip _____

H.O.G. Number _____ Phone Number (____) _____

Chapter _____

	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAL HAND
♥														
♦														
♣														
♠														

Possible Poker Hands

- | | | | | |
|-------------------|---------------|--------------------|--------------|-----------------------------|
| 1. Straight Flush | 3. Full House | 5. Straight | 7. Two Pairs | 9. No Pair, less than above |
| 2. Four of a Kind | 4. Flush | 6. Three of a Kind | 8. One Pair | |



Hog in the Pen

Hog in the Pen is a slow race with a new twist. One person rides a Harley as slowly as possible in order to give a partner, who's standing nearby, enough time to toss toy stuffed hogs (or pigs!) into a pen. Whoever gets the most hogs into the pen before the rider puts a foot down, crosses a lane, or gets to the finish line wins.

Supplies

- A quantity of small stuffed toy hogs (at least 12)
- Three large (plastic) garbage cans with covers (the pen)

Setup

- Mark off two lanes. Each lane should be four feet wide and 35 feet long (or reuse two of the 50-foot Slow Ride lanes)
- Leave a space of 10 feet between each lane as a safety precaution (if reusing Slow Ride lanes, leave at least one empty lane between riders)
- Assign one judge to each lane
- Assign a finish-line judge to each lane. The finish-line judge should be able to see both the rider and the tosser in order to tell the tosser when to stop
- If there are enough participants, run separate heats for each class of bike, as in the Slow Ride. The winners from each of those heats will then run off against one another to determine the overall first, second and third place winners
- In a safe place near the finish line, out of the way of the riders, mark a "tossing line" at least 10 feet from the garbage can. The further away the tossers are from the garbage can, the harder it gets
- Pile the hogs at the tossing line
- Assign one person to each garbage can to count/collect/return the hogs



Rules

- Each participant may compete only as a member of one rider/tosser team, and only as rider or tosser (if there are separate heats)
- Riders line up at the beginning of every other lane. Leave an empty lane between each participant as a safety precaution
- Start as soon as the signal is given
- Keep your feet up (rider). If you put your foot down, stop exactly where you are
- Stay within the lines. If your wheel touches the line, stop
- Throw only one hog at a time (tosser)
- Stop tossing hogs as soon as the rider puts a foot down or the front tire touches a lane marker or touches the finish line



Harley® Hoops

Harley Hoops is a “loopy” event that tests a rider’s motorcycle control and a passenger’s finesse with a foam jousting spear. While the rider keeps a steady pace down the lane, the passenger tries to spear as many Frisbee rings as possible. The team with the most rings (hoops) still on the spear when the rider crosses the finish line wins.

Supplies

- Six Frisbee rings
- Six PVC pipes with slot at top end to hold a Frisbee ring - final height, four feet
- Six bases for the PVC pipes
- One six-foot foam “spear” (a swimming pool toy - check with a pool supply or toy store. Do not use anything that is not completely soft and pliable. Do not use anything that could present a safety hazard)

Setup

- Mark off a white boundary line 50 feet long
- Set six PVC or plastic pipes in a standing position two feet from the white boundary line (the farther back from the line you set the pipes, the harder it becomes). Slot the top end of the PVC pipe to hold a Frisbee ring. The Frisbee should easily fall off the pipe if touched (you don't want people getting their spears caught!)
- Set these Frisbee holders eight feet apart in a single row down the right-hand side of the 50-foot lane on the white lane marker
- Place the Frisbee in the holder so that the Frisbee edge faces the lane and the hole in the Frisbee faces the start/finish lines



Rules

- Each participant may compete only as a member of one rider/spearer team, and only as rider or spearer (if there are separate heats)
- Start as soon as the signal is given
- Keep your feet up (rider). If you put your foot down, you're disqualified. Stop where you are. If your wheel touches or crosses the white boundary line, you're disqualified. Stop where you are. Keep your feet on the footpegs (passenger/spearer) at all times
- Hold the six-foot foam tube at the indicated mark (passenger/spearer). Start holding the spear two feet from the end. The farther back the foam tube is held, the more it droops and the more difficult it becomes to spear the hoops
- Only the hoops remaining on the foam tube will be counted



Responsibility:



Sponsoring Dealer



Director



Editor



Activities Officer



Treasurer



Secretary



Assistant Director

This Section Reveals:

- All of the forms and information you'll need to implement the chapter insurance program
- Information and suggestions on chapter incorporation
- How to order chapter merchandise through the Chapter Merchandise Brochure
- Custom T-shirt ordering guidelines
- Logo artwork that you can use to enhance your publications
- How to protect the Harley-Davidson® and H.O.G.® trademarks
- Guidelines and information for chapter finances and taxes

Introduction

Paying taxes, purchasing insurance, protecting trademarks, preparing reports and planning meetings: probably not the first few things that come to mind when you think about riding your Harley. The Harley Owners Group® has provided the programs described on the coming pages in order to help you conduct safe, fun motorcycling activities and make the business of running a chapter a little easier.



Trademarks

The use of H.O.G.[®] logos is one of the benefits H.O.G. provides local chapters. Harley-Davidson[®], H.O.G., local chapters and sponsoring dealers have all worked hard to maintain a positive image for the Motor Company. The proper use of the company's trademarked logos is one means to maintain that positive image. As a chapter officer, H.O.G. and Harley-Davidson depend on you to help protect that image.

The trademarks H.O.G.[®], HOG[®], Harley Owners Group,[®] Ladies of Harley[®], LOH[®] and the following H.O.G. logos (the "H.O.G. trademarks") are among the many trademarks of Harley-Davidson Motor Company. **Trademarks may not be altered in any way and cannot be used in combination with any other words or graphics.**



Harley Owners Group



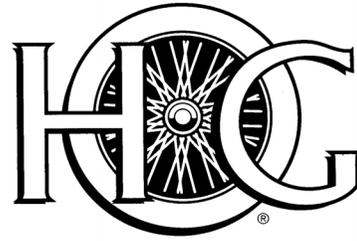
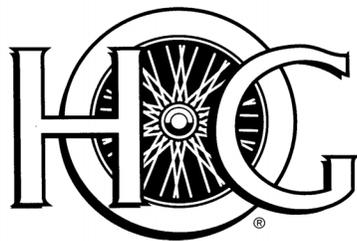
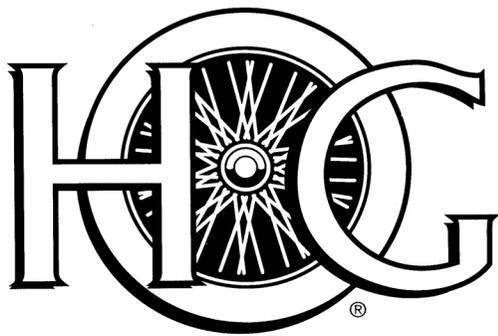
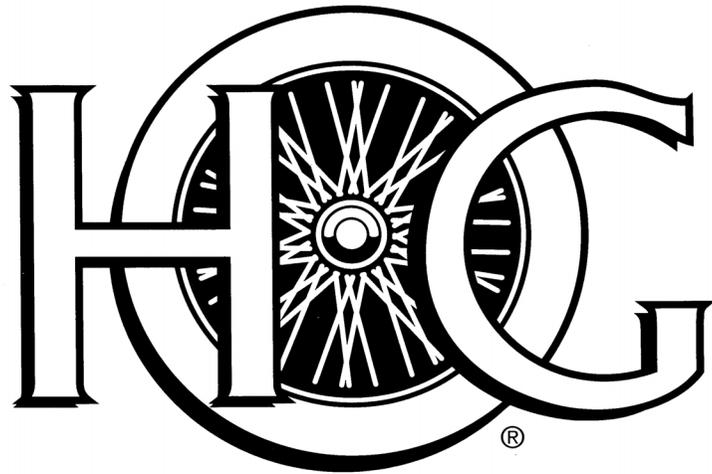
- H.O.G. trademarks must be used in conjunction with the official chapter name and only on publications relating to chapter activities.
- Chapters must receive approval from H.O.G. prior to use of the trademarks for anything except publications.
- T-shirts, pins and all other items are only to be produced by authorized licensees of Harley-Davidson Motor Company and shall likewise be subject to prior approval by H.O.G.
- Use of the H.O.G. trademarks may continue only as long as the Annual Charter for H.O.G. Chapters is in effect between H.O.G. and the chartered chapter and the chapter acts in accordance with the Annual Charter and H.O.G. Operating Policies.
- H.O.G. may, at its sole discretion, terminate the right to use the H.O.G. trademarks at any time upon thirty (30) days' notice in writing, and the chapter will immediately terminate all use of the marks when the notice becomes effective.



P.M.S. COLORS

- GOLD – #130
- BROWN – #464
- WHITE
- BLACK





H.O.G.[®] H.O.G.[®]

H.O.G.[®] H.O.G.[®]

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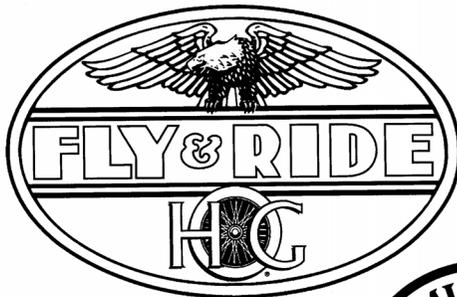
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Harley Owners Group®

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Harley Owners Group® *Harley Owners Group*®





Dealer/Chapter Merchandise Program

Thanks to all of you who have participated in the H.O.G.[®] chapter merchandise program. For those of you who want to show your chapter pride and outfit your chapter with chapter jackets, shirts and flags. The most recent merchandise brochure has been sent to sponsoring dealers. When there are product additions requiring a reprint of the brochure, H.O.G. will send new brochures to your sponsoring dealer and to the chapter secondary mailing address. You may obtain additional copies by calling the number on the order form or 1-800-CLUB-HOG.

Tips to make the merchandise program work for you.

- Only your sponsoring dealer or a dealer appointed chapter officer can place chapter merchandise orders
- Carefully follow the instructions for placing orders contained in the merchandise brochure

Chapter Officer Section on members.hog.com

The chapter officer section at members.hog.com has been available to chapter officers since 2002. We hope you are taking advantage of the services available to you and your chapter.

The officer section allows you to verify National H.O.G. and BRAG members, update your chapter membership report, view *Chapter Officer News*, learn about effective meetings, and download logos, forms and articles for your chapter newsletter.

To access the chapter officer sections, visit members.hog.com and log on. This requires you to create your own log-on ID and password. Once inside the members only section, a “Chapter officer” tab will appear at the top of the screen.

This tab will only appear if you have been reported to H.O.G. as a designated officer on the annual chapter charter application or an officer change form. Clicking on the “chapter officer” tab will take you into this section. Select an option on the left side of the screen



and follow the directions. As more functions become available, you will be notified via *Chapter Officer News*.

All officers listed in our system have access to this section. Although all officers can view your chapters membership list, only the membership officer, the primary officers (director, assistant director, secretary and treasurer), and the sponsoring dealer have the ability to make changes to the chapter membership report.



Chapter Custom T-Shirt Guidelines

Chapter shirts are one means your chapter has to develop its own identity and image. While H.O.G.[®] encourages this, all chapter shirts must meet the minimum guidelines detailed below.

Guidelines

- All artwork must be approved by the Regional Manager
- The official chapter name must be included in any custom artwork
- One of the registered H.O.G. trademarks must make up at least 25% of each piece of artwork submitted. The registered trademarks are: Eagle/banner, Ladies of Harley[®], LOH[®], H-Wheel-G, H.O.G.[®], HOG[®] or Harley Owners Group[®] in script
- We cannot approve combinations that include both H.O.G. and Harley-Davidson[®] logos

Artwork Combinations

The following combinations are allowed:

- Custom chapter front with dealer back
- Custom chapter front with standard H.O.G. back with chevron
- Standard H.O.G. front with chevron and custom chapter back
- Small left chest H.O.G. or small dealer front and custom chapter back
- Standard H.O.G. front with chevron and dealer back
- Dealer sleeve print

NOTE: All other graphics or combinations with standard Harley-Davidson[®] artwork will not be approved.

Ordering Procedures

These ordering procedures should be used when ordering custom T-shirts:

- **Custom T-shirt orders must be placed through the sponsoring dealer**



- Custom chapter T-shirts are to be produced only by authorized licensees
- The only authorized sources for the production of H.O.G. chapter shirts are Holoubek, Inc., R.K. Stratman and Norscot, Inc.



Officer/Secondary Chapter Mailing Address Change Form

During the course of the year, your chapter may experience some officer turnover. People's lives change; they move to a different location or have some other kind of "life change" that prevents them from carrying out their duties as an officer. Whatever the cause for a change of officer and/or address, H.O.G.[®] needs to have current mailing information on hand. The Officer/Secondary Chapter Mailing Address Change Form was designed to help you keep H.O.G. current. This form can be downloaded from the chapter officer section of members.hog.com.

If the Secondary Chapter Mailing Address Has Changed

Complete the form by supplying your official Chapter Name, Chapter Number and then complete the information in the Secondary Chapter Mailing Address box. Have your sponsoring dealer and chapter director sign the form and return it to H.O.G.

If an Officer Has Been Added or Changed

If there is a change in officers, complete the form by supplying your official Chapter Name, Chapter Number and the name, H.O.G. number and phone number of the new officer. Have your sponsoring dealer and chapter director sign the form and return it to H.O.G. at the address listed below:

Harley Owners Group
Officer/Address Change Form
3700 W. Juneau Ave.
P.O. Box 453
Milwaukee, WI 53201-0453



OFFICER/SECONDARY CHAPTER MAILING ADDRESS CHANGE FORM

Chapter Name

Chapter Number _ _ _ _

Secondary Chapter Mailing Address

Complete only if address is changing

Address is Director's Address is Other

Street Address: _____

City: _____

P.O. Box: _____ State: _____ Zip: _____

Complete only for the officers who are being added or changed

Director: _____

HOG #: _____ Home Phone: (____) _____

Assistant Director: _____

HOG #: _____ Home Phone: (____) _____

Treasurer: _____

HOG #: _____ Home Phone: (____) _____

Secretary: _____

HOG #: _____ Home Phone: (____) _____

Activities Officer: _____

HOG #: _____ Home Phone: (____) _____

L.O.H. Officer: _____

HOG #: _____ Home Phone: (____) _____

Road Captain: _____

HOG #: _____ Home Phone: (____) _____

Editor: _____

HOG #: _____ Home Phone: (____) _____

Safety Officer: _____

HOG #: _____ Home Phone: (____) _____

Photographer: _____

HOG #: _____ Home Phone: (____) _____

Historian: _____

HOG #: _____ Home Phone: (____) _____

Membership Officer _____

HOG #: _____ Home Phone: (____) _____

Webmaster _____

HOG #: _____ Home Phone: (____) _____

If you have read the Annual Charter for H.O.G. Chapters and agree to operate in accordance with it and the above changes are correct, sign below

DEALER SIGNATURE: _____ DATE: _____

DIRECTOR SIGNATURE: _____ DATE: _____



Legal Information

It's no secret that the Harley Owners Group® and its local chapters have grown steadily since they were established. As we all know, growing up means added responsibilities. And while no one wants to get bogged down by the business and legalities of a H.O.G.® Chapter, there are some important things you should be aware of as a chapter officer. After investigating the legal aspects of H.O.G. chapter organizations, H.O.G. provides the following information and recommendations to help you run your chapter in a manner that protects your interests and the interests of your sponsoring dealer and the Motor Company.

If you still have questions after reading this segment and the chapter insurance program segment, contact your Regional Manager.



Chapter Incorporation

H.O.G. recommends that you and your sponsoring dealer incorporate your chapter in the following format:

- Nonprofit (Not-for-Profit) Corporation
- Directorship Administered

As a general rule, when a group of people incorporate they transfer tax, regulatory and legal liability from themselves to the new corporation. Governments and the courts then generally hold the corporation, rather than its officers and members, responsible for tax compliance (filing and reporting), regulatory compliance (licenses and permits) and legal liability (personal injury and property damage). Although responsibility and liability cannot be predicted in every case, it is certain that incorporation provides a level of protection to chapter officers and members that would not otherwise be available to them.



How to Incorporate

It is recommended that the chapter and the sponsoring dealer work together throughout the incorporation process. Although the decision to incorporate is ultimately that of the sponsoring dealer, it is really a team effort. The chapter and the sponsoring dealer should work together to select legal counsel, establish responsibility for the payment of incorporation costs and develop articles of incorporation. Incorporation is not a difficult process once you obtain the right help. Here are some suggestions for incorporating your H.O.G. Chapter.

- Obtain your sponsoring dealer's written permission to incorporate
- Select an attorney. Incorporation isn't a do-it-yourself project
- Incorporate under the laws of your state; they're all different
- Send your Articles of Incorporation to your Regional Manager
- Seek competent accounting advice. Tax status and reporting requirements vary by state
- Do not incorporate using a name that includes Harley-Davidson®, submit all proposed chapter names to your H.O.G. regional manager for approval prior to filing the articles of incorporation
- Use your chapter name in connection with all chapter events

Corporation Bylaws

H.O.G. has prepared a booklet that contains sample articles of incorporation and bylaws that can serve as a guide to the attorney and accountant selected to assist the sponsoring dealer and chapter during the incorporation process. The materials are general guidelines only because corporate laws, regulations and tax structures vary from state to state. However, reference to the materials by the legal and accounting professionals will ensure that your chapter is incorporated and operating in accordance with H.O.G. policy. Make sure the lawyer has a copy of the Annual Charter for H.O.G. Chapters to ensure the lawyer is aware of H.O.G. operating policies and is also aware that the corporation's bylaws cannot conflict with the Annual Charter. See Charter Article XI-Bylaws.



Contact your Regional Manager or one of the Regional Coordinators to obtain a chapter incorporation booklet.

Annual Review

The incorporation process is a one time undertaking and expense that will ensure that you have the best possible “house” for your chapter operations. But all houses require maintenance. Therefore, it is recommended that chapters have their corporate documents, record keeping processes and tax reporting procedures reviewed by a lawyer and accountant on no less than a biannual basis to ensure compliance with state and federal corporation and tax laws.

Nonprofit Corporations

H.O.G. recommends that you incorporate as a nonprofit corporation. The documents and special identifiers your chapter needs to operate as a nonprofit corporation are:

- Articles of Incorporation (one time)
- Corporation bylaws (one time)
- Minutes (per meeting)
- Annual Report (filed with state one time per year)
- Tax Returns (filed with federal government and some state governments one time per year)
- Name Change Certificate (if required)
- Special Identifiers:
 - Employer Identification Number (EIN)
 - Incorporation Number

Remember, even though being a nonprofit corporation, your H.O.G. Chapter may still be subject to income, sales and other taxes.

⇒ **See Also**

“Selecting a Tax Status”, later in this section



Corporate Structure

Incorporating your H.O.G. chapter won't change the way it operates on a day-to-day basis. For legal purposes, however, the chapter's structure will look a little different "on paper."

- **Director (Sponsoring Dealer)**
- **Officers:**
 - **President (Chapter Director)**
 - **Vice-President (Chapter Assistant Director)**
 - **Secretary**
 - **Treasurer**
- **Volunteer Workers:**
Can be either elected or appointed positions (e.g., Road Captain, Editor, etc.)



Chapter Finances

One of the duties of a chapter officer is to manage and protect the financial resources entrusted by the membership. In most chapters, the Director and Treasurer have joint responsibility for safeguarding Chapter assets. This section contains information that will help you carry out your financial responsibilities for the chapter.

Books and Records

We all maintain some sort of books and records. It might be a simple maintenance schedule for our Harley-Davidson® motorcycle or an elaborate set of double-entry accounting records for a large business.

Why Maintain Records?

- There is an obligation to the chapter members to show how their money was used
- There is a responsibility to H.O.G.® and the sponsoring dealer to account for all chapter funds
- There is a legal requirement to maintain financial records for Federal, state and local revenue offices

What Kind of Records Should We Keep?

- Records that clearly identify the kind, source and amount of all funds received by the chapter
- Records that clearly identify how chapter funds were spent
- Records can be either manual or computerized

How Long Should We Keep Our Records?

- For liability purposes, financial records should be kept for a period of seven years



- Chapter records should not be stored at a personal residence. Alternatives include the sponsoring dealer or a safe deposit box.

How Should We Get Started?

- **Start smart.** Financial activities vary substantially from one chapter to the next. Likewise, the skill and experience of chapter treasurers is rarely the same from one chapter to the next or even from one year to another. As a result, we want an accounting system that changes very little, no matter who is charged with maintaining the records.

There are any number of generic accounting ledgers available at office-supply stores. In general, these ledgers retail for under twenty dollars and serve most chapters quite well.

Another option that is growing in popularity is to automate the process, using packaged software programs such as “QuickBooks®” from Intuit, Inc. While this approach requires the chapter have access to a computer, the benefits are many-fold...including detailed reports, permanent records of all financial transactions, and easier preparation of tax forms.



- **Start right.** The chapter treasurer is the person most familiar with the state of chapter financial records. They should be sharing their opinion and suggestions as to the state of those records and what changes, if any, should be made.
- **Start now.** There's no time like the present to organize the chapter finances. Don't put it off ... procrastination destroys good intentions.

Chapter Financial Records are Chapter Property

Remember, all records and documents pertaining to Chapter finances belong to the chapter and must be handled in a way that insures they will be available to future chapter officers.



Financial Preventive Maintenance

Before going on a ride, we ‘eyeball’ our Harley-Davidson® motorcycles, checking the tires, lights, fluid levels and fittings. As responsible motorcyclists, we know that preventive maintenance helps to insure a trouble-free ride. Likewise, it’s a great idea to have a financial preventive maintenance program for your chapter. To accomplish this, many chapters utilize “internal controls” to head-off problems. While you are the best judge of your chapter’s needs, consider one or more of the following internal controls:

- Require two signatures on each check written from chapter funds.
- Have the bank statements mailed to someone other than the person responsible for making deposits and writing checks. For example, the statements could be mailed to the director, who would review the statement and then pass it on to the treasurer for reconciling the chapter financial records to the bank statement.
- On a regular basis, review chapter finances during an officer’s meeting. This keeps everyone informed as to where the money is coming from, how it’s being spent and the amount on hand.
- Conduct an audit of chapter finances on a random basis, at least every two to three years. The goal of such an audit is simply to prove the accuracy of chapter financial records.

Remember, financial preventive maintenance is never a matter of trust . . . it’s just good business. We want it to be effective enough to do the job, yet simple enough to not cause bottlenecks in the conduct of chapter business.



Income, Expenses and Taxes

It is beyond the scope of any single document to list all possible items of income and expense that your chapter might encounter. For proper tax guidance, H.O.G.[®] recommends the services of a Certified Public Accountant or a Public Accountant. In addition, the Internal Revenue Service and State Tax Offices provide free help to taxpayers.

Income

Income is everything the chapter receives. A chapter might have the following items of income.

- Membership dues
- Door prize proceeds
- Chapter T-shirt sales
- Poker run
- Paid advertising in the chapter newsletter
- Income from chapter events

Expenses

Tax law allows for the deduction of all "...ordinary and necessary expenses directly connected to the taxpayer's trade or business." What is a H.O.G. chapter's "Trade or Business"? Who are our 'Customers'? What "Products" do we sell? We must first answer those questions before we can identify those expenses which can be considered "ordinary and necessary".

Our "Trade or Business" is that of a membership organization. Our "Customers" are the chapter members. Our "Product" is primarily that of delivering "Ride and Have Fun" to those members.

What sort of expenses then would be "ordinary and necessary" in delivering "Ride and Have Fun" to our chapter members? Some examples are:



- Publishing and delivering the chapter newsletter
- The cost of a chapter holiday picnic or party (no alcohol furnished)
- Paying an accountant to prepare chapter tax returns
- Renting a facility for chapter meetings
- Reimbursements to chapter officers for valid chapter expenses
- Paying the expense of chapter officers to attend Primary Officers Training (The logic here is that it benefits the chapter if the officers attend the training)

What sort of expenses would NOT be considered “ordinary and necessary”? Some examples are:

- Reimbursing a chapter member for the cost of a parking ticket. (Fines and penalties levied by governmental agencies are NEVER deductible.)
- Flying the chapter officers to Maui so they can conduct a chapter officers meeting in pleasant surroundings. (A chapter officer’s meeting is ‘ordinary’, but is holding that meeting in Hawaii really ‘necessary’?)



Potential Tax Issues

In the previous section, we discussed chapter income and expenses. We now look at the various taxes a chapter might encounter:

Types of Taxes

The most common taxes that a typical chapter might encounter include:

- **Federal Income Tax.** Computed on the net profit of chapter operations (Net Profit is simply...income for the year, less expenses for the year). The current federal income tax rate is 15%.
- **State Income Tax.** Computation method varies widely between states. Not all states have an income tax.
- **State Sales Tax.** Computation method varies between states. Not all states have a sales tax.

Frequently Asked Questions:

“Our chapter is incorporated as “non-profit”. Doesn’t that mean that we don’t have to pay federal or state income taxes?”

Answer: No. There is a common misconception that “non-profit” means the same as “tax exempt”. The term “non-profit” simply means that the profits of the business cannot be distributed out to the directors and officers. A “non-profit” business is subject to federal and state tax laws. Being “tax exempt” requires a lengthy and potentially expensive formal request with the Internal Revenue Service.

“As chapter treasurer, could I be held personally liable for any income taxes, interest or penalties that the chapter might owe?”

Answer: No. The tax liability of the chapter remains at the chapter level and is not levied on the chapter officers, chapter members or sponsoring dealer.



“Our chapter has been around for a number of years. As the new director this year, I’m concerned about the tax issue. No one knows whether or not we ever filed tax returns in the past. What should I do?”

Answer: Don’t panic... that’s always the first rule. Your sponsoring dealer is an experienced business-person and is the best source for information and guidance. Gather all the information you can, including the tax identification number (EIN) assigned to the chapter, annual financial statements for the past few years and any correspondence the chapter may have had from federal and state revenue offices. If the decision is made to pursue the matter further, you might want to consider a meeting with a local accountant or tax professional.

“We hear that sales tax is becoming a “hot issue” in a lot of states and localities. How does our chapter make sure we handle this correctly?”

Answer: If this is an area of concern, you would want to ask the chapter treasurer to put together a list of chapter income for the past year. This schedule will give you the total sales figures for membership dues, t-shirts, pins, patches, etc. Go over the situation with your sponsoring dealer to get their input and direction on how to proceed. As with income taxes, a local accountant or tax preparer is the logical “next step” in resolving the issue.



Fund Raising for Charity

Whether or not to engage in fund raising or other support activities for charities is a chapter decision. There is no requirement that a H.O.G. chapter have any involvement in this area. If a chapter does opt to participate in charitable activities, some specific techniques will go a long way to making the procedure go much more smoothly.

- Make sure you are working with a legitimate organization. A recognized charity will either be a governmental entity (volunteer fire department, search and rescue squad, etc.), part of a national organization such as MDA, American Cancer Society, etc., or be able to show that they have been recognized by the Internal Revenue Service as a 501(C)(3) organization.
- Keep things simple. A one-day poker run is much easier to staff and manage than a 3-day event.
- Share the responsibilities. The charity should be willing to do more than simply say “Mail us the check.” The charity might provide volunteers, supplies and equipment for the event. If at all possible, representatives from the charity should be on location to handle the funds.
- Avoid tax issues. If at all possible, utilize the “Letter of Agreement” to transfer all accounting and tax responsibilities to the charity. Never deposit the funds into the chapter bank account. Once you do that, the character of the money changes from a charitable fund raiser to that of chapter taxable income.
- Do adequate follow-up. Make sure all the event expenses get paid. Did the charity properly thank the chapter? Most important of all, did the event support the “Ride and Have Fun” goals of the chapter?



Frequently Asked Questions:

“Our chapter would like to do a fundraiser. We plan on depositing the proceeds into our chapter bank account, pay the expenses and then write a check to the charity. Is this a good idea?”

Answer: No. The problem is that in the eyes of the federal and state government, once you deposit that money into your chapter bank account, it “belongs” to the chapter and represents taxable income. Again, the best practice is to have the charity handle all funds in accordance with the “Letter of Agreement”.

“We usually select one charity to support during the entire year. We do several fundraising events during the year. It isn’t practical to have the charity be present at every one of them. How can we do this and still avoid tax problems?”

Answer: Visit with the charity and let them know what your potential issues are. In many instances, the charity will open a bank account in their name and appoint a member of the chapter as their “representative” on that account. The monies generated from fundraisers are simply deposited to that account, appropriate expenses are paid from the account and the remaining balance reverts to the charity at the end of the year.



“We keep hearing that we should avoid depositing the “charitable” funds into the chapter bank account. Specifically, what is the problems with this? As an example, what if a chapter brings in \$1,000 during the year, spends that entire \$1,000 on legitimate chapter expenses, then raises another \$1,500 for charity, deposits it into the chapter bank account and immediately writes a \$1,500 check to give it all to charity. Seems like it’s all a wash. What’s the issue?”

Answer: Great question. Here is how the tax authorities look at the whole situation:

Chapter Income from Operations	\$1,000
Add: Charitable Funds Deposited:	\$1,500
Equals - Gross Income:	\$2,500
Less - chapter Expenses:	(\$1,000)
Equals - Taxable Income	\$1,500
Deduction for Charity ^	(\$150)
Equals - Final Taxable Income	\$1,350
Federal income tax - 15%	\$202.50

^=Deduction for charitable donations limited to 10% of taxable income as computed before any deductions for charitable contributions.

As can be seen, in the above example, we have a chapter that owes \$202.50 in federal income tax, even though their bank account has been brought to a zero balance through a \$1,500 donation to charity.



“How do we handle something simple, such as taking a collection for a needy local family or an injured chapter member?”

Answer: Do the old “pass the hat” number and simply give the cash to the intended recipient. there are no tax issues involved.

In summary, involvement in charitable endeavors is a chapter decision, carrying with it the need to seriously consider the impact on members, finances and most of all... our goal to *“Ride and Have Fun”*.



Letter of Agreement

The Letter of Agreement on the following page is a guideline the chapter can use when conducting a charity fund-raising activity. Using this letter will help to ensure that all parties involved are aware of and agree to their given financial and insurance responsibilities. It may not be possible to obtain agreement on all of the points contained in the letter. Your concern should be that all points are covered, and if you cannot obtain an agreement satisfactory to you on the points recited, find another charity to work with. Reduce the agreement that you reach with the charity to writing and have it signed. Be sure to keep one copy and give one copy to the charity's representative.

Letter of Agreement

(Charitable Endeavors ONLY)

THIS AGREEMENT MADE AND ENTERED BETWEEN:

(H.O.G.® Chapter Name, Number and Address)

hereinafter, the "Chapter," and

(Name of Charity and Address)

hereinafter, the "Charity."

WHEREAS:

Chapter wishes to engage in fund raising activity (the "Event") for and on behalf of Charity, and

Charity desires that Chapter undertake the Event for and on behalf of Charity,

IT IS AGREED THAT:

Chapter will undertake the following described Event:

The Event will occur on the following dates:

Any use of trademarks, trade names and logos (the "Marks") of Harley-Davidson Motor Company and H.O.G. in connection with the Event are subject to the prior approval of H.O.G., which approval, if granted at the sole discretion of H.O.G., shall constitute a limited license to use the Marks solely in connection with the promotion and conduct of the Event.

The receipts generated by the Event shall be the sole property of the Charity.

The duties and responsibilities of the Chapter in connection with the conduct of the Event shall be:

The duties and responsibilities of the Charity in connection with the Event shall include:

1. All accounting, banking and related financial responsibilities relating to the Event.
2. Compliance with any and all revenue reporting requirements, to include timely preparation and filing of sales, use and income tax returns.
3. Timely payment of any and all sales, use and income taxes.
4. Procuring all licenses and permits required to lawfully conduct the Event.
5. Payment of all reasonable and necessary expenses incurred in connection with promoting and conducting the Event,
6. Procuring liability insurance on the Event in minimum aggregate limits of One Million (\$1,000,000) Dollars, which policy of liability insurance shall list Chapter as an Additional Insured. Charity shall provide Chapter with evidence of insurance and Chapter's insured status prior to the Event.

FOR THE CHAPTER:

(Signature and Title)

(Date)

FOR THE CHARITY:

(Signature and Title)

(Date)



Raffles, Prizes and Poker Runs

Poker runs, raffles and door prizes are some of the ways chapters raise funds, and prizes of some sort are usually associated with these activities. Many states regulate raffles and other gaming activities, and there may also be some extra financial reporting required. If your chapter decides to do these types of fund raisers, you need to be aware of the following information.

Before You Conduct a Raffle or any Gaming Activity

- Know and understand your state and local laws
- Comply with your state and local laws
- Print a disclaimer on the raffle ticket stating that all federal, state and local taxes are the responsibility of the winner, and designate the location where winners should pick up their prize

Information Return Procedures

Under certain circumstances, Information Returns are required by the Internal Revenue Service to report non-wage payments made by a business.

Payments made to a local band and prizes and are a few of the non-wage payments a chapter may need to report. There are two forms to be particularly aware of - form 1099-MISC and form W-2G.

File a form 1099-MISC:

- When payments to an individual for rents or services total \$600 or more. For example, a chapter member receives a \$700 door prize (a service), a couple is paid \$600 by the chapter for use of their summer cabin (rent), or a band is paid \$650 to play at the annual Christmas Party (service). Payment to corporations and payments for merchandise do not require a form 1099



File a form 1099-MISC (cont'd):

- When payments to an individual for rents or services total \$600 or more during a calendar year. For example, a chapter member receives a \$300 door prize in September, and a \$400 door prize the following January. A form 1099 is NOT required, since the payments didn't occur in the same calendar year.

Another example ... a chapter member receives a \$300 door prize (service) in September, and is paid \$300 for use of his/her truck (rent) in October of the same year. A form 1099 is NOT required since neither category - rents or services - totals \$600 or more

To file a form 1099-MISC, you need:

- The amount paid
- The recipient's name and address
- The recipient's Social Security Number - use a W-9 to request a person's SSN (form included in Tab K, *Blank Forms*)

NOTE: If the Chapter is raffling off a prize (cash or merchandise) with a value of \$5,000 or more, there are some potentially expensive tax ramifications for the unwary. Contact your H.O.G. Regional Manager for assistance and information well in advance of the raffle.



Selecting a Tax Status

To determine what taxes your chapter must pay, you must first determine your chapter's Tax Status. Your tax status could be:

Tax Exempt:

Tax exempt status can be difficult (voluminous forms), time consuming (in some cases, years), and expensive (up to \$5000) to obtain. In most cases, Chapters can obtain the same results through smart budgeting. If you think your Chapter might be a candidate for tax exempt status, confer with your sponsoring dealer and H.O.G. Regional Manager first.

A Corporation (nonprofit or regular):

If the Chapter does not have tax-exempt status, it will, in most cases, file Form 1120-A (U.S. Corporation Short-Form Tax Return).

Pending Incorporation:

If your chapter is in the process of becoming incorporated, you should still file Form 1120-A pending formal incorporation. *To avoid federal tax problems, your chapter should file this form regardless of its incorporation status.*



Chapter Insurance Program

The Harley Owners Group® provides comprehensive event and activity coverage - and it's FREE to chapters. H.O.G.® pays for the basic policy, which automatically covers any closed event or activity included on the “Schedule of Pre-Approved Chapter Activities.” Explanations of each form included in the chapter insurance program appear below. Sample copies of each form appear at the end of this section. Use the insurance forms in the “Forms” tab to implement the program for your chapter.

Chapter General Liability and Event Insurance

This form provides a general explanation of who and what is covered and the policy limits.

Chapter General Liability Insurance Program

This form contains an explanation of how to obtain additional insurance when needed, and a list of activities that are specifically not covered (excluded) in the basic policy.

**SEE “IS YOUR EVENT INSURED” ON PAGE F-55 FOR A
COMPREHENSIVE DESCRIPTION OF THE H.O.G. INSURANCE
PROCESS WITH CHECKLIST.**



Schedule of Pre-Approved Chapter Activities

This form is a list of activities automatically covered under the policy.

Application for Non-Approved Activities and/or Open Events

Use this form if a chapter activity is not listed on the Schedule of Pre-Approved Chapter Activities or if you are planning an open event (an event open to the general public).

- This application must arrive in the Harley-Davidson® Insurance office no later than six weeks prior to the event.
- Attach your event promotional literature to your application.
- See "Event Production Policy" on page E-9 and E-10.

Cancellation of Open Events

Harley Davidson Insurance must be notified of an open event cancellation within five (5) business days following the scheduled date of the open event to avoid payment of the insurance premium for the event.

Additional Insured(s)

Use this form if a chapter event is listed on the Schedule of Pre-Approved Chapter Activities and you require coverage for additional insureds. An example of an additional insured is the facility owner at the location a chapter is holding an event. The facility owner may request to be added to your policy as an



additional insured. Chapters will be charged \$100 for each additional insured. Please attach a copy of any contracts to the application.

VENDORS CANNOT BE ADDED AS ADDITIONAL INSURED. IF YOU WISH TO ALLOW A VENDOR TO PARTICIPATE, THAT VENDOR MUST CARRY A MINIMUM \$1,000,000 LIABILITY INSURANCE COVERAGE AND NAME HARLEY-DAVIDSON MOTOR CO., INC. H.O.G., YOUR H.O.G. CHAPTER AND YOUR SPONSORING DEALER AS ADDITIONAL INSURED. IF THE VENDOR CANNOT OR WILL NOT COMPLY WITH THIS STIPULATION, DO NOT LET THEM PARTICIPATE IN YOUR EVENT.



Chapter Membership Enrollment Form and Release

This release form must be signed by each chapter member on an annual basis (January 1). Each new member must sign the chapter enrollment/release when they join the chapter and on an annual basis (January 1) thereafter.

The law treats minors differently than adults. Adults may sign an annual release form as contained in the Chapter Membership Enrollment Form and Release, only for themselves, not for their minor children. A minor who is a chapter member must still have a parent or legal guardian sign the **Chapter Event Release Form for Minors** at *each motorcycle-related activity the minor attends*. Depending upon the minor's age (12 or older) the minor may also be required to sign the **Assumption of Risk Form** at *each motorcycle-related activity the minor attends*. Please reference the individual explanations of minor releases later in this section.

The placement size and content of the Release language on the Chapter Membership Enrollment Form and Release may not be altered in any way.

The chapter's mailing address may be used in place of the phrase: "RETURN THIS FORM TO YOUR CHAPTER" at the bottom of the form. For example, "Return this form to: ABC Chapter, 1000 Harley Way, Fat Boy City, WI 53002." If you have any questions, contact your Regional Manager or one of the Regional Coordinators.

(See "A Form with Function" on Page F-53)

Chapter Event Release Form for Adults

This release form must be signed by all adult participants in any chapter road or field event if the individual, 1) is not a member of the local chapter hosting the event, 2) is a member of the host chapter but has not signed the Chapter Member Enrollment Form and Release for the year in which the event occurs, or 3) if



you're unsure whether someone must sign a release or not. **WHEN IN DOUBT, GET A RELEASE FORM SIGNED!**

ONLY RELEASE FORMS OUT OF THE MOST RECENT CHAPTER HANDBOOK SHOULD BE USED.

Chapter Event Release Form for Minors

This release form must be signed by a minor's parent or guardian whenever a minor participates in any chapter event other than a chapter meeting, even if the minor is a member of the chapter. If the minor is aged 12 or above, the minor must also sign the "Minor's Assumption of Risk Acknowledgment." Both forms are to be signed at the same time and kept together as separate pages of one document.

Minor's Assumption of Risk Acknowledgment

A minor, aged 12 or above, must sign this form when participating in any chapter event other than a chapter meeting. The parent or guardian must also sign the "Chapter Event Release Form for Minors." Keep both forms together as separate pages of one document.

FAILURE TO PROVIDE A RELEASE SIGNED BY THE INJURED PARTY MAY VOID COVERAGE. USE OF RELEASE FORMS IS A PRUDENT MEASURE IN MANAGING YOUR RISK. ALL RELEASE FORMS MUST BE KEPT ON FILE FOR SEVEN YEARS FROM DATE OF SIGNATURE.



Injury Report Form

Use the most recent edition of the form as found in this handbook if an injury occurs at a chapter event, especially injuries occurring as a result of motorcycling.

If an injury occurs:

- Call the police
- Report only the facts and make no judgments as to fault
- Take pictures, if possible
- Call Harley-Davidson Insurance (HDI) at 888-690-5600
- Get a copy of the Accident/Incident Report
- Use the Injury Report Form in the Chapter Handbook
- Submit the Injury Report Form and any other forms and information requested by HDI to the address indicated on the form
- Submit a copy of the injured party's Release Form

CHAPTER GENERAL LIABILITY & EVENT INSURANCE

Who does this policy protect?

Harley-Davidson Motor Company, Inc.
Harley Owners Group (H.O.G.)
H.O.G. Sponsoring Dealers
Chartered H.O.G. Chapters, their Directors, Officers and
Volunteers while acting in their official capacity on behalf of the
Chapter

What is covered?

See "Schedule of Pre-Approved Chapter Activities" in the most
current Chapter Handbook and applicable updates.

What coverage does this policy furnish?

- **Legal representation** in the event suit is brought against you for bodily injury to another individual or physical damage to their property.
- **Will pay for bodily injury and/or property damage** settlements if it is determined you are obligated to do so and you were acting on behalf of the Chapter in your official capacity as a H.O.G. Chapter Director, Officer or Volunteer.
- **Definitions of other policy coverage(s):**

Products and completed operations coverage provides you with protection in the event a **product causes bodily injury to a member of the public or property damage to their legal property.**

Personal and Advertising injury provides you with protection in the event a suit is brought against you for an **offense (slander, libel, etc.) committed in the course of advertising, publishing, broadcasting or telecasting** done by or for you while acting in your official capacity. All publications, advertising, broadcasts or telecasts must be pre-approved by the sponsoring dealer.

Fire damage coverage provides you with protection **in the event fire damage occurs at your meeting or event site.**

Policy Limits:

\$1,000,000	per occurrence per event, 5 million aggregate per insured event
\$1,000,000	products and completed operations aggregate
\$1,000,000	personal and advertising injury**
\$ 50,000	fire damage (any one fire)**

\$1,000 deductible per claim

Cost to Chapter: \$100 per additional insured.

IMPORTANT NOTE: Please see "Schedule of Pre-Approved Chapter Activities" in the most current Chapter Handbook and applicable updates. If your planned activity is not on this list and/or you require coverage for an additional insured you must submit the completed application, to include **"event description, event flyers, and any event facility contracts"** for underwriter approval **six weeks in advance of event date.**



Chapter General Liability Insurance Program



TIER I: Approved Activities

If the activity is a Closed or H.O.G. Member event and is listed on the “**Schedule of Pre-Approved Chapter Activities**” or in the “**Activities & Events**” section (section E) of the most current Chapter Handbook you do not need to submit any additional applications unless you require coverage for an additional insured.

Additional Insured(s): Complete “Additional Insureds” application and submit to the address on the form at least *6 weeks prior* to the event.

Closed Event: A member of your local chapter and one guest per member.

H.O.G. Member Event: National H.O.G. members only. Members may not bring guests.

TIER II: Non-Approved or Open Activities

Approval of your activity is subject to underwriting by the insurance company. You are required to complete an “**Application for Non-Approved or Open Activities**” and submit it to the address on the form at least *6 weeks prior* to the event if the activity you are planning is:

- not listed on the “**Schedule of Pre-Approved Chapter Activities**” or in the “**Activities & Events**” section (section E) of the most current Chapter Handbook or
- a rally or open event
- a concert or other form of entertainment

Open Event: An event open to the general public or an event where the number of non-chapter guests is more than chapter members. **An open event is not automatically covered even if it is listed on the “Schedule of Pre-Approved Chapter Activities”.** Fill out an “Application for Non-Approved or Open Activities”.

EXCLUSIONS

The activities listed below are excluded from coverage under the H.O.G.[®] chapter general liability insurance policy. The chapter does NOT have insured coverage for those activities and the chapter may not conduct these activities without the appropriate insurance coverage. If you wish to conduct an activity listed in “Exclusions”, contact your Regional Manager.

Moon Walks	Carnival Rides	Go Karts	Wheelchair/Stroller Rentals
Velcro Walls	Dunk Tanks	BB or AirGun Games	Overnight Camping
Furnishing Liquor	Fireworks	Dyno Testing	Bounce House

Combination riding activities with automobiles

Prohibited Activities

The following activities have been deemed inappropriate by Harley Owners Group. They are, therefore, both excluded from coverage and prohibited as chapter events.

Sled Pull	24 hour Rides	Speed Competition	Bungee Jumping
Body Piercing	Tattooing	Water Activities (i.e. Boating, Skiing, Swimming, etc.)	



**“Schedule of Pre-Approved Chapter Activities”
HARLEY OWNERS GROUP
Effective 11/01/99**



NOTE: Insurance coverage is limited to **CLOSED EVENTS** and **H.O.G. MEMBER EVENTS** only. **OPEN EVENTS ARE NOT AUTOMATICALLY COVERED.** (Refer to the, “Annual Charter for H.O.G. Chapters”, Article XVI, 5). Refer to “**Chapter General Liability and Insurance Program, Tier II**”, for information on applying for non-approved or open activity coverage.

Auctions	(Auction activity is covered. Items auctioned are not covered.)
Bike Blessings	
Bike Shows	(displays, ride in shows)
Bike Wash	
Bingo	(traditional)
Carnival Games	(See “ Exclusions ”, “ Chapter General Liability Insurance Program ”).
Chapter Meetings	(officer meetings, general membership meetings, business meetings)
Chapter Rides	(rides which are determined in advance by the Chapter to be a Chapter ride with a defined beginning and ending point, including dinner rides, scheduled meeting rides, organized rides before and after meetings which are generally available to all chapter members)
Charity Rides	(chapter organized rides which are NOT open to the general public, such as a pledge ride, expressly for the purpose of raising charitable funds)
Children's Activities	(non-motorized children's activities such as arts and crafts, bicycle demos, children's games)
Craft Shows	(finished products)
Drill Teams	(organized slow-speed precision group riding with regular practice sessions and demonstrations)
Field Events	(as defined in current H.O.G. Chapter Handbook)
Flea Markets	
Food Fund Raisers	(chili cook-off, bake sales, pot luck dinners, pancake breakfasts)
New Chapter Member Rides	(orientation to new chapter members of chapter's group riding policies)
Observation & Scavenger Rides	(chapter organized rides with a specified beginning and ending time)
Parades	
Picnics	
Poker/Dice Runs	(chapter organized rides with a specified beginning and ending time)
Rider Safety Courses	(only MSF approved riding courses/seminars scheduled by the chapter and taught by an MSF certified instructor, such as the experienced rider course)
Seminars	
Social Gatherings	(such as dances, holiday parties, receptions)
Sports	(non-motorized, non-contact sports in conjunction with chapter events)

IMPORTANT NOTE: See also, **Excluded Activities**, listed in “**Chapter General Liability Insurance Program**”. Excluded Activities are not covered.



**Chapter Application
for
Non-Approved or Open Activities**



Form must be fully completed to be considered.

**MAIL OR FAX COMPLETED FORM
6 WEEKS PRIOR TO EVENT**

to
Harley-Davidson Insurance
150 South Wacker Drive, Suite 3100
Chicago, IL 60606
FAX: 312-368-9548 Phone: 888-690-5600

What to Do: 1) Fill out the form completely. All information must be provided. 2) Mail or fax the completed form to the address above. 3) Include any promotional flyers. 4) If you have question please contact Harley-Davidson Insurance at the number above. (*Excluded* activities are not eligible for coverage.)

Today's Date: _____

Chapter Name: _____ Chapter Number: _____

Contact Name: _____

Mailing Address: _____

Officer Position/Title: _____

Fax: _____ Phone/Day: _____ Phone/Evening: _____

E-mail Address: _____

Activity/Event Date(s): _____ Scheduled Hours: _____

Final Destination: _____ Anticipated Total Attendance: _____

Anticipated Number of Your Local Chapter Members Attending: _____

Anticipated Number of Members from other H.O.G. Chapters Attending: _____

Will there be food provided? Yes ___ No ___

Please list non-approved activities and/or open events:

1) _____ 2) _____

3) _____ 4) _____

Does this activity involve an element of speed? Yes _____ No _____

Are passengers allowed, or required, to participate with the rider? Yes _____ No _____

Number of miles (if applicable): _____

Detailed Description: Give a precise description of the activity/event. If a bike game, include details such as diagrams, rules, safety precautions. Attach promotional flyers and lists of activities. Provide this information for each non-approved activity you are proposing. Attach additional sheets as necessary.



Additional Insureds

Form must be fully completed to be considered.

**MAIL OR FAX COMPLETED FORM
6 WEEKS PRIOR TO EVENT**

to

Harley-Davidson Insurance
150 South Wacker Drive, Suite 3100
Chicago, IL 60606

FAX: 312-368-9548 Phone: 888-690-5600



Chapter Name: _____ Chapter Number: _____

Contact Name/Officer Position: _____

Contact Address: _____

Fax: _____ Phone/Day: _____ Phone/Evening: _____

E-mail Address: _____

Part 1. Additional Insured(s) (AI) - \$100 additional premium per additional insured. **Attach a copy of any contracts held with each additional insured.**

AI Name	AI Address	Reason for Requesting Coverage

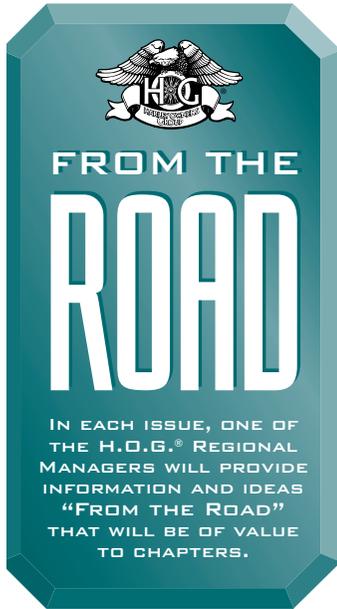
TOTAL AMOUNT DUE \$ _____

DO NOT INCLUDE payment with this application.

You will be billed by Harley-Davidson Insurance for the amount due.

IT IS UNDERSTOOD AND AGREED THAT NO INSURANCE IS IN EFFECT UNTIL THIS APPLICATION IS ACCEPTED BY THE COMPANY OR COMPANIES IN WRITING.

Signature of Authorized Chapter Representative Title Date



A Form with Function

By Bruce Motta



While I don't think anyone would place the Chapter Release form

on their "top 10" reading list (or even top 100, for that matter), in terms of importance to the well-being of the chapter, it's

the number one document we have. The Chapter Release is not only the admission ticket to another year of group activity, it is the chapter's principle means of protection in the event of an incident.

As a legal document, the release form has passed a number of reviews – and a few lawyers – on its journey to the *Chapter Handbook*. And as with any legal document, to be effective it must remain in its original form. The only change allowed is to fill in the chapter name at the top prior to copying and distributing it to the members for their signature. No other modifications can be made. None, zero, zip, nada.

Unfortunately, due to the typically plain and boring nature of legal documents in general, we have a tendency to want to improve the look by changing the text, or even adding graphics or photos. With a little creativity and a good word processor, one could reformat this rather bland document and make it more palatable. However, changes to its structure could very well jeopardize its ability to stand up in court. Not a scenario any of us would want to face should a problem arise.

While many things in the legal system seem to defy logic, the reasons for not modifying the form are actually quite simple. Let's take a look at some of the changes chapters have made in the past and why they shouldn't have. Keep in mind that confusion is the enemy.

LAYOUT

The release form has been laid out in a logical sequence to ensure that the reader understands what they are reading, why they are reading it, and what they are agreeing to by signing. The content and layout follow generally accepted legal principles for waiver forms (as you can see by looking at the similarities to the

Chapter Event Release Form in the Handbook). Changing the order could disrupt that logic and make the reader wonder what they are actually signing.

FONT

The wording on the form is standard size with emphasis (both bold and capitalized) placed on specific words that the reader needs to understand are of greater importance. Changing the font by either adding or deleting that emphasis removes the reader's ability to zero in on that importance.

SIZE

When you think about a legal document, particularly in a negative aspect, the first thing that usually comes to mind is the fine print. Looking at the Release Form, you can see that it pretty much fills an entire page side-to-side and top-to-bottom. Now if one were to change the layout to make room for a larger chapter name at the top or add graphics for a better look, they would need to shrink the text to get the extra space necessary. By doing so, guess what you've now created? That's right: fine print.

ADDITIONS

Another temptation to avoid is to add something such as a personal questionnaire or chapter survey to the blank side on the back. While it might be considered wasted space, once again we cannot alter a legal document – even on the back. As it stands now, the reader can see that the form visually carries a lot of weight. By adding a survey or questionnaire, the reader might wonder how important the Release Form really is when also asked for their birthday or where they want to ride.

WHY IT MUST REMAIN AS IS

The bottom line is that the Release Form is a simple, straightforward, and easy to understand contract between the member and the chapter. Its sole purpose is to document that the member understands the reason for the release, the risks of operating a motorcycle, and that they will hold the chapter harmless should an incident arise in the course of a chapter function. That's it. By keeping the Release Form in its original and proper format, we ensure that we both inform our members and protect our chapter. Two noble causes indeed.



CHAPTER MEMBERSHIP
ENROLLMENT FORM AND RELEASE

CHAPTER NAME _____

MEMBER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

PHONE NUMBER _____ MEMBER NAT'L H.O.G. NUMBER _____

EXPIRATION DATE OF NATIONAL H.O.G. MEMBERSHIP _____

I have read the Annual Charter for H.O.G. Chapters and hereby agree to abide by it as a member of this dealer sponsored chapter.

I recognize that while this Chapter is chartered with H.O.G., it remains a separate, independent entity solely responsible for its actions.

- THIS IS A RELEASE, READ BEFORE SIGNING -

I agree that the Sponsoring Dealer, Harley Owners Group (H.O.G.), Harley-Davidson, Inc., Harley-Davidson Motor Company, my Chapter and their respective officers, directors, employees and agents (hereinafter, the **"RELEASED PARTIES"**) shall not be liable or responsible for injury to me (including paralysis or death) or damage to my property occurring during any H.O.G. or H.O.G. chapter activities and resulting from acts or omissions occurring during the performance of the duties of the Released Parties, even where the damage or injury is caused by negligence (except willful neglect). I understand and agree that all H.O.G. members and their guests participate voluntarily and at their own risk in all H.O.G. activities and I assume all risks of injury and damage arising out of the conduct of such activities.

I release and hold the **"RELEASED PARTIES"** harmless from any injury or loss to my person or property which may result from my participation in H.O.G. activities and EVENT(S). I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE THE **"RELEASED PARTIES"** FOR ANY INJURY OR RESULTING DAMAGE TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID EVENT(S).

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this Release and Indemnification Agreement including, but not limited to, Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the **"RELEASED PARTIES"**.

MEMBER SIGNATURE _____ DATE _____

LOCAL DUES PAID \$ _____ DATE _____

(Dues not to exceed maximum amount prescribed in, "Annual Charter for H.O.G. Chapters", as contained in the H.O.G. Chapter Handbook.)

RETURN THIS FORM TO YOUR CHAPTER

CHAPTER EVENT RELEASE FORM
FOR ADULTS

Name of **EVENT(S)** _____ Date _____

Location _____

The undersigned (on my own behalf and on behalf of my heirs, personal representatives, successors and assigns), for and in consideration of the opportunity to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") releases and holds harmless the "**RELEASED PARTIES**" from any and all claims and demands, rights and causes of action of any kind whatsoever which I now have or later may have against the "**RELEASED PARTIES**" in any way resulting from, arising out of, or in connection with the performance of their chapter duties and my participation in any said **EVENT(S)**.

This Release extends to any and all claims I have or later may have against the "**RELEASED PARTIES**" resulting from or arising out of their performance of their chapter duties whether or not such claims result from negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" with respect to the **EVENT(S)** or with respect to the conditions, qualifications, instructions, rules or procedures under which the **EVENT(S)** are conducted or from any other cause. I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE "**RELEASED PARTIES**" FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING THE EVENTS.

I am experienced in and familiar with the operation of motorcycles and fully understand the risks and dangers inherent in motorcycling. I am voluntarily participating in the **EVENT(S)** and I expressly agree to assume the entire risk of any accidents or personal injury, including death, which I might sustain to my person and property as a result of my participation in the events, and any negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" in performing their chapter duties.

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this release and Indemnification Agreement, including but not limited to Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing this release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "**RELEASED PARTIES**."

THIS IS A RELEASE – READ BEFORE SIGNING

- Rider -

- Passenger -

Signature _____

Signature _____

Print Name _____

Print Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Date _____

Date _____

Chapter Name: _____ Date: _____

Event Name/Location: _____

CHAPTER EVENT RELEASE FORM FOR **MINORS**

In consideration of my minor child ("the **Minor**") being permitted to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)** sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") I agree as follows:

1. I know the nature of the **EVENT(S)** and the **Minor's** experience and capabilities, and believe the Minor to be qualified to participate, in the **EVENT(S)** or enter into restricted areas where the **EVENT(S)** are conducted. IF I OR THE **MINOR** BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE **MINOR** TO IMMEDIATELY CEASE OR REFUSE TO PARTICIPATE FURTHER IN THE **EVENT(S)** AND/OR LEAVE THE RESTRICTED AREA.

2. I FULLY UNDERSTAND and will instruct the **Minor** that: (a) THE ACTIVITIES OF THE **EVENT(S)** MAY BE DANGEROUS and participation in the **EVENT(S)** and/or entry into Restricted Areas may involve RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("**RISKS**"); (b) these Risks and dangers may be caused by the **Minor's** own actions or inactions, the actions or inactions of others participating in the **EVENT(S)**, the rules of the **EVENT(S)**, the condition and layout of the premises and equipment, or THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their chapter duties : (c) there may be OTHER RISKS NOT KNOWN TO ME or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risks COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE **MINOR'S** FUTURE.

3. I consent to the **Minor's** participation in the **EVENT(S)** and/or entry into restricted areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" IN PERFORMING THEIR CHAPTER DUTIES.

4. I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the "**RELEASED PARTIES**" sponsors, advertisers, owners and lessors of the premises used to conduct the **EVENT(S)**, FROM ALL LIABILITY TO ME, THE **MINOR**, my and the minor's personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY, including, but not limited to, death or damage to property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their chapter duties.

5. If, despite, this release, I, the **Minor** or anyone on the **Minor's** behalf makes a claim against any of the "**RELEASED PARTIES**" named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE "**RELEASED PARTIES**" and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE "**RELEASED PARTIES**" NAMED ABOVE, ASSERTING NEGLIGENCE ON THE PART OF THE "**RELEASED PARTIES**" in performing their chapter duties.

6. I sign this agreement on my own behalf and on behalf of the **Minor**.

I HAVE READ THIS PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE **MINOR** WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE "**RELEASED PARTIES**" FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

Child's Name (printed) _____

Signature of Parent or Guardian

Printed Name of Parent or Guardian

MINOR'S ASSUMPTION OF RISK ACKNOWLEDGMENT

NAME OF EVENT _____ DATE _____

LOCATION _____

I have obtained my parent's consent to participate in the **ACTIVITIES** conducted over the course of the above **EVENT(S)** and/or enter into restricted areas. I understand that I am assuming all of the risks of personal injury which might occur during the **EVENT ACTIVITIES** and I state the following:

1. Both my parents and I believe I am qualified to participate in the **EVENT ACTIVITIES** and/or enter into restricted areas established in connection with the **EVENT ACTIVITIES**. I will inspect the area and equipment and if, at any time, I feel anything to be unsafe, I will immediately leave and refuse to participate further in the **EVENT ACTIVITIES**.
2. I understand that the **EVENT ACTIVITIES** MAY BE VERY DANGEROUS AND INVOLVE RISKS AND DANGERS OF MY BEING SERIOUSLY INJURED OR HURT, MY BEING PARALYZED OR KILLED.
3. I know that these risks and dangers may be caused by my own actions or inaction, the action or inaction of others participating in the **EVENT ACTIVITIES**, the rules of the **EVENT ACTIVITIES**, the condition and layout of the premises and equipment, or the negligence of others, including those persons responsible for conducting the **EVENT ACTIVITIES**.

I HAVE READ THE ABOVE ASSUMPTION OF RISK ACKNOWLEDGMENT, UNDERSTAND WHAT I HAVE READ, AND SIGN IT VOLUNTARILY.

SIGNATURE OF MINOR PARTICIPANT

DATE

PRINTED NAME OF MINOR PARTICIPANT

AGE

H.O.G. Insurance Program Checklist

Ensure Your Event is Insured

Is that chapter activity or event you're planning covered by the Chapter General Liability Insurance? If you're not absolutely positive, you'd better read on.

If a chapter event or activity falls within the insurance guidelines, the Chapter General Liability Insurance coverage provides legal defense costs and damage payment coverage to chapter officers, volunteers and sponsoring dealers should a lawsuit be brought against them. This coverage is afforded for claims based on someone getting hurt or having their property damaged during a chapter activity. It's not medical insurance. It's not motorcycle insurance. It's "responsibility" insurance for claims asserting that chapter officers and volunteer workers failed to properly perform their official duties. Be sure to read the document, "Chapter Liability and Event Insurance" in Section E of the Chapter Handbook for additional details.

To determine if your chapter event/activity falls within the guidelines, follow the steps below and you'll get the answers.

Step 1: Identify the Type of Event and Types of Activities

Before you do anything, turn to Section E, Chapter Business, and locate the heading, "Chapter Insurance Program."

Now, ask yourself the following 8 questions and check the appropriate box...

	Yes	No
1. Is the chapter activity/event you're planning advertised as "open to the public" or "all bikes welcome"?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you expecting more guests than local chapter members at your chapter activity/event?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you expecting local chapter members, guests, and other National H.O.G. members at your activity/event?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are any games you're doing NOT in Section H (Activities & Events) of the current H.O.G. Guidelines? (For example, a tug-of-war game is not listed, nor is a plank ride.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Is your activity/event NOT on the "Schedule of Pre-Approved Chapter Activities" (Section E, Chapter Business) in the most current chapter handbook?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is another organization planning and conducting part or all of the activity/event?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is your activity/event listed under "Tier II" of the document, "Chapter General Liability Insurance Program" (Section E, Chapter Business) in the most current chapter handbook?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is your activity/event listed under "Exclusions" in the document, "Chapter General Liability Insurance Program" (Section E, Chapter Business) in the most current chapter handbook? (No need to go any further -- our insurance simply won't cover the activity... if an activity is excluded and you still want to do it, you must find and purchase your own insurance. For example, water sports, camping, furnishing liquor and dunk tanks are just a few of the excluded items).	<input type="checkbox"/>	<input type="checkbox"/>

Step 2: Determine Insurance Required

Did you check "NO" for each and every question? If so, you're on your way to a hassle-free, automatically insured event.. See boxes "A" and "B" below. Just follow the release guidelines in Step 4 below and go have fun!

If you checked "YES" for one of the questions... Doing some bike games that aren't Pre-Approved? Crossed the line from conducting events for your local chapter members to promoting events "open" to the public? If you don't apply and get approved for coverage - you won't have it. The chart indicates what you need to do. Locate your particular situation and then read on.

Event Type	Activity	Insurance Coverage	Take Releases From
A. National H.O.G. Members Only - no guests	Pre-approved	Automatic	Everyone
B. Closed - local chapter members with current Membership Enrollment & Release on file and one guest per chapter member (guests do not outnumber local chapter members)	Pre-approved	Automatic	Guests, Minor's Guardian (Minor signs Assumption of Risk if 12 or older)
C. National H.O.G. Members Only - no guests	Not Pre-approved	Send in Application for Non-Approved or Open Activities	Everyone

Event Type	Activity	Insurance Coverage	Take Releases From
D. Closed - local chapter members who've signed annual Membership Enrollment & Release and one guest per local chapter member (guests do not outnumber local chapter members)	Not Pre-approved	Send in Application for Non-Approved or Open Activities	Guests, Minor's Guardian (Minor signs Assumption of Risk if 12 or older)
E. Open - advertised as open to the public, any biker	Pre-approved	Send in Application for Non-Approved or Open Activities	Everyone
F. Open - advertised as open to the public, any biker	Not Pre-approved	Send in Application for Non-Approved or Open Activities	Everyone
G. Any Event	Listed as Exclusion (such as furnishing alcohol)	None Available through Harley-Davidson Insurance	

Step 3: Apply for Insurance Coverage

Go to Section F (or Section K, Blank Forms).

Find the "Application for Non-Approved or Open Activities"

Copy form from handbook.

Read all the instructions

Fill the form out completely and in detail - attach additional pages if necessary (the more detail you can offer, the better. For example: if you're having a picnic, tell us the activities you'll be conducting at the picnic. If you'll be having food at an event, who's supplying it? If you'll be doing games, what games?)

Attach a copy of your event flyer (very important)

Fax the form to Harley-Davidson Insurance - their fax number is on the form

Wait - HDI will be in touch. You'll get one of the following: a) an approval, an invoice (there is an additional charge when putting on open events or non-approved activities) and a certificate of insurance; b) a request for more information; or c) non-approval with an explanation as to why. We ask that you send your request at least 6 weeks prior to your event. If issues arise with the application, you'll need the time to try to resolve them.

Your insurance is in place and you are ready for the final step. Continue reading...

Step 4: Determine Who Must Sign a Release

In order to be covered by the Chapter General Liability Insurance, you must take releases. Adult local chapter members sign the Chapter Membership Enrollment Form & Release each year. They may also have to sign another adult event release depending upon the type of event being conducted. Everyone else, including chapter members who are minors, must have a release signed each time they *participate* in an activity or event. In the case of minors, the minor's guardian signs the Minor Release form, and if the minor is 12 or older, the minor signs the Minor's Assumption of Risk form. When in doubt, take a release. Keep releases on file for seven years.

And, don't forget that Injury Report Form. It's in the handbook, Section E (Chapter Business) or Section J (Blank Forms). If someone should get hurt, it's important that you fill it out, attach the person's signed release form to it and send it in. The instructions are on the form.

Now, go put on your event and have some fun.

Questions? Call the National H.O.G. office. We'll do our best to help. One more tip... the best time to consider insurance is the moment you decide to do an event. Save yourself some heartburn and don't leave it until the last minute. It may seem like a hassle, but after all, it's you and your fellow officers you're trying to protect. And...you are all worth the effort.



Injury Report Form

MAIL OR FAX COMPLETED FORM

to

Harley-Davidson Insurance

150 South Wacker Drive, Suite 3100

Chicago, IL 60606

FAX: 312-368-9548 Phone: 888-690-5600



Chapter Name: _____ Chapter Number: _____

Reporting Chapter Officer Name: _____ Home Ph: _____

Mailing Address: _____ Work Ph: _____

_____ Best time to call: _____

Email Address: _____

Chapter Insurance Certificate #: _____ Date of Injury: _____

Place of Injury: _____

Name, addresses, ages of person(s) Injured: _____

Names, addresses, telephone numbers of persons who saw incident. Attach extra sheets if necessary.

When, where, how injury occurred. Attach a separate sheet if necessary. _____

Type of Injury. Check appropriate Boxes.

Fatal	Head	Neck	Back/Spine	Arms	Legs	Internal Injuries	Amputation	Other
<input type="checkbox"/>								

Name, address, phone number of person(s) having pictures of accident scene: _____

Name, address, phone number of responding police department and complaint #: _____

ATTACH A PHOTOCOPY OF EACH INJURED PERSON'S SIGNED RELEASE FORM (REQUIRED). ATTACH THE POLICE REPORT IF AVAILABLE. ONLY POLICE SHOULD TAKE WITNESS REPORTS.



Event Production Policy

- **Rule of Thumb = one event, one producer**

For the sake of clear lines of responsibility, control and insurability, don't hold dual-produced events.

- **Flyer Content**

Show the world (and the insurance company) who the producer is by designing your flyer like this:

<p style="text-align: center;">Top Producing Chapter takes the top line and doesn't share it. Single producer only! Include H.O.G. logo along with Chapter chevron (not H-D) if desired.</p>
<p style="text-align: center;">Middle List event facts in a straightforward manner: Who-What-When-Where-Why</p>
<p style="text-align: center;">Bottom List sponsors (with logos if desired). H.O.G. is not a sponsor</p>

Logo Use

- **Rule of Thumb = do it right or not at all.**

Use of H.O.G. logos is a benefit provided by H.O.G. to local Chapters. The logo is a valuable and positive symbol of our organization and all H.O.G. Chapters need to do their part to protect this legacy.

Here's how you can do your part:

- The Annual Charter gives you the right to use the logo on Chapter publications, if Dealer approves.



- Use the official logo found in your Chapter Handbook.
- Use the logo as is; do not alter it in any way (such as adding text or combining with other graphics).
- **Always** accompany the logo with the official chapter name.



- Get approval from your regional manager if you want to use the logo on anything other than publications (like t-shirts and pins) and use authorized agents to produce those items.
- See Article X of the Annual Charter for H.O.G. Chapters when in doubt.

Sample Event Flyer

ABC CHAPTER



Poker Run & Bike Raffle
Sunday – June 12, 2007

Registration from 9:00 a.m. – 11:00 a.m.
Jefferson Way Recreation Center – 1234 Jefferson Way,
Anytown, USA
Entry Fee is \$12.00
Door Prizes!!!
50/50 Drawing

Lunch will be provided
No alcohol, Please

For more information: Dealer Name 123-456-1234
www.abcchapter.com

All Chapter activities conclude at 8:00 p.m.

Thanks to our sponsors:
ABC Harley-Davidson, Coca-Cola, Jefferson Way Rec Center



Responsibility:



Director



Secretary



Treasurer



Sponsoring Dealer



Assistant Director

This Section Reveals:

- All the forms necessary to fulfill H.O.G.'s® annual chartering requirements
- Tools to help you generate and track the information that your chapter must report to H.O.G. at year-end
- The idea behind the annual business meeting
- Suggested topics for the annual business meeting
- Annual Meeting Checklist
- Meeting Tips and Suggestions for note-taking

Introduction

Some of the best things about H.O.G. are meeting new people, participating in exciting activities and, of course, riding your Harley-Davidson.® Endless meetings and paperwork are not a lot of fun. That's why we've created this section. By holding one business meeting per year, with a little planning, your chapter can collect all the information H.O.G. requires, prepare the forms in this section and be done with it for the year. You can also find tips on holding effective meetings in the Chapter Officer section of members.hog.com. That means less time spent on administration and paperwork, which leaves more time for ... just about anything!



The Annual Business Meeting

Some call it a directors meeting, a strategic planning session or even a stakeholders' conference. Here at H.O.G.[®], we call it the Annual Business Meeting. Whatever the title, the purpose is the same: to look critically at the organization, see where it is today and determine where we want it to go in the future. The annual business meeting is also a great place to fill out the annual forms that H.O.G. requires.

The meeting should be a closed event, attended only by chapter officers and the sponsoring dealer. The intent of holding a closed meeting is not to hide information from chapter members, but to allow the officers to express themselves freely and accomplish the necessary business without any interruptions. At the annual meeting, chapter officers and the sponsoring dealer should take the time to clarify and reaffirm their understanding of one another's goals and expectations.

The topics covered during the meeting will be unique to each Chapter. However, the following topics should be on every chapter's agenda:

- Financial Review (The goal of a H.O.G. Chapter is to maximize the enjoyment of riding Harley-Davidson[®] motorcycles, not to maximize the size of the chapter bank account. Keep that fact in mind when reviewing chapter finances)
- Establish a realistic emergency cash reserve. Your chapter should keep the equivalent of about two months of expenses on hand in case of financial emergencies
- The completion of all annual forms (see next page)
- Review the chapter's payment history. Late payments due to insufficient cash are a cause for concern



➤ **See Also**

Chapter Business (Tab F)

Annual Meeting Forms and Applications

There are several pieces of information that H.O.G.® requires of each local chapter. Your chapter can supply H.O.G. with everything they need by completing and submitting the following forms:

- Chapter Annual Financial Statement (due January 31)
- H.O.G. Chapter Charter Application (due January 31)

The purpose of these forms and instructions for filling them out are included in this section.



Annual Meeting Checklist

- Persons in attendance
 - Sponsoring dealer and/or other dealership representatives responsible for H.O.G.® chapter operations
 - Primary chapter officers
 - Other persons at the discretion of the sponsoring dealer
 - Discretionary chapter officers
 - Lawyer
 - Accountant/Bookkeeper
- Clarify and reaffirm chapter goals and expectations
 - Obtain consensus regarding the sponsoring dealer's goal, expectations and requirements
 - Reaffirm the Ride and Have Fun (R & F) factor
 - Complete the H.O.G. Chapter Charter Application
- Financial review
 - Review and assess chapter finances and financial operations
 - Funds on hand
 - Payment history
 - Cash controls
 - Adherence to budget
 - Adopt any necessary changes to finances and financial operations
 - Cash controls
 - Collections
 - Cash reserves
 - Complete and approve the Chapter Annual Financial Statement
- Adopt or affirm a membership retention/development plan
- Establish and/or adopt an activity schedule (or adopt guidelines regarding activities) for the coming year
- Establish and/or adopt a budget and budget guidelines for the coming year
- Review insurance, release and reporting requirements



- ❑ Arrange for circulation and review of the chapter handbook and training videos by primary officers and discretionary chapter officers
- ❑ Complete and adopt required legal documents (annual corporate reports, etc.)
- ❑ Complete and adopt minutes of the meeting and file in the minute book



Chapter Annual Financial Statement

The Chapter Annual Financial Statement gives H.O.G.® a general idea of your chapter's financial position. It's also a handy model to verify record-keeping; the information required is the bare minimum you should be tracking. It's up to your chapter and the sponsoring dealer to decide how to keep the chapter's records.

Instructions

H.O.G. must receive the Chapter Annual Financial Statement by **January 31**.

Information required

- Official Chapter Name
- Chapter number
- Annual dues a member pays to belong to the chapter (if applicable)

■ Income

- Dues
- Fund-raisers
- Event fees
- Merchandise Sales
- All Other

■ Expenses

- Postage
- Printing (newsletters, flyers, etc.)
- Door prizes
- Professional fees
- Supplies & Misc.
- All Other

1. Total both columns
2. Enter results on appropriate line in "Net Worth" column
3. Add Cash on Hand to Total Income
4. Subtract total expenses from Subtotal
5. Show difference in cash on hand
6. Submit form, with required signatures, to the H.O.G. Office

CHAPTER ANNUAL FINANCIAL STATEMENT



Chapter Name _____

Chapter Number _____

Year Ending: December 31, _____ Annual Dues (if applicable) \$ _____

Profit & Loss		Net Worth	
Income		Cash on Hand, Beginning of Year	\$ _____
Dues	\$ _____	Add:	
Fund-raisers	\$ _____	Total Income:	\$ _____
Event Fees	\$ _____	Sub-Total	\$ _____
Merchandise Sales	\$ _____	Less:	
All Other	\$ _____	Total Expenses	\$ _____
TOTAL	\$ _____	Cash on Hand End of Year	\$ _____
Expense			
Postage	\$ _____		
Printing	\$ _____		
Door Prizes	\$ _____		
Professional Fees	\$ _____		
Supplies & Misc.	\$ _____		
All Other	\$ _____		
TOTAL	\$ _____		

Treasurer _____ Date _____

Dealer _____ Date _____



H.O.G.® Chapter Charter Application

The H.O.G. Chapter Charter Application was designed to reduce the number of forms you must file each year. It also helps H.O.G. keep information current, so we're sure to mail information to the right address. The form included in this book is only a sample. Your chapter will receive a personalized H.O.G. Chapter Charter Application by mail each year in December. **The completed form must be submitted to H.O.G. by January 31, each year.** Below, you'll find some hints on completing the form.

Official Chapter Information

This section indicates the information that H.O.G. has on file for your chapter. Carefully review these items and change anything that is wrong or out of date. Then indicate if your chapter has bylaws in addition to the Annual Charter for H.O.G. Chapters, and whether or not the chapter is incorporated.

Attach a copy of your chapter bylaws if they were changed anytime during the past year. (This refers to by-laws you are using to operate your chapter in addition to the Annual Charter for H.O.G. chapters. We do not need the incorporation by-laws.) Attach a copy of the Chapter's Articles of Incorporation if your chapter was incorporated anytime during the past year.

Secondary Chapter Mailing Address

Indicate the secondary address you'd like H.O.G. correspondence delivered to by marking the appropriate box. As you know, all correspondence is sent directly to the sponsoring dealership, but to ensure receipt, H.O.G. also sends out additional copies to the secondary address specified on this form.



Chapter Meeting Information

So your Regional Manager knows when you hold your chapter meetings, circle the week (first, second, third or fourth of the month) and the day on which you generally hold your chapter meetings.

Officer Listing

Include the name, H.O.G. number (a must!) and phone number of all current chapter officers under the Officer Listing section of this form. Only one name can be listed per position.



By signing and dating the Charter Application form, the sponsoring dealer and chapter director indicate that they have read and accepted the Annual Charter for H.O.G. Chapters and agree to run the chapter in compliance with its articles. Send the signed form to H.O.G.; this grants your chapter's affiliation with the Harley Owners Group® for a term of one year and entitles the chapter to limited license in the use of H.O.G. trademarks and logos. After the form has been processed, your chapter will receive:

- A year sticker for your chapter's official H.O.G. license plate
- Officer Patches
- Officer Commemorative Gift

⇒ See Also

Annual Charter for H.O.G.® Chapters (Tab B)

THIS IS A SAMPLE. DO NOT USE TO RENEW YOUR CHAPTER.
H.O.G. CHAPTER CHARTER APPLICATION

Official Chapter Information

DEALER NAME _____
 DEALER ADDRESS _____
 DEALER CITY, STATE AND ZIP CODE _____

CHAPTER NAME _____ CHAPTER NUMBER _____
 CHAPTER NAME (LINE 2) _____
 Number of Chapter Members: _____

Chapter Bylaws: Yes No (CIRCLE ONE)
 (Attach copy of current Bylaws.)

Incorporated: Yes No (CIRCLE ONE)
 (Attach copy of Articles of Incorporation.)

Secondary Chapter Mailing Address

Address is Director's Address is Other (CIRCLE ONE)

Street Address: _____

City: _____

P.O. Box: _____ State: _____ Zip: _____

Internet Address (Optional): _____

4/96

CHAPTER MEETING INFORMATION:

WEEK: 1st 2nd 3rd 4th (CIRCLE ONE)

DAY: Sun. Tues. Wed. Thurs. Fri. Sat. (CIRCLE ONE)

OFFICER LISTING - please PRINT CLEARLY, National H.O.G. number must be provided (* Indicates required officer.)

* Sponsoring Dealer: _____ HOG #: _____ Home Phone: (____) _____

* Director: _____ HOG #: _____ Home Phone: (____) _____

* Assistant Director: _____ HOG #: _____ Home Phone: (____) _____

* Treasurer: _____ HOG #: _____ Home Phone: (____) _____

* Secretary: _____ HOG #: _____ Home Phone: (____) _____

Activities Officer: _____ HOG #: _____ Home Phone: (____) _____

L.O.H. Officer: _____ HOG #: _____ Home Phone: (____) _____

Road Captain: _____ HOG #: _____ Home Phone: (____) _____

Editor: _____ HOG #: _____ Home Phone: (____) _____

Safety Officer: _____ HOG #: _____ Home Phone: (____) _____

Photographer: _____ HOG #: _____ Home Phone: (____) _____

Historian: _____ HOG #: _____ Home Phone: (____) _____

Member at Large: _____ HOG #: _____ Home Phone: (____) _____

Webmaster: _____ HOG #: _____ Home Phone: (____) _____

The term of this chapter's charter affiliation shall be one (1) year from the date of acceptance of this Application by an authorized representative of Harley Owners Group. Harley Owners Group or the sponsoring dealer may terminate the chapter affiliation at any time during its term upon thirty (30) days written notice. No reason for termination is required.

I have read the Charter for Local Chapters and agree to operate in accordance with it and the above information is correct.

DEALER SIGNATURE: _____ DATE: _____

DIRECTOR SIGNATURE: _____ DATE: _____



Chapter Officers

Listed below are the Chapter Officer positions H.O.G.® recognizes. Each of these positions will receive one officer patch after the H.O.G. Chapter Charter Application is processed by H.O.G.

Director	Road Captain
Assistant Director	Editor
Secretary	Ladies of Harley® Officer
Treasurer	Safety Officer
Activities Officer	Photographer
Historian	Membership Officer
Webmaster	

Patches

One complete set of officer patches will be sent to the chapter, at no charge, as soon as your H.O.G. Chapter Charter Application is approved and processed by H.O.G. You can purchase additional officer patches through the H.O.G. merchandise program.

License Plate or Sticker

Every new chapter receives a H.O.G. license plate for display in the dealership. Each year the chapter applies for charter and is approved, the chapter will receive a license plate sticker for that year.



What's Wrong with Meetings?

Top 10 Meeting Problems

1. Getting off the subject
2. No goals or agenda
3. Too lengthy
4. Poor or inadequate preparation
5. Inconclusive
6. Disorganized
7. Ineffective leadership/lack of control
8. Irrelevance of information discussed
9. Time wasted getting started
10. Starting late

Countless surveys and studies have shown that close to half of the productivity of meeting time is wasted. According to recent studies, there are many reasons meetings have productivity problems.

Any organization can reclaim 25 to 35 percent of wasted meeting time through a basic application of good meeting techniques.

Being Productive



At one time or another, we've all participated in a meeting. An effective meeting depends on **productive** participants. As a chapter officer, you are in a position to make a significant contribution to the success of the meetings you attend. All you need is a tactful way to ask questions and offer suggestions.

The following list gives you some insight on how to be a productive meeting participant and gives you some tools to make all your chapter officer meetings effective.



A Productive Participant:

1. Prepares for the Meeting

- Thinks about the subject matter beforehand
- Talks with others who may know something about the subject
- Gets as many facts as time allows

2. Contributes Ideas to the Discussion

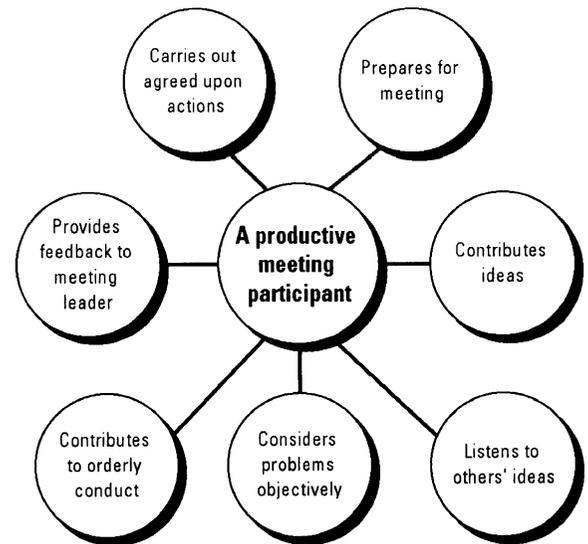
- Offers facts and ideas
- Doesn't quickly discard his/her own views in the face of opposition
- Understands the facts
- Understands the subject matter

3. Listens to the Ideas of Others

- Understands the viewpoints of others
- Helps others develop their views and ideas
- Is courteous and alert
- Listens carefully and thinks

4. Considers Any Subject Objectively

- Continues to focus on the goal of conducting chapter activities that promote H.O.G.® member fun, friendship and overall enjoyment
- Maintains an objective attitude
- Avoids giving (or accepting) opinion as fact
- Avoids emotionalism
- Maintains confidences and avoids gossip





5. Contributes to the Orderly Conduct of the Meeting

- Arrives on time
- Helps the chairperson maintain order
- Avoids personal interruptions
- Avoids side conversations
- Does not dominate the meeting
- Stays on the subject
- Avoids sarcasm and ridicule

6. Provides Feedback to the Meeting Leader

- Is open and honest when evaluating meetings
- Will speak one-on-one with meeting leader to give feedback
- Will give positive and critical feedback to meeting leader
- Gives feedback based on behaviors, not opinions

7. Carries Out Agreed Upon Actions

- Completes actions by agreed upon date
- Is realistic about when actions can be completed
- Provides valid reason if he/she cannot complete action and communicates this to meeting leader

By remembering or referencing those seven points before you attend future chapter officer meetings, you'll be better prepared to make your meetings more productive and effective, allowing yourself more time to accomplish the many tasks at hand.

Let's look at the process to plan and conduct an effective meeting.



Planning the Meeting



Setting an Agenda

An agenda is a prerequisite to any effective meeting. It should be distributed before the meeting, and can be revised as needed at the meeting.

To prepare an agenda, consider a number of elements, specifically:

- Meeting title
- Date
- Starting time
- Ending time
- Location
- Prework
- Anticipated outcome (agreement, approval, general knowledge, decision, action plan)
- Materials required
- Topics in priority order
- People responsible for topics
- Method of discussion
- Meeting purpose

When **ordering agenda topics,** keep the following in mind:

- Logical sequence (e.g., do not discuss volunteer requirements before discussing what activities will be held)
- If an item needs a lot of mental energy, bright ideas and clear heads, put it high on the list
- A common fault is to dwell on trivial but urgent items, excluding subjects of fundamental importance
- “Any other business” listed on an agenda is an invitation to waste time. If an urgent item needs to be included, make time to discuss it, provided it’s fairly simple and straightforward



Agenda Examples

Meeting Name:

Date:

Time: *Start and finish.*

Location: *If on site, name the room/floor. If off-site, name location, give address and directions, if necessary.*

Purpose: *Why this meeting was called. Simply, the outcome of the meeting. Make this a to-the-point statement that will indicate to participants the reason(s) they're involved.*

Prewrite: *What you want your group to do before the meeting - how you want them to be prepared, e.g., special readings, data collection, etc. You can list group or individual assignments here.*

Materials: *If special materials are required of meeting participants, list those here. These might include "bring handbooks," "bring Chapter Officer News,"[®] or "bring overheads of reports," etc.*

TIME	TOPICS	PERSON RESPONSIBLE	ACTIVITY	RESULT
<ul style="list-style-type: none"> • Estimate length of agenda 	<ul style="list-style-type: none"> • List urgent items or high-energy items first • List items in logical sequence • Be aware of divisive subjects 	<ul style="list-style-type: none"> • This is the leader of each subject 	<ul style="list-style-type: none"> • Discuss, report, brainstorm, instruct, etc. 	<ul style="list-style-type: none"> • General knowledge, action plan, agreement, approval, decision, etc.



Agenda Planning Sheet

Meeting Name:

Date:

Time:

Location:

Purpose:

Prewrite:

Materials:

TIME	TOPICS	PERSON RESPONSIBLE	ACTIVITY	RESULT



At the Meeting

As you've seen, there are plenty of things essential to a successful meeting. But when you get there, the meeting is only as good as what you remember from it. Good record keeping and action planning are essential to the success of a meeting. Time and money are lost when commitments are not recorded and accountability is left to the best memory.



Record Keeping and Action Planning

The combination of record keeping and action planning is the ultimate scorecard of a meeting.

It is the chapter secretary's special task to serve as monitor in maintaining orderly, clear progression of the group's discussions, recording all deliberations/actions/decisions. The presence of an effective meeting recorder can significantly improve the productivity of any meeting.

The following list highlights some of the skills of a good recorder and gives insight on the role one must take.



Recorder Skills

A good recorder should:

1. Be a good listener

- You should be able to restate the position of others accurately and completely

2. Be able to process information on several levels simultaneously

- Although you're designated as recorder, it doesn't mean that you no longer have responsibility to participate in a meeting
- A good recorder is expected to contribute during the meeting, e.g., special insights, information, critical assessment of ideas
- Should be able to operate on two wavelengths at the same time:
- Someone who listens, interacts and contributes to the discussion
- Someone who processes the input and organizes each perspective in a clear and concise manner

3. Be an excellent organizer, integrator and synthesizer of the ideas of others

- Pay attention to the relationship and structure of ideas, their subordination and sequence, their commonalities and differences ... organize them so everyone can understand them
- Respect the importance of orderly progression; ask directive questions, such as:
- "Where are we at in the agenda?"
- "Have we concluded anything at this point? If so, would somebody state it?"

4. Be a selfless individual who is dedicated to ensuring that individual statements are clear and group progress is systematic and orderly, rather than worrying about one's own personal position on an issue



Meeting Notes and Actions

There's an easy format you can use to combine action planning and record keeping, and it's included within this section in the following pages. Simply use the **Notes** section to record:

- Meeting date
- Start time
- Names of those present
- End time
- Individual agenda items. For each item, include:
 - Major points discussed
 - All decisions reached
 - All agreed upon actions and topics
 - Date, time and place of next meeting

While recording notes of the meeting, you also have decisions to make regarding what and what not to keep. This is especially true concerning extensive dialogue during the course of committee decision making. It isn't always necessary to record it on your meeting notes.

- It's often better to record the relevant points without specifying who made which one

Use the **Action** section to record an agreed upon action relative to the agenda item. Identify:

- The person responsible
- The target date for the action



Suggestions for Meeting Note-Taking

1. As Recorder, Your Responsibility Is to:

- Seek clarification of vague, disorganized and ambiguous statements
- Seek internal summarization and major conclusions
- Seek consensus of facts, reasons and rationale

2. During the Meeting, You Should Record Only:

- The major conclusions of each topic or subtopic (get it right by precise rephrasing and asking for acceptance)
- General rationale for the decision, including key supporting facts
- The specific action taken. Individual responsibility should be designated with all due dates specified

3. Read Back Meeting Minutes

- Before ending the meeting, you should read back to the group what it accomplished, including conclusions, decisions and specific actions to be taken

4. After the Meeting:

- Publish and distribute the meeting notes summary



NOTES

Record: meeting date, start/end time, names of those present. For each agenda topic, record major points discussed, all decisions reached, and agreed upon actions, next meeting topics, date/time, location, prework.

ACTION

Record: the person responsible for each agreed upon action and the target date for each action



Responsibility:



Editor



Activities Officer



Photographer



Webmaster



Secretary



Assistant Director



Ladies of Harley® Officer

This Section Reveals:

- Hints on how to publicize your chapter's activities
- Guidelines for creating chapter publications
- Directions for submitting photos and information to Hog Tales®
- Guidelines for Internet usage

Introduction

Even the most well-planned chapter events won't be much fun if no one shows up! This section is designed to help you publicize your chapter activities, both locally with your chapter publications, and the H.O.G. members only web site, members.hog.com. These are some of the best tools you have to attract new members to your Chapter and spread the word about the fun and exciting activities organized by your H.O.G.® Chapter.



How Do I Get an Event Listed on H.O.G.'s Web Site?

- Log on to the members.hog.com. Go to the Chapters section, and click on Chapter Events List. To enter an event, click on "Submit An Event."
- Event information on this Web site can be viewed by any active H.O.G. member, do not submit events that are not open to other H.O.G. members
- Event information will be posted in the Chapter Events list in the Members Only site (members.hog.com)
- Please remember that only chapter-sponsored events can be published on the Web site. Non-H.O.G. events will not be published.
- For ease of readability, event information must be entered in upper and lower case lettering (do not use all caps)

When Will it Appear?

- Your event will be sent to H.O.G. for verification
- It will be posted on the chapter events list within 5 days



Submitting Photos to Hog Tales®

You can submit photos by following the guidelines below.

- A H.O.G. member must appear in all submitted photos. Photos featuring children (who aren't members), pets, motorcycles, etc., only, will not be printed
- Please do not send negatives or Polaroids
- Be sure to write your name and membership number on the back of your photo. Send it to *Hog Tales*, P.O. Box 453, Milwaukee, WI 53201



Chapter Publications



A chapter publication is the foundation of chapter communication. It can be a permanent record of local chapter events and also assist the chapter Historian in tracking chapter history.

Be sure to have your sponsoring dealer approve any chapter publication - written, oral (broadcast) or electronic, before it is released. Approval is required by the Charter! A copy of every chapter publication must be sent to your Regional Manager at the H.O.G.[®] Office.

Guidelines

Chapters must publish a minimum of six newsletters per year. Newsletters can consist of any printed material informing the membership of activities, e.g., postcards, flyers, multi-page publications, etc. Activities listed in the newsletter must indicate whether they are open or closed events.

Content

The contents of your chapter publications should reflect the fact that H.O.G. is a family-oriented organization. Stay away from editorializing, politics and controversial issues - there's enough of all that in "real" life!

Members, benefits, meetings and activities are always good topics.

Other ideas include:

- Member of the Month (member profile)
- Yesterday & Today (What happened one or more years ago at the time of publication. Use back issues of *Hog Tales*, *Enthusiast*[®], your chapter newsletter or other motorcycling publications as sources.)
- Minute by Minute (meeting minutes)
- The Adventure Chapter (stories of members' vacations)
- Blast from the Past (Ask the chapter Historian for information from past chapter events or past officers and members)



Gathering Information

- You might want to consider starting a newsletter task force to gather information. You can also reprint information from *Hog Tales*® and *Chapter Officer News*®
- Each chapter officer should supply newsletter material to the Editor on a regular basis
- The Editor should set and enforce information gathering and editorial schedules. Get in the habit of turning in information for the newsletter at each chapter meeting

Graphics

You can download H.O.G. logos in the Chapter Officer section of members.hog.com.

⇒ See Also/Usage Note

When using any of these logos, remember that they are trademarks owned by Harley-Davidson® and the Harley Owners Group®. For more information about trademark usage, please see *Chapter Business* (Tab F) and/or the *Annual Charter for H.O.G.® Chapters* (Tab B).







Chapter Officer News®



Each quarter, the H.O.G.® Office sends *Chapter Officer News*® to primary officers and sponsoring dealers.

Chapter Officer News® is available to all officers online in the Chapter Officer section of members.hog.com.

Chapter Officer News is one of the most important ways the H.O.G. Regional Team has to regularly communicate policy changes, new programs and helpful hints directly to chapter leaders. Although Regional Managers make visiting chapters a priority, with about 695 chapters in the U.S. alone, there's no way they can visit each chapter every three months! That's why we depend on *Chapter Officer News* to communicate the timely information you need to successfully run your chapter. And, we depend on you to read and share it with your fellow officers and members. Sometimes, we'll even reprint articles to help bring new officers up-to-date.

We welcome your input to *Chapter Officer News* through the "Just Chapping" feature. "Just Chapping" is a way you can share your chapter's best ideas with other chapters. If your chapter's suggestion is used, you'll receive a commemorative plaque.

Make good use of *Chapter Officer News*; it's an important link to the H.O.G. Office!

- Use the "Just Chapping" form to submit chapter ideas
- File past issues of *Chapter Officer News* in your Chapter Handbook for future reference



Certificate of Appreciation

To thank friends of the chapter who've helped you out, or to recognize local businesses who've assisted your chapter with events, present them with a personalized copy of the Certificate of Appreciation. Simply reproduce the "slick" on the next page, fill in the recipient's name and you've created a thoughtful memento which shows your appreciation.

Certificate of Appreciation



Presented to

For your assistance

Chapter

Chapter Director

Sponsoring Dealer

Date



Chapter Internet Guidelines

The Internet is a rapidly growing electronic medium with the potential to significantly impact how H.O.G.[®] Chapters communicate with each other, their sponsoring dealers, with the H.O.G. offices in Milwaukee, with Harley-Davidson[®], and with the motorcycling public. Harley-Davidson has established a corporate web site (www.harley-davidson.com) and the Harley Owners Group[®] has two official web sites: a members only site (members.hog.com) and a public site (www.hog.com).

As use of the Internet continues to grow more H.O.G. chapters and their sponsoring dealers are developing their own web sites to “do business” on the Internet. Harley-Davidson has given your sponsoring dealer guidelines to follow when using the Internet. Harley Owners Group also has guidelines to follow which are contained in the Annual Charter for H.O.G. Chapters, and on the following pages. If you carefully read and follow the guidelines, your chapter web site is eligible for listing on H.O.G.’s web sites and the Harley-Davidson dealer locator - another great way for you to showcase your chapter!

Internet Do’s and Don’ts

- In all chapter activities, including use of the Internet, follow the *Annual Charter for H.O.G. Chapters*
- Use the Internet to promote a positive image of your H.O.G. chapter, your members, your sponsoring dealer and the life-style of motorcycling (see Charter, Article I)
- Use Internet publications to reflect the family oriented, non-political philosophy of Harley Owners Group (see Charter, Article I)
- Get your sponsoring dealer’s approval for Internet publications (see Charter, Article IX). If your dealer has a web site, discuss having a chapter section within the dealer’s site
- Include your official chapter name and number on all textual material published by the chapter, including electronic publications on the Internet (see Charter, Article IX)



- Confine Internet publications to information you wish to share with the general public and protect the exclusivity of member benefits, such as your chapter newsletter
- Internet publications do not count as one of the 6 newsletters required per year (see Charter, Article XVI, 6)
- Be fair. Not all chapter members will access the Internet, so be sure to communicate the same information to ALL your members and don't rely on the Internet as your sole means of communication
- Use only the H.O.G.[®], not Harley-Davidson[®], trademarks (see Charter, Article X)
- Use the H.O.G. trademarks only in conjunction with your official chapter name and only when referring to H.O.G. Chapter activities. Only chartered chapters may use H.O.G. trademarks (see Charter, Article X)
- Protect your members' privacy. Don't publish member names, addresses, phone numbers or information about their motorcycles
- If you advertise chapter events, be very clear about who is invited or you may have to turn away non-H.O.G. members or deal with more guests than you are prepared to handle. (If you are inviting the general public to an event, make sure you have the appropriate insurance coverage and always get signed releases from attendees who are not members in good standing of your local chapter)
- Whether you're communicating through e-mail or putting information on a home page, if you wouldn't say it to someone's face, and if you don't want the world to know it, don't say it on the Internet
- And finally... don't let the Internet take time away from riding with your family and friends!



Getting your Official Chapter Web Site Listed on www.hog.com and members.hog.com

- Review and follow the **H.O.G.® Chapter Internet Guidelines** on the following pages
- Use the **Event Statement for Chapter Web Sites** and the **H.O.G. Chapter Online Privacy Statement** provided at the end of this section
- Submit your complete web site address, chapter name and chapter number to webmaster@hog.com
- Upon review and approval of the site, your chapter will be listed
- Chapter sites will be listed at the sole discretion of Harley Owners Group® based upon the guidelines

H.O.G.® Chapter Internet Guidelines

The following guidelines apply to all H.O.G. chapters both domestic and international. All guidelines are supplements to the *Annual Charter for H.O.G. Chapters* and are in effect for, and must be complied with, by all chartered H.O.G. chapters.

I. Purpose

The purpose of a chapter web site should be to motivate, recruit, retain and entertain members. It is another avenue to share information. The site should supplement your chapter newsletter not replace it.

II. Content

- 1) The sponsoring dealer or distributor must approve all content of the web site. If, at any time, H.O.G. determines in its sole discretion that a chapter Internet site is incompatible with the family-oriented, non-political philosophy and objectives of H.O.G., the Annual Charter for H.O.G. chapters may be revoked.



- 2) Content should be informational. All content pertaining to events and activities must include a statement outlining H.O.G.® policy regarding who can attend events. (See: “Event Statement for Chapter Web Sites” later in this section).
- 3) Confine internet publications to information you wish to share with the general public and protect the exclusivity of member benefit such as your chapter newsletter.
- 4) Any chapter-related forms (release forms and chapter membership enrollment) may be located on your site. To obtain an electronic copy of these forms visit the Chapter Officer section of members.hog.com. These forms cannot be altered or retyped (see page F-43).
- 5) Privacy statements: All sites should include a privacy statement. (See “H.O.G. Chapter Online Privacy Statement” later in this section).
- 6) Programs that voluntarily ask for information (like a guestbook) can be utilized. The program must be voluntary and a proper warning statement must be displayed informing users that other people who visit the site may obtain the information they provided.
- 7) Web site links should follow the H.O.G. family oriented and non-political philosophy, and shouldn’t compete with the sponsoring dealer. The sponsoring dealer or distributor must approve any links listed on the chapter site.

III. Web Site Registration

The sponsoring dealer or distributor must register the chapter web site and approve the domain name. The domain name shall not include any Harley-Davidson® trademarks other than H.O.G. and should be descriptive of the chapter name. The chapter is responsible for maintaining all content and service for the site.



IV. Trademark License

Chartered H.O.G.® chapters have an annual license to use H.O.G. trademarks and logos on their web sites in conjunction with their chapter name and number, and in connection with material relating to chapter activities, subject to compliance with the terms hereof and the terms of the Annual Charter for H.O.G. chapters. H.O.G. trademarks and logos cannot be altered in any way and cannot be used in connection with any other words or graphics. Chartered chapters cannot grant or assign rights to the use or display of H.O.G. trademarks and logos to any person or entity for any purpose. This prohibition includes web site developers and/or hosts. Chartered chapters are not licensed to use Harley-Davidson® trademarks and logos and cannot use them on their web sites for any purposes.

V. Chapter Web Sites are prohibited from conducting the following:

- 1) Transactions. A transaction is defined as obtaining funds through the Internet. The chapter site shall be non-transactional. Members can download forms but those forms cannot be processed via the site.
- 2) Advertising cannot be utilized on the web site, other than dealer advertising which we have traditionally permitted because of the dealer's right in their dealer contract to promote the sale of Harley-Davidson products and services.
- 3) Classified Advertisements.
- 4) Links that are political, non-family oriented, or compete with the dealer.
- 5) Listing your chapter roster. Any content you list on your site shall not reveal private information about the members of your chapter, including names.
- 6) Programs that involuntarily store user information (chat rooms and bulletin boards) **which store e-mail addresses without user's consent.**



- 7) National H.O.G.[®] enrollment forms and benefits forms.
- 8) Illegal activities
- 9) Displaying or using, as are determined by Harley-Davidson[®] in its sole discretion, objectionable materials or links to a web site that uses objectionable materials.

VI. Compliance

Compliance with these guidelines will result in having the chapter's web site address listed as a link on www.hog.com, members.hog.com and the Harley-Davidson dealer locator. If, at any time, H.O.G. determines in its sole discretion that a chapter Internet site is incompatible with the family-oriented, non-political philosophy and objectives of H.O.G., the link listed will be removed and the Annual Charter for H.O.G. chapters may be revoked.

Event Statement for Chapter Web Sites — If you're advertising a chapter activity on your chapter web site, include the following statement or you may wind up with more than you bargained for!

Chapter activities are conducted primarily for the benefit of H.O.G. chapter members. There are three categories of activities, all activities are identified as follows:

Closed events are those chapter events which are open to chapter members and one guest per member.

Member events are events that are open only to H.O.G. members

Open events are those chapter events which are open to chapter members, national H.O.G. members and other guests as desired.



If you are interested in becoming a H.O.G.[®] chapter member, contact (insert chapter information).

H.O.G. Chapter Online Privacy Statement — tailor the following statement for use on your chapter web site.

Personal privacy and security of information are mutual concerns of H.O.G., its members, and visitors to (insert chapter) web site. This Statement explains H.O.G.'s Internet policies and security measures relating to personal privacy and information security.

The (insert chapter) chapter collects and stores the following information about you when you visit the (insert chapter) web site: the name of the domain from which you access the Internet (for example, aol.com, if you are connecting from an America Online account); the date and time you access the site; and the Internet address of the web site from which you linked directly to our site. The chapter uses this information to measure the number of visitors to the different sections of its site. This helps H.O.G. to make its site more responsive to its members and prospective members.

H.O.G. will not obtain personally identifying information about you when you visit our site unless you choose to provide such information. If you choose to send e-mail, registration, or other personal information over the Internet, you do so voluntarily.

The (insert chapter) will not disclose personal information provided to it except as follows:

At your request, which may be oral, in writing, by telephone, electronic or other means we recognize;

To assist H.O.G. in evaluating its programs and to continue to improve the quality of your on-line and membership experience;



When disclosure is required by law, such as pursuant to court order, subpoena, legal process or government agency examination or investigation, or to protect or enforce our rights;

To companies that perform services for H.O.G.[®] in connection with your membership, such as data processing and financial transaction processing companies and agencies;

To Harley-Davidson[®] affiliated companies and carefully selected third parties for their own use to provide products and services, or other opportunities to you, unless you have instructed us in writing not to do so; and

In connection with Harley-Davidson corporate due diligence and audits.

By your use of and connection to our web site, you understand and consent to this privacy statement. If for any reason you are concerned that the personal or member information maintained by H.O.G. is not correct or if for some reason you believe H.O.G. has not adhered to these privacy principles, please notify us by calling 1-800-CLUB-HOG.



Chapter Mailing Lists

Have you ever received something in the mail and thought, “How in the world did they get my name and address?” Chances are, they bought your name and number from someone as part of a mailing list.

Harley-Davidson Motorcycle Company and The Harley Owners Group go to great lengths to protect the names and addresses of H.O.G. members. They do not sell or distribute member lists to third parties. The Chapter membership and mailing lists are the property of Harley-Davidson Motorcycle Company. The lists are also confidential. They should not be used for any purpose not connected with Chapter business without the express written consent of Harley-Davidson Motorcycle Company. If you are ever approached or solicited to provide the Chapter mailing list for any reason other than Chapter business the answer should always be, “No!” This applies to everyone: local businesses, companies, charities, Chapter members, non-Chapter members and other organizations.

Once you provide a Chapter membership list to anyone, you lose control of it. As a Chapter officer, you are trusted to protect and maintain the ownership and confidentiality of the Chapter membership and mailing lists. **If a situation arises that you are not sure about, call the H.O.G. Manager.**

USE Chapter MAILING AND CUSTOMER LISTS SOLELY FOR CHAPTER BUSINESS PURPOSES.



Responsibility:



Safety Officer



Activities Officer



Road Captain



Ladies of Harley® Officer

This Section Reveals:

- Standard hand signals and formation riding procedures recognized by the Motorcycle Safety Foundation (MSF)
- Advice on planning group rides for your chapter members
- MSF and American Motorcyclist Association (AMA) contacts and information

Introduction

Few activities build camaraderie and memories faster than chapter rides. They are one of the core H.O.G.® Chapter activities. That's why it's so important that they're conducted safely. This section contains tips on planning group rides, standard hand signals and a discussion of formation riding techniques. Directions on obtaining additional safe riding information from such organizations as the Motorcycle Safety Foundation and the American Motorcycling Association are also contained in this section.



SAFETY OFFICER

Harley-Davidson® State Safety Coordinators

The volunteer State Safety Coordinator is dedicated to providing information to H.O.G. chapter safety officers about education, safety-related issues and resources available within the state. The State Safety Coordinator may also provide information, as requested, to other motorcycle enthusiast groups and the motorcycling public at large.

In order to become a State Safety Coordinator, an applicant must be an MSF-certified instructor, a H.O.G. member and must have enthusiasm as well as accessibility and a knowledge of state safety resources. Contact the H.O.G. office for more information (1-800-CLUBHOG).

Harley-Davidson has a broad commitment to motorcycle rider education and safety. In addition to its volunteer State Safety Coordinator program, Harley-Davidson is a supporter of the National Association of State Motorcycle Safety Administrators and a contributor of helmets to Motorcycle Safety Foundation-approved training programs.



State Safety Coordinators

CALIFORNIA

****David (Dave) Bennett**

375 Killdeer Court
Lincoln, CA 95648

Home phone: (916) 645-8370

Cell phone: (916) 952-9449

Vendor number:

E-mail: antiquer@inreach.com

NORTH CAROLINA & SOUTH CAROLINA

Don A. Dessenberger (VSSC Since 2003)

140 Finley Brook Way
Hendersonville, NC 28739-9314

Home phone: (828) 693-5676

Cell Phone: (828) 606-9118

Vendor number: D0734

E-mail: hogsafety@aol.com

NEW MEXICO

Jacques Breton (VSSC since 1987)

C/O Tristate Careflight
121 Aviation Drive - Building 1008
Santa Fe, NM 87501

Phone: 505-231-5229

Vendor number: J2121

E-mail: Softtail51@hotmail.com

OREGON & WASHINGTON

John Dudenhoeffer (VSSC since 2000)

60510 Brookwood Boulevard
Bend, OR 97702

Cell Phone: (541) 390-4702

Vendor number: D7971

E-mail: hdvssc@bendcable.com

OHIO

****Jim Curry**

5025 Westsand Court
West Chester, OH 45069

Home phone: (513) 860-4841

Vendor number:

E-mail: livetoride1@earthlink.net

NEVADA & CALIFORNIA

Stephen Gilbert (VSSC since 2002)

2173 Ivory Gull Court
Sparks, NV 89436

**Home phone: (775) 425-3382 -or-
(775) 742-3382**

Fax: (775) 425-3386

Vendor Number: G5122

E-mail: sgilberthd@aol.com

** Indicates VSSC is new for 2006



UTAH

****Andy Locke**

1335 21 Street

Ogden, UT 84401

Home phone: (801) 392-3978

Work: (801) 239-5538

Cell: (801) 710-2581

Vendor number:

E-mail: plocke@xmission.com

NORTH DAKOTA & SOUTH DAKOTA

Ron McKinley (VSSC since 1991)

8210 East 41st Street

Sioux Falls, SD 57110

Cell phone: (605) 940-9332

Work phone: (605) 367-5836

Vendor number: T4920

E-mail: pakrfan2@direcway.com

ARIZONA & CALIFORNIA

Tony Maichl (VSSC since 2001)

710 South 99th Street

Mesa, AZ 85208

Home phone: (480) 357-9211

Cell: (602) 291-8453

Fax: (480) 357-2811

Vendor number: M6543

E-mail: azsunhog@cox.net

WISCONSIN & UPPER MICHIGAN

Chuck Miles (VSSC since 2000)

624 Royal Park Road

Racine, WI 53402-2524

Home phone: (262) 681-1530

Work phone: (414) 524-4586

Vendor number: M4771

E-mail: chuck@saferideronline.com

MINNESOTA

****Gary McDowell**

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Willmar, MN 56201

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Vendor number:

E-mail: gmcdowell@fpmc-willmar.com

GEORGIA

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105 Sportsman Terrace

Milledgeville, GA 31061

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Vendor number:

E-mail: prandcr@alltel.net

** Indicates VSSC is new for 2006



MISSOURI & OKLAHOMA

Tony Sahlfeld (VSSC since 2000)
P.O. Box 276
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Home fax: (660) 563-4327
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NEBRASKA & COLORADO

Kevin Tinnell (member since 1997)
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Springfield, NE 68059
Home phone: (402) 253-8047
Cell phone: (402) 672-7654
Vendor number: K8059
E-mail: msfchief@direcway.com

MAINE

Kerry Ann Sullivan (VSSC Since 2003)
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Raymond, ME 04071-6524
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Cell phone: (207) 233-4345
Vendor number: S1510
E-mail: ksulliv2@maine.rr.com

INDIANA & MICHIGAN

Jim Yaney (member since 2000)
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Anderson, IN 46011-9430
Home phone: (765) 643-2905
Vendor number: Y2591
E-mail: jyaney@mindspring.com

** Indicates VSSC is new for 2006



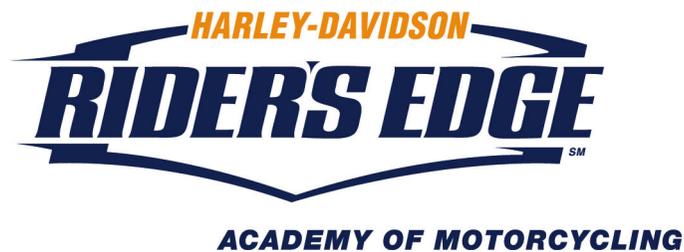
Rider's Edge™

Rider's Edge is the Harley-Davidson® Academy of Motorcycling. Over time, Rider's Edge will offer a wide range of educational opportunities to enhance our current customers' enjoyment of motorcycling and to give new people a taste of what Harley-Davidson and Buell have to offer. Rider's Edge currently has two course offerings; the New Rider Course and Group Riding.

The Rider's Edge New Rider Course is designed to bring non-riders into the world of motorcycling in a way that is convenient, accessible and fun. It provides an entry point into the freedom, adventure, independence and exhilaration that motorcycling represents. By offering the course at Harley-Davidson/Buell dealers, we give students the opportunity to develop a support network of riders and motorcycle enthusiasts at the same time they are learning to ride.

The Group Riding course, which was developed in cooperation with the Motorcycle Safety Foundation, was specifically designed to help prepare riders for the experience of riding in groups and addresses the special challenges groups of riders face.

For more information log onto www.ridersedge.com.





Motorcycle Safety Foundation (MSF)

The Motorcycle Safety Foundation works with the National Highway Traffic Safety Administration, state governments and other organizations to improve motorcyclist education and operator licensing. Since 1973, more than 1.3 million motorcyclists have graduated from the MSF's beginning or experienced *RiderCourses*[®].

Rider training coupled with government relations and awareness programs aimed at teaching drivers how to share the road, help keep motorcycling a fun and safe sport.

MSF Publications & Materials

(Printed with copyright permission of the MSF)

Motorcycle Safety Foundation's Guide to Motorcycling Excellence

Motorcycle Skill Test Practice Guide

Cars, Motorcycles & a Common Road (videotape & guide)

RiderCourse Brochure

Riding Straight 1995 (videotape & guide)

On Tour (videotape & guide)

Motorcycle Inspection & Care (videotape)

Riding with Control (videotape)

To order MSF publications or to learn more about MSF, write to MSF, 2 Jenner Street, Suite 150, Irvine, CA 92718-3812.

To locate the nearest RiderCourse, call 1-800-446-9227.



American Motorcyclist Association (AMA)

The American Motorcyclist Association is an organization dedicated to promoting motorsports and riders' rights nationwide. Their corporate mission is to "pursue, promote and protect the rights of motorcyclists." The AMA is involved with many different activities, including government legislation, professional racing and the Motorcycle Heritage Museum. As motorcycling enthusiasts, H.O.G.[®] members may be interested in the information and services the AMA provides. Although individual H.O.G. members are encouraged to support AMA's legislative activities, H.O.G. chapters are non-political organizations.

AMA Publications

AMA Club Charter Information Brochure

AMA Club Charter Kit

AMA Club Handbook

AMA Rules - Road Rider

Guide to State Motorcycle Laws and Regulations in the U.S.

Helmet Handbook

Road Riding Proficiency Drill

So You Want to Race ... Now What?

These and other publications can be ordered from the AMA. To order publications, request additional information or join the AMA, call 1-800-AMA-JOIN.





Group Riding Tips

There are a number of factors that come into play when planning or participating in a group ride. Here are some suggestions for making your rides safe and successful.

Planning the Ride

- It's always a good idea to prepare a map of the route with all the stops indicated. If some bikes become separated from the group, they can "catch up" at the next stop
- If you're not out for a scenic ride, plan the most direct route to an event or activity. Interstate highways offer the following advantages:
 - All traffic is moving in one direction
 - No cross-traffic or traffic lights to split up your group
 - When there are three lanes, it is wise to travel in the middle lane. This allows faster traffic to pass and will also allow vehicles to enter/exit the highway more easily
- If you're out for a scenic ride, be sure traffic conditions will allow it. For example, is there a county fair or car show in the area that day to complicate the ride?
- Plan stops to avoid gravel lots and left-hand turns. No one likes gravel, and in a group, it's even less fun. Right-hand turns in and out of stops will help the group stay together
- Plan gas stops at least every 90 miles, so folks with smaller tanks can fill up and stay with the group
- If you have a large group stopping at a restaurant, call the restaurant far enough in advance to allow them to prepare for a large group
- If you expect a particularly large group and it's possible to get a police escort or traffic control at the start/end of a ride or along the route, great! Otherwise, it is a good idea to at least inform the police department of your plans and perhaps drop off a map. **Never block traffic yourself; it may be against the law!**



Leading the Ride

- Choose and maintain a comfortable pace within the speed limit. Keep in mind that people at the end of the group may have to drive a little faster to keep up if there are gaps in the group. Remember, it also may cause a problem to drive too slowly. Drivers in vehicles behind the group may become impatient and try to get around the group
- Know the route well enough so that you can give the group plenty of notice that you are approaching a turn. Always signal your intention to turn or change lanes. If you find yourself at an intersection too quickly for the entire group to make the turn safely, continue until you locate a place where the entire group can execute the turn safely

Participating in a Ride

- Drinking and driving never mix. This is especially true when participating in a group ride
- Always ride in staggered formation; it gives you an extra margin for safety
- Make sure your vehicle is in good operating condition. For example, a bad tire could cause an accident on a group ride
- Being too hot or too cold can also affect how alert you are as a driver. Be sure to pack appropriate protective clothing, such as a long-sleeve cotton shirt (for protection from the sun), helmet, eye protection, leather jacket, gloves, etc.
- Always ride with your headlight on; it's a law in most states. Cars have enough trouble "noticing" motorcycles; riders should do everything possible to help them out
- A group of motorcycles is not considered a single vehicle. Be courteous and allow cars to enter and exit the highway and change lanes. Generally speaking, a car will not want to ride in the middle of a group of motorcycles and will get out of the group as quickly as possible
- Familiarize yourself with the route and scheduled stops
- Arrive to participate in a group ride with a full tank of gas



Emergency Stopping

- Ride with a partner. In the event someone needs to pull over for an unscheduled stop, the partner should also stop in case assistance is needed
- It's unsafe for a large group to stop on the side of the road. If someone needs to pull over, the remainder of the group should continue to the next stop. At that time, the group can decide to wait for the missing members or to send two riders back to assist. If the group has a standing policy to wait for a specified period of time, say half an hour, the members left behind will be aware that they can catch up. Again, all riders should have a map of the route so they can reach their destination on their own if need be



Hand Signals

- Hand signals should be simple, easy to learn and be kept to a bare minimum
- Either the rider or passenger can relay the signal. As soon as you see a signal, you should give the same signal so the rider behind you can see it
- When the phrase “1/3 of the lane” is used, it is referring to riding in the right or left track of the lane
- These hand signals will not always be used by every group you ride with. The signals assembled here are offered as suggestions only

“Start Your Engines”

To indicate that you’re ready to go, place your hand (right or left) on top of the windshield. If you don’t have a windshield, raise your hand. This tells the leader that your engine is running and you’re ready to ride.



Slow Down

Use either arm, straight down and palm toward the back. Move your arm back and forth at the elbow.

Hazard on the Road

Point with left hand at the object. Sometimes in group riding, the road captain may wave his left arm back and forth above his head to alert the rest of the group. The road captain is the only person who should perform this maneuver.

Need Gas

When you need gas, point at the gas tank.

Need Food

When you need a food or a break in general, point at your mouth.



Turn Signals

Most bikes have turn signals - use them.

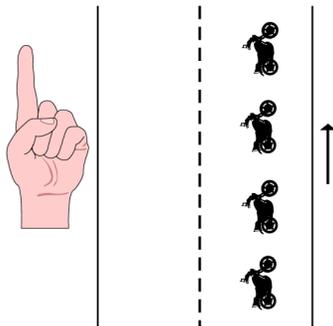
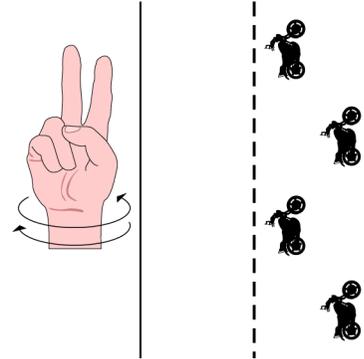
Hand signals used in conjunction with turn signals give everyone in the group and other traffic a clear idea of your intentions.



Formation Riding

Staggered Riding

- The lead motorcycle should be in the left 1/3 of lane, the second motorcycle should be in the right 1/3 of the lane, one second behind the first rider, and so on
- Leave enough room between each motorcycle so that any rider can maneuver to the right or left without hitting anyone else
- Always stay in line with the bike in front of you. Do not switch between the left and right side of the lane



Single File Riding

All motorcycles ride in a single line, two seconds behind one another, in either the right or left third of the lane. The lead rider determines on which side of the lane the group will ride.

Passing

Passing should always be undertaken one motorcycle at a time, in staggered formation. Remember, passing at any time can be hazardous. Use common sense.

Passing Other Vehicles

1. Pre-pass position: Be far enough behind the vehicle you are passing to see clearly down the road to do an "oncoming traffic check."
2. Signal. If you have a passenger, he or she should signal as well.



3. Check your mirrors and then turn your head to check your blind spot and ensure that no one is passing you.
4. Accelerate and change lanes. Remember, legally, you can't exceed the speed limit.
5. When returning to your lane, signal and make a mirror check and head check to be sure there is space between you and all other vehicles. Return to your lane and turn off your blinker.

After Making the Pass

The lead rider makes the lane change, going to the right track, until he can clearly see that the other riders have made their lane changes.

Keep the Group Together

Plan - The leader should look ahead for changes and signal early so "the word gets back" in plenty of time. Start lane changes early to permit everyone to complete the change.

Put novice riders or those new to group riding at or near the back unless the riders wish to ride elsewhere.

Follow Those Behind - Let the tailender set the pace. Use your mirrors to keep an eye on the person behind. If a rider falls behind, everyone should slow down a little to stay with the tailender.

Know the Route - Make sure everyone knows the route. Then, if someone is separated they won't have to hurry to keep from getting lost or taking a wrong turn.



Safe Riding Tips

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Motorcycling is a fun, exciting and practical way to get around. But, like any other activity, it has risks. The reality is that you are exposed and vulnerable; it is up to you to avoid accidents and injury. Risk - and how you treat it - is what safe cycling is all about. To help you reduce and manage risk, use the following tips as a guide:

- 1. Know your skills. Take a beginning or experienced *RiderCourse* from a Motorcycle Safety Foundation recognized training center. Call 1-800-446-9227 for the *RiderCourse* nearest you. The more you know, the better rider you become!**
2. Know the rules of the road and respect other road users. Don't forget, riding is a privilege. Get yourself and your motorcycle properly licensed; get insurance if required. Know the limits of your skills, your motorcycle, and the road conditions so you don't ride over your head.
3. Ride with the right gear. A helmet, eye protection, sturdy jacket, pants boots, and gloves are your best defense against accident injury. It can happen to you!
4. Ride aware. A car turning left across your path is the most frequent accident. Three-fourths of motorcycle accidents involve collisions with other vehicles, the majority caused by the other driver. Intersections can be bad spots, so slow down and be prepared to react. We repeat: It can happen to you!
5. Ride to survive. Be seen and not hit. You aren't as big as a Mack truck, but you can attract attention. Wear bright clothing, use your headlight and bright colored fairings, select a lane and a position within a lane to be seen, avoid rapid lane changes, and keep looking around - you don't need surprises!



6. Ride straight. Alcohol and other drugs do not let you think clearly or make sound judgments. Up to 45% of all fatal motorcycle accidents involve alcohol.
7. Keep a safe bike. Know your owner's manual, follow recommended service schedules, and have repairs made by an authorized dealer. Always check your bike's tires, suspension and controls before riding.
8. Share a safe ride. Company is nice. Some company weights 100 pounds; other company weighs more. All weight affects handling. Having someone on the back is a big responsibility. Instruct them on proper riding technique and protective gear.

Now, take responsibility for your riding, learn more ... and go enjoy yourself.



Other Tips for Touring

- Always carry your H.O.G.® Touring Handbook
- When in a tight curve, the rider on the outside of the curve should give room to the rider on the inside. This prevents excessive crowding if the curve is too tight
- Use the buddy system when riding. If your buddy has trouble and must pull out of the group, pull off the road with him or her and offer any assistance you can
- Keep a safe distance behind the bike in front of you. Know the stopping distance of your motorcycle
- Try to maintain a constant speed. Don't "rubber band," or speed up and slow down
- Be aware of openings as you ride so that you will have some place to maneuver in case of an emergency. Also, be aware of the riders around you, especially the one to your side, and give each other as much room as possible
- Always try to keep the pack tight without crowding each other. Stay close through intersections and traffic lights so that the group doesn't become separated. Remember that some riders in the group may not know where they are going and could end up "leading" the remainder of the pack with no idea how to reach their destination
- If there is a vehicle that needs to get onto the freeway, let that vehicle through and close the gap
- Never ride in someone's blind spot
- Remember, you're not safe from lightning on your bike



H.O.G. CHAPTER ALCOHOL GUIDELINES

Safe and responsible motorcycling activity is a major H.O.G. goal. In this regard:

- The consumption and use of alcohol is a serious personal responsibility involving the safety and welfare of family, riding friends and the individual H.O.G. member.
- Alcohol consumption before or during motorcycling activity is not safe responsible behavior.
- National H.O.G. has no direct operational control over chapter operations. Consumption of alcohol after riding activity or at non-riding events is a matter to be decided by the sponsoring dealership and H.O.G. Chapter leadership. All such decisions are subject to final review and approval by the sponsoring dealership.
- If the sponsoring dealer and chapter decide that alcohol may be consumed at a chapter activity, then the recommended approach is either to "Bring Your Own" or to "Buy Your Own" from a vendor licensed and insured to sell alcohol.

NOTICE

LIQUOR LIABILITY COVERAGE IS NOT PROVIDED BY THE CHAPTER
GENERAL LIABILITY INSURANCE POLICY.

Who's Responsible for Whom?

By Heidi Zogg

The other day, I received a call from a chapter officer who had observed one of the local chapter members drinking to excess during a stop on a chapter ride. An awkward situation, to say the least, and a potentially lethal one.



His question to me was, "What am I required to do as a chapter officer?" And, he added, "You should warn us about these things!" He's right, and he brings up a good question.

First, consider an ounce of prevention; don't make bars a stopping place for meetings or rides. Harley® dealerships, parks or restaurants are all good options. Always make sure an

alternative to beer

or booze is

available

whenever you

stop – there are

some pretty

good non-alcoholic

beers out there

today! Second, discuss the

issue with your sponsoring

dealer, chapter officers and

members before problems occur,

at a monthly meeting or prior to the ride. Emphasize that each one of us is responsible for our own behavior, and we also have a responsibility to those with whom we ride. If you think through what you would do if ever confronted with a member who isn't fit to ride, you'll have a better chance of achieving a positive outcome. Third, as a chapter officer, set an example.

At the Primary Officer Training, a chapter director told us his tactic. If they have a member who has partied too hard, several chapter officers approach the individual, calmly point out the danger the person is posing both to him or herself and to other chapter members, ask for the keys, and arrange for alternative transportation by taxi or private vehicle. They've

reported that this technique works well. Beyond this, there's not much you can – or should – do. As H.O.G.® members and riders, we tend to want to "take care of our own" without involving outside authorities – a philosophy I myself hold to. However, if there's ever a time when, using your best judgment, you feel someone's life could be in danger if they throw a leg over the bike and try to ride, calling the police may be your only alternative.

H.O.G. is about getting together to ride and have fun. Personally, I like to party and I love to ride, so when I'm on my bike I don't party until the scooter is safely bedded down for the night; and judging from the good times I've had, it's a system that seems to work.





Responsibility:



Assistant Director



Sponsoring Dealer

This Section Reveals:

- How your chapter can become involved in your state's H.O.G.® Rally
- Tools to help you develop a rally proposal
- A list of the assistance and support that H.O.G. provides to the state rally

Introduction



State rallies are one of the most popular benefits of H.O.G. membership. Rallies are fun, nonprofit gatherings - a place for members from all over the state to get together to participate in field events, bike shows and group rides, or to just kick back and talk about Harleys with others who love them as much as they do! Many chapters find that becoming involved in the planning and production of their state's rally is a great way to get even more out of the experience.

The Assistant Director should keep your chapter informed of the progress of the rally and notify the chapter of any meetings that representatives of the chapter might want to attend. If a member of your chapter wants to submit a proposal and/or run for the position of rally coordinator, the information contained in this section may be a helpful starting point.



State Rally Planning Meeting

Each year, your H.O.G.® Regional Manager holds a State Rally Planning Meeting. Sponsoring dealers and representatives from each chapter in the state are invited to come and evaluate the State Rally proposals presented at the planning meeting. Any current National H.O.G. member may present a proposal. Your Regional Manager will send a letter detailing the time and location. If you want to be considered for a position on the rally committee, propose an idea for the State Rally, or if your chapter wants a vote on the presented proposals, attend this meeting.

State Rally Proposals

Putting on a State Rally is a lot of work (and fun)! It begins with preparing a proposal to present at the state rally planning meeting. The proposal should be as complete as possible and give people a clear idea of your vision for the rally and how you intend to fund it. Contact your Regional Manager to let him or her know you are preparing a proposal - and to get advice! The following suggestions should help you prepare a complete state rally proposal.

“Visioning” the Rally

- Ask yourself what you would like to do and see if you were attending your state rally
- Decide on a venue - Expo center? Host hotel? Park? Resort area? Fairgrounds?
- Consider sites in your state that H.O.G. members would want to visit, even if there weren't a state rally
- What will be the “main attraction” of the rally? Is it the destination itself? Is it the great riding in the area? A motorcycle race?
- List preferred dates, taking into account climate and other possible events (fairs, races, local festivals, annual chapter events) that could conflict with or enhance the state rally experience
- Determine what attendance you anticipate at the state rally
- List the things your type of vision for a state rally might require - meeting rooms, security, parking, available housing/camping, good roads, registration area, entertainment area, field events area



Shopping Your Site

- Contact the Convention and Visitors Bureau (CVB), Chamber of Commerce and/or state and city tourism boards
 - Ask to speak with the Special Interest Group Coordinator
 - Introduce yourself, explain the reason for your call, the type of event you are considering, and the number of people you may be bringing to the area - remember, at this time, you are only doing research - **MAKE NO COMMITMENTS**
 - Find out if the state rally and H.O.G.[®] members would be welcome in the area by local businesses and city government
 - Ask if there are free promotional materials (videos, flyers, booklets) detailing the attractions of the area which you could use in your proposal presentation
 - Ask if there are incentive funds available from the CVB or other tourism boards which might help to draw a state rally to their location
- Contact the Harley-Davidson[®] dealers in the site area to understand their level of commitment to the state rally and your proposed site. Remember, at this point in time *you are not asking for anything*



Shopping Your Site (cont'd)

- Do a *site inspection* to get a first-hand idea of what's available, what you can use, and how friendly the area is to motorcyclists. Be sure to have a clear idea of what you need before you start looking!
 - Is the area controllable (will you be able to limit access to H.O.G.[®] members and their guests only?), easily accessible for motorcycles, clean, etc.?
 - Are there options for rally activities, like parks, good roads, concert facilities?
 - Is there available housing, including camping, in close proximity to the proposed event site?
 - Does the local neighborhood appear reasonably safe?
 - What's the traffic pattern and density like?
 - Are there an adequate number of restaurants?
 - At the host hotel (if appropriate), what are the guest rooms like? What is their availability?
 - Is the facility and/or host hotel near? What is the service like?
 - Is the facility and/or host hotel in compliance with the Americans with Disabilities Act (ADA)?
 - Are there adequate meeting and registration areas?
 - Are there any local ordinances (curfews, fire details, parades, noise, capacity, public gatherings) which may affect the state rally?



Shopping Your Site (cont'd)

- During your site inspection, plan to meet with the facility manager and/or hotel special events coordinator. Some questions to ask:
 - Are adequate meeting room tables, chairs and linens available? Will you have to rent these items or are they typically included?
 - Are there any renovation or construction plans scheduled at the same time as the proposed state rally dates?
 - Can outside food vendors be brought onto the site, or will you be required to use existing facilities?
 - Who is responsible for security? The state rally? The site? Both? Remember, there could be substantial costs related to security - check it out
 - Who is responsible for set-up, tear-down and clean-up? What costs might be associated with those services?
 - Remember, you are gathering information only at this point — ***make no commitments and sign no contracts. You still have to present your proposal and see if it is selected!***



Shopping Your Site (cont'd)

- Consider preparing a Request for Proposal (RFP) to give to sites/hotels you are researching. A written request will show prospective sites how organized you are and will give you valuable information for your presentation at the state rally planning meeting. An RFP should include:
 - Your name, address and telephone number
 - The type of event you are proposing - a Harley Owners Group® State Rally
 - Marketing information (available from H.O.G.), which explains what H.O.G.® is all about. Research the previous year's state rally attendance figures and the positive economic impact the state rally had on the area
 - First, second and third choices for the state rally dates
 - Estimated number of state rally attendees
 - Estimated number of guest rooms you'll require
 - The room rates you require - what will H.O.G. members in your state pay for a room?
 - The type and size of space you will require (consider registration, seminars, vendor area, entertainment area for a band/dance, field events and any other activities you are considering)
 - Any set-up or audio-visual requirements you may have (hanging banners, sound system, table set-up, etc.)
 - Food and beverage requirements
 - Special Requirements (motorcycle parking/security, bike wash towels, etc.)
 - A deadline for return of the proposal - if a site doesn't meet your deadline, will they really do what it takes to help make your state rally a success?



Negotiating

Although you are still at the information gathering stage in the rally proposal process, you may find yourself doing some preliminary negotiation with such people as local business owners, facility managers, hotel managers and even local government officials. There are a few important points to remember:

- Negotiation is successful when both parties agree
- Make associates rather than adversaries
- Aim for a win-win experience
- A “win” is not always measured in dollars and cents - think also in terms of available services
- Understand and be prepared to present what a state rally can offer a possible site in terms of positive exposure, positive economic impact, and possible future relationships
- Remember, local businesses, sites and hotels are in business to make money, and H.O.G.[®] is not a charity - don't expect people to give you something for nothing

NOTE: Signing your name to a contract creates legal liability. DO NOT SIGN any contracts or make any commitments during the state rally proposal process. Even verbal promises made can be determined to be a binding contract. Emphasize that you are requesting a contract proposal only. You should state that all contract proposals are subject to approval by the state rally committee. Approval occurs after any specific contract proposal has been voted upon, accepted by the state rally committee, and approved by the Regional Manager. It does not occur merely because the state H.O.G. chapters and dealers have voted to accept the annual state rally proposal.

Your Regional Manager and the State Rally Handbook will guide you through the contract proposal process and what to look for in a contract. The contract will be signed by the rally coordinator in his or her official capacity when it's approved by the state rally committee and the H.O.G. Regional Manager.



Presenting your Proposal

- If your presentation requires any audio/visual equipment, be sure to contact your Regional Manager well in advance of the State Rally Planning meeting
- Make sure your presentation is concise and informative - give local chapter members and dealers a clear idea of what you are proposing and why you're excited about it!
- Use any appropriate promotional materials you received from the CVB to enhance your presentation
- Include the details of your proposal: proposed site, possible dates, activities, activity location and schedule, where registration could be held, preliminary budget, housing availability and pricing, site maps, and any contingency plans in case of inclement weather
- Chances are you did not do all the research necessary for a state rally proposal by yourself. If you have people to recommend as possible state rally committee members, be prepared to nominate them

Sample Budget Form

As part of your presentation, you should set up your proposed rally budget, including income and expenses. On the following page, a sample State Rally Budget Form (also included in the *Blank Forms* section) has line items for the type of information you may want to consider when putting your proposal together.

Also included on the following pages is a worksheet designed to help ***calculate minimum registration fees***. Based on your estimated fixed expenses, expenses per-registrant and expenses per on-site registrants, you'll be able to determine what your break-even costs will be for your rally. This will help you estimate how much you should charge participants at your rally.

PROPOSED RALLY BUDGET FORM



Can be used for proposed budget and final financial report

State Rally Name _____ Location _____ Dates _____

Income	Amount
Beginning Balance	_____
_____ Pre-registrations @ \$ _____ Per Person	_____
_____ On-Site Registrations @ \$ _____ Per Person	_____
Rally Product Income (Excess rally product)	_____
50/50 Income (where legal)	_____
Poker Run (Buying Extra Cards)	_____
Vendor Fees	_____
Other Miscellaneous Income	_____
_____	_____

Expenses	Amount
_____ Souvenir Pins @ \$ _____ Per Pin	_____
_____ Souvenir Shirts @ \$ _____ Per Shirt	_____
_____ Bandannas @ \$ _____ Per Bandanna	_____
_____ Souvenir Patches @ \$ _____ Per Patch	_____
_____ Other @ \$ _____ Per Item	_____
_____ Other @ \$ _____ Per Item	_____
_____ Other @ \$ _____ Per Item	_____
_____ Other @ \$ _____ Per Item	_____
Rally Site Fees (Rental/Porta-Johns,etc.)	_____
Entertainment	_____
Insurance/Bonding	_____
Legal/Professional Fees	_____
Annual Corporation Costs (contact your regional manager)	_____
Awards/Prizes/Trophies	_____
Printing (i.e., pre-registration forms, flyers, etc.)	_____
Postage (i.e., pre-registration info, confirmation cards)	_____
Committee Expenses (i.e., telephone, gas, meetings)	_____
Cleanup (during/after event)	_____
Other Miscellaneous Expenses	_____
_____	_____
_____	_____

Total Income
\$ _____

Total Expenses
\$ _____

NET INCOME
\$ _____

Note: Total anticipated expenses should be divided by the number of anticipated rally attendees in order to determine the fee per person you must charge. Final budget at end of rally must include copy of check register.

Make a copy of this form. Keep one copy and mail or fax a copy to your Regional Manager.

3700 W. Juneau Avenue, Milwaukee, WI 53208 • Fax 414-343-7105

Form NO. 039-96 3-9

Use this form to calculate the minimum registration fees.

(The minimum you could charge and still cover all rally costs)

IF YOU HAVE ANY QUESTIONS ABOUT CALCULATING FEES, CONTACT YOUR REGIONAL MANAGER

State Rally Name _____

Proposed Location _____ Proposed Dates _____

Estimated Fixed Expenses (remain constant, regardless of registrations)

Insurance Bonding: _____

Entertainment: _____

Annual Corporation Costs: _____

Legal/Professional Fees: _____

Printing: _____

Cleanup: _____

Committee Expenses: _____

Entertainment: _____

Site Fees: _____

Postage: _____

Trophies & Prizes: _____

Other: _____

Other: _____

Description: _____

Description: _____

Total Fixed Expenses: _____

Expenses per Pre-registrant

T-shirt: _____

Pin: _____

Bandana: _____

Patch: _____

Other: _____

Other: _____

Description: _____

Description: _____

Total Expenses per Pre-Registrant: _____

Expenses per On-Site Registrant

T-Shirt: _____

Pin: _____

Bandana: _____

Patch: _____

Other: _____

Other: _____

Description: _____

Description: _____

Total Expenses per On-Site: _____

Computation

Number of anticipated pre-registrants _____, plus anticipated on-site registrations _____ =

Total Number of Registrations: _____

Total Fixed Expenses _____ divided by Total Anticipated Registrations _____ =

Fixed Cost per Registrant: _____

Fixed Cost per Pre-Registrant _____, plus Total Expense Per Pre-Registrant _____ =

Break-Even Pre-Registration Fee: _____

Fixed Cost per On-Site Registrant _____, plus Total Expense Per On-Site Registrant _____ =

Break-Even On-Site Registration Fee: _____



The Election Process

After rally proposals have been presented, it's time to vote. First you'll vote for the rally site, then for the Rally Coordinator and members of the Rally Committee. Each H.O.G.[®] chapter and each sponsoring Harley-Davidson dealer, or their designated representative, gets one vote for each item being decided (all votes subject to Regional Manager approval).

Once the Rally Committee has been selected, it is their responsibility to read the State Rally guidelines and ensure the success of the rally.

The positions on the State Rally committee are:

- Rally Coordinator
- Registration Coordinator
- Rally Treasurer
- Site Coordinator
- Rally Secretary
- Events Coordinator

The duties associated with each job position will be reviewed at the State Rally planning meeting.

State Rally Coordinator Training

Early each year H.O.G. brings the state Rally Coordinators from around the United States together for training. Rally Coordinators attend seminars on such topics as project management, marketing, public relations, contract negotiations and volunteer coordination. Along with formal training, it's a great time for Rally Coordinators to network with one another and to meet with their Regional Managers. Each State Rally Coordinator must attend this training.



Planning Information

The checklists provided on the next several pages are intended to help you in the planning stages of your proposal. The checklists should serve as thought-starters and guidelines to keep in mind when exploring potential rally sites, accommodations, and food and beverage vendors.

A Note About Camping

Do not get involved in charging for camping, and do not have a camping fee structured into the pre-registration fee. Camping is not covered in the H.O.G.® event insurance policy. Rally attendees are responsible for their own accommodations.



H.O.G.[®] Rally Site Checklist - HOTEL

Suggestions for preparing a rally site proposal

- 150-room block (minimum)
- Additional room blocks in other area hotels (additional 100 rooms minimum)
- Nearby camping facilities
- Wheelchair access
- Ample motorcycle parking with a good riding surface
 - Field Events
 - Ride-In Bike Show
 - Light Show
- Good riding close to rally site
 - Poker Run
 - Observation Run
 - Self-Guided Tours
- Suitable foul weather protection
- Ample tables and chairs available
 - Registration Area
 - Merchandise/Vendor Area
 - Dining Facilities
 - Poker Run Stops
- Vendor area
- Adequate rest-room facilities
- Children's activities
 - Playground
 - Mini-Golf Course
 - Video Arcade
- Food and Beverage service



H.O.G.® Rally Site Checklist - CAMPGROUND

Suggestions for preparing a rally site proposal

- 25-35 acres of camping
- Full hook-ups
- Adequate rest-room facilities
- Hot showers
- Pavilion/indoor facility/suitable foul weather protection (band/food area)
- Available drinking water
- Ample motorcycle parking with a good riding surface
- Ample activity area with a good riding surface
 - Field Events
 - Ride-In Bike Show
 - Dresser Light Show
- Nearby hotel accommodations
- Good riding close to rally site
 - Poker Run
 - Observation Run
 - Self-Guided Tours
- Ample tables and chairs available
 - Registration Area
 - Merchandise/Vendor Area
 - Dining Facilities
 - Poker Run Stops
- Vendor area
- First aid/emergency services nearby
- Children's activities
 - Playground
 - Mini-Golf Course
- Food and Beverage service



H.O.G.[®] Rally Site Checklist - FOOD AND BEVERAGES

Suggestions for preparing a rally site proposal

- 4 to 6 different food vendors
- Appropriate area available
- Ample tables and chairs available
- Foul-weather protection is a MUST!
- Sufficient trash containers available

Offering a Rally Meal

A rally meal usually makes up one-third - a substantial portion - of the total rally budget. To keep overall costs down, we recommend that State Rallies do not provide a meal. Providing coupons to be used at the on-site food vendors is a cost effective alternative to offering a meal. Work with your food vendors to set the value of the coupons and then include the coupons in the registration packets.

If you do decide to have a rally meal, your catering/banquet service should supply all necessary:

- Eating utensils (i.e., plates, silverware, napkins, etc.)
- Serving utensils/dishes
- Condiments (i.e., salt, pepper, butter, etc.).

A copy of a certificate of insurance, \$1 million minimum, must be on file for all food and beverage concessionaires. **The State Rally, Harley-Davidson Motor Co.[®] and Harley Owners Group[®] must be named as a co-insured by the concessionaire.**

NOTE: If the rally site is a hotel, as opposed to a campground or other venue, you will probably have to arrange all food and beverages directly through the hotel sales and catering office. Most hotels will not allow you to bring in outside vendors.



Alcoholic Beverages

Alcoholic beverage service must be arranged through a concessionaire and only made available if food is also being offered on site. Rally attendees must be charged a fee per serving (i.e., no “open bar”). Incidents relating to the consumption of alcohol at the rally could create a liability. Consult your local laws for further information.

A copy of a certificate of insurance, \$1 million minimum, must be on file for all food and beverage concessionaires. **The State Rally, Harley-Davidson® Motor Co., and Harley Owner Group® must be named as a co-insured by the concessionaire.**

The rally committee should promote the “Ride Straight” principle, developed by the American Motorcycle Association, in connection with the operation of any event where alcoholic beverages are available.

Requirements

The information in this section details some of the requirements for State Rallies and may help you as you think through a State Rally proposal. If you’re elected to the committee, you’ll see all these requirements again, and more!

Rally Coordinator

- Submit State Rally committee form
- Submit State Rally application forms for approval
- Submit all information required on the State Rally checklist
- Submit all artwork and orders for rally product
- Collect all State Rally committee handbooks and return to the Regional Manager at the next State Rally planning meeting



State Rally

- Obtain H.O.G.® event insurance
- Obtain Regional Manager's approval of proposed budget outlining activities and associated costs
- Obtain approval on ALL printed material prior to production
 - Rally cover letter
 - Information flyer
 - Pre-registration flyer
 - Rally activities list
 - Promotional pieces and all other printed material not listed
- Develop a non-H.O.G. member guest policy, which must be approved by the Regional Manager.
 - Non-H.O.G. members may not receive shirts
 - No exclusive H.O.G. door prizes for non-H.O.G. members
- Submit complete financial report to H.O.G. office within eight weeks after the rally
 - Rally income:
 - All funds must be used solely for State Rally operational expenses
 - Remaining Rally funds are retained for the following year's Rally

Dates

State Rally dates may not be approved when in conflict with other state or national rallies in the region.



H.O.G.® Assistance/Support

Promotion in *Hog Tales*®

Promotional supplies:

Flags (Harley-Davidson, LOH®, H.O.G.)

Banners (such as)

Registration

ABC's of Touring

Poker Run

Welcome Members

100' Pennant Strings

The use of approved state rally logo (when obtained through authorized suppliers) on:

T-shirts

Pins

Hats

Bandannas

Patches

Unique rally door prize

Award for State Rally committee members

Certificates of appreciation for individual volunteers

State Rally will pay \$8.25 per short-sleeve T-shirt. H.O.G. will pay the balance based on pre-registration numbers plus 30% on-site allowance. Shirts are for H.O.G. members only.

NOTE: Additional information is supplied to the State Rally committee.



Responsibility:



All

This section reveals:

- Blank copies of forms in this handbook

Introduction

This section contains a copy of the forms provided in this book. Use these forms as “masters” and photocopy as many as you need for chapter business. Using these forms as originals ensures that you will always have at least one copy of the blank form available. Certain forms in this section are only samples and are marked as such. This is the case with any form that will be sent to you directly from H.O.G.® because it is customized or time-sensitive.

Blank Forms Index

- ABCs of Touring - Guidelines and Form
- Additional Insured(s)
- Agenda Planning Sheet
- Alcohol Guidelines
- Annual Meeting Checklist
- Application for Non-Approved Activities
- Calculating Minimum Registration Fees Worksheet
- Chapter Annual Financial Statement
- Chapter Event Release Form for Adults



- Chapter Event Release Form for Minors
- Chapter Membership Enrollment Form and Release
- Chapter Officer News “Just Chapping” Form
- Enrollment Form - Harley Owners Group
- Equipment Checklist
- Event Suggestion Form
- Field Event Registration
- Form 1099-MISC
- Form W-9
- H.O.G. Chapter Charter Application
- H.O.G. Chapter Membership Report
- H.O.G. Mileage Program Form
- H.O.G. Safe Rider Skills
- Injury Report
- Letter of Agreement
- Meeting Notes/Action
- Minor’s Assumption of Risk Acknowledgment
- Observation Run
- Officer/Secondary Chapter Mailing Address Change Form
- People’s Choice Official Ballot
- Poker Run Tally Sheet - multiple stop
- Poker Run Tally Sheet - single deck



- Ride-in Show Ballot
- Ride-in Show Entry Sheet
- Ride-in Show Rules and Classes
- SS4 Form
- Staff Volunteer Sign-up
- State Rally Budget Form
- Task Description Worksheet
- Volunteer Calculator
- W2G Form

ABCs OF TOURING FORM - 2006

Official Guidelines



- 1** Entries must be from a current H.O.G.[®] member and must be for one person only. If a full and an associate member both wish to enter, each must submit **separate forms with separate photos. Only photos will be accepted.** We are unable to accept digital photos printed on regular paper, photos stored on CDs, or slides. Digital cameras may be used; however, only photos printed on high-resolution photo paper will be considered. **A separate photo must be submitted for each point. Please put your photos in the same order in which they are written on the form.**

A minimum of 26 photos must be submitted to qualify for prizes. Entries **MUST** include this 2006 ABCs of Touring form which is available at your local dealer, the My Membership section of members.hog.com, or by contacting the H.O.G. office. **ALL OF THE FOLLOWING ELEMENTS MUST BE INCLUDED IN EACH PHOTO SUBMITTED:**

- Your Harley-Davidson[®] or Buell[®] motorcycle *
- The cover of a 2006 edition of *Hog Tales*[®] or *Enthusiast*[®]
- You (the entrant) —in at least six photos
- An official sign[®] as defined below

- 2** An “official sign” is:

- A government building **WITH** the name of the city, village, town, county, state, territory or country on it, such as a post office or police station. (Libraries or schools do not qualify)
- An authorized Harley-Davidson dealership may be used to designate a city and state (or province in Canada) **ONLY**. However, the first letter of the actual city where the dealer is located is the letter for which you will be credited. (For example: a photo of Harley-Davidson of Charlotte[®] would give you credit for the letter **C** because that dealership is located in Matthews, NC.) Photos in front of H-D dealers must have the name of the dealership appear in the photo, and the name of the city and state written on the back of the photo.
- A sign posted by a government body, which lies **WITHIN** the boundaries of the place it identifies. (Mileage markers or directional signs are not allowed)

- 3** The name of the dealership, village, city, town, state, country, etc. must appear legibly on the official sign[®] in the photo to receive points. **Any illegible photos will not receive points.**

- 4** You must ride your Harley-Davidson or Buell motorcycle (H.O.G.[®] Fly & Ride or Harley-Davidson Authorized Rentals[®] motorcycles are acceptable). Photos with motorcycles on trailers are not eligible.

- 5** Photos must qualify as outlined above to be eligible for points. Points are awarded as follows:

- One point for each city, village, town, township or municipality sign from A-Z. Limit one point per letter (maximum of 26 points).
- One point for each county, parish or district sign from A-Z. The word county, parish or district (or abbreviation equivalent) **must** appear on the sign, as well as the name. Limit one point per letter (maximum of 26 points).
- One point for each state. The name of the state (or abbreviation equivalent) **must** appear on the sign (maximum of 50 points).
- One point for each country. The name of the country (or abbreviation equivalent) **must** appear on the sign.
- One point for each province/territory. The name of the province/territory (or abbreviation equivalent) **must** appear on the sign (maximum of 13 points).
- One point for a National Forest sign. The name as well as National Forest[®] **must** appear on the sign (maximum of one point).

- One point for a U.S. National Park sign or a Provincial Park sign in Canada. The name as well as National Park[®] or Provincial Park[®] **must** appear on the sign (maximum of one point).

- 6** Rally photos as listed below must clearly show you (the entrant), and an official rally banner or a National H.O.G. staff member: *

- Two points for the 2006 U.S. Annual H.O.G. Rally as published in *Hog Tales*.^{*} (H.O.G. Touring rallies are not eligible for points, due to limited registration.)
 - Two points for 2006 National H.O.G. Rally outside of the U.S. as published in *Hog Tales*.^{*}
 - One point for each 2006 U.S. State or Canadian Provincial/Regional H.O.G. Rally published as a State Rally[®] or Provincial/Regional Rally[®] in *Hog Tales*.^{*}
 - One point for a Canadian Ride for Sight registration receipt in your name. Events held in June 2006 (maximum of 3 points).
- * National, State or Provincial/Regional H.O.G. rally banners may not be in a location accessible with your motorcycle. In this case, a photo of you (the entrant) holding a 2006 *Hog Tales* or *Enthusiast* will be accepted. This is the only situation that does not require your motorcycle in the picture.

- 7** One point for each of the following Harley-Davidson corporate facilities: Juneau Avenue and Capitol Drive in Milwaukee, WI; Tomahawk, WI; York, PA; Kansas City, MO; Buell in East Troy, WI (maximum of 6 points).

- 8** The following prizes will be awarded.

- | | |
|-----------------------|--|
| ● 1st place | \$500 H.O.G. gift certificate and ABCs of Touring plaque ** |
| ● 2nd place | \$250 H.O.G. gift certificate and ABCs of Touring plaque ** |
| ● 3rd place | \$100 H.O.G. gift certificate and ABCs of Touring plaque ** |
| ● Next ten runners-up | ABCs of Touring plaque ** |
| ● 66 points | ABCs of Touring pin, patch, metal CD case, pack-flat leather travel valet, plus a limited edition silver coin with case to signify your achievement. |
| ● 56 points | ABCs of Touring pin, patch, metal CD case, pack-flat leather travel valet. |
| ● 46 points | ABCs of Touring pin, patch, metal CD case |
| ● 36 points | ABCs of Touring pin and patch |
| ● 26 points | ABCs of Touring pin |

** Also includes above listed prizes through 66 points. Prizes subject to change.

- 9** Send entries to: ABCs of Touring
Harley Owners Group
3700 W Juneau Ave
Milwaukee, WI USA
53208

This official 2006 ABCs of Touring form and your H.O.G. number, name, address and phone must be included with entry. All entries must be postmarked no later than December 31, 2006.

- 10** Names of top winners will be published in *Hog Tales* and on members.hog.com. All photos submitted will become property of Harley-Davidson Motor Company and may be used in *Hog Tales*, *Enthusiast*, or on members.hog.com. Unused photos will be returned.

- 11** **IN THE INTEREST OF FAIRNESS, NO EXCEPTIONS WILL BE MADE TO THE PRECEDING RULES.** In the event of a tie, a drawing will be held. Decision of the judges is final.

ABCs OF TOURING FORM - 2006

See reverse side of form for Official Guidelines

Country Code/
Member #

--	--	--	--	--	--	--	--	--	--

Member
Name _____

Address _____

Daytime Phone: _____

City/Village/Town/
Township/Municipality (A-Z)

A _____
B _____
C _____
D _____
E _____
F _____
G _____
H _____
I _____
J _____
K _____
L _____
M _____
N _____
O _____
P _____
Q _____
R _____
S _____
T _____
U _____
V _____
W _____
X _____
Y _____
Z _____

County/Parish/District (A-Z)

A _____
B _____
C _____
D _____
E _____
F _____
G _____
H _____
I _____
J _____
K _____
L _____
M _____
N _____
O _____
P _____
Q _____
R _____
S _____
T _____
U _____
V _____
W _____
X _____
Y _____
Z _____

National/Provincial Park

1 _____

National Forest

1 _____

Canadian Ride for Sight

1 _____
2 _____
3 _____

H-D Facilities

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____

U.S. Annual H.O.G. Rally

1 _____

International H.O.G. Rally

1 _____
2 _____
3 _____

Canadian Province/Territory

1 _____
2 _____
3 _____
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Country

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State

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US State/CD Regional Rallies

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48 _____
49 _____
50 _____



Additional Insureds

Form must be fully completed to be considered.

**MAIL OR FAX COMPLETED FORM
6 WEEKS PRIOR TO EVENT**

to

Harley-Davidson Insurance
150 South Wacker Drive, Suite 3100
Chicago, IL 60606

FAX: 312-368-9548 Phone: 888-690-5600



Chapter Name: _____ Chapter Number: _____

Contact Name/Officer Position: _____

Contact Address: _____

Fax: _____ Phone/Day: _____ Phone/Evening: _____

E-mail Address: _____

Part 1. Additional Insured(s) (AI) - \$100 additional premium per additional insured. **Attach a copy of any contracts held with each additional insured.**

AI Name	AI Address	Reason for Requesting Coverage

TOTAL AMOUNT DUE \$ _____

DO NOT INCLUDE payment with this application.

You will be billed by Harley-Davidson Insurance for the amount due.

IT IS UNDERSTOOD AND AGREED THAT NO INSURANCE IS IN EFFECT UNTIL THIS APPLICATION IS ACCEPTED BY THE COMPANY OR COMPANIES IN WRITING.

Signature of Authorized Chapter Representative Title Date



Agenda Planning Sheet

Meeting Name:

Date:

Time:

Location:

Purpose:

Prewrite:

Materials:

TIME	TOPICS	PERSON RESPONSIBLE	ACTIVITY	RESULT



H.O.G. CHAPTER ALCOHOL GUIDELINES

Safe and responsible motorcycling activity is a major H.O.G. goal. In this regard:

- The consumption and use of alcohol is a serious personal responsibility involving the safety and welfare of family, riding friends and the individual H.O.G. member.
- Alcohol consumption before or during motorcycling activity is not safe responsible behavior.
- National H.O.G. has no direct operational control over chapter operations. Consumption of alcohol after riding activity or at non-riding events is a matter to be decided by the sponsoring dealership and H.O.G. Chapter leadership. All such decisions are subject to final review and approval by the sponsoring dealership.
- If the sponsoring dealer and chapter decide that alcohol may be consumed at a chapter activity, then the recommended approach is either to "Bring Your Own" or to "Buy Your Own" from a vendor licensed and insured to sell alcohol.

NOTICE

LIQUOR LIABILITY COVERAGE IS NOT PROVIDED BY THE CHAPTER
GENERAL LIABILITY INSURANCE POLICY.



Annual Meeting Checklist

- Persons in attendance
 - Sponsoring dealer and/or other dealership representatives responsible for H.O.G.® chapter operations
 - Primary chapter officers
 - Other persons at the discretion of the sponsoring dealer
 - Discretionary chapter officers
 - Lawyer
 - Accountant/Bookkeeper
- Clarify and reaffirm chapter goals and expectations
 - Obtain consensus regarding the sponsoring dealer's goal, expectations and requirements
 - Reaffirm the Ride and Have Fun (R & F) factor
 - Complete the H.O.G. Chapter Charter Application
- Financial review
 - Review and assess chapter finances and financial operations
 - Funds on hand
 - Payment history
 - Cash controls
 - Adherence to budget
 - Adopt any necessary changes to finances and financial operations
 - Cash controls
 - Collections
 - Cash reserves
 - Complete and approve the Chapter Annual Financial Statement
- Adopt or affirm a membership retention/development plan
- Establish and/or adopt an activity schedule (or adopt guidelines regarding activities) for the coming year



- Establish and/or adopt a budget and budget guidelines for the coming year
- Review insurance, release and reporting requirements
- Arrange for circulation and review of the chapter handbook and training videos by primary officers and discretionary chapter officers
- Complete and adopt required legal documents (annual corporate reports, etc.)
- Complete and adopt minutes of the meeting and file in the minute book



Chapter Application for Non-Approved or Open Activities



Form must be fully completed to be considered.

**MAIL OR FAX COMPLETED FORM
6 WEEKS PRIOR TO EVENT**

to

Harley-Davidson Insurance
150 South Wacker Drive, Suite 3100
Chicago, IL 60606

FAX: 312-368-9548 Phone: 888-690-5600

What to Do: 1) Fill out the form completely. All information must be provided. 2) Mail or fax the completed form to the address above. 3) Include any promotional flyers. 4) If you have question please contact Harley-Davidson Insurance at the number above. (*Excluded* activities are not eligible for coverage.)

Today's Date: _____

Chapter Name: _____ Chapter Number: _____

Contact Name: _____

Mailing Address: _____

Officer Position/Title: _____

Fax: _____ Phone/Day: _____ Phone/Evening: _____

E-mail Address: _____

Activity/Event Date(s): _____ Scheduled Hours: _____

Final Destination: _____ Anticipated Total Attendance: _____

Anticipated Number of Your Local Chapter Members Attending: _____

Anticipated Number of Members from other H.O.G. Chapters Attending: _____

Will there be food provided? Yes No

Please list non-approved activities and/or open events:

1) _____ 2) _____

3) _____ 4) _____

Does this activity involve an element of speed? Yes No

Are passengers allowed, or required, to participate with the rider? Yes No

Number of miles (if applicable): _____

Detailed Description: Give a precise description of the activity/event. If a bike game, include details such as diagrams, rules, safety precautions. Attach promotional flyers and lists of activities. Provide this information for each non-approved activity you are proposing. Attach additional sheets as necessary.

Use this form to calculate the minimum registration fees.

(The minimum you could charge and still cover all rally costs)

IF YOU HAVE ANY QUESTIONS ABOUT CALCULATING FEES, CONTACT YOUR REGIONAL MANAGER

State Rally Name _____
Proposed Location _____ Proposed Dates _____

Estimated Fixed Expenses (remain constant, regardless of registrations)

Insurance Bonding: _____
Entertainment: _____
Annual Corporation Costs: _____
Legal/Professional Fees: _____
Printing: _____
Cleanup: _____
Committee Expenses: _____
Entertainment: _____
Site Fees: _____
Postage: _____
Trophies & Prizes: _____
Other: _____ Description: _____
Other: _____ Description: _____

Total Fixed Expenses: _____

Expenses per Pre-registrant

T-shirt: _____
Pin: _____
Bandana: _____
Patch: _____
Other: _____ Description: _____
Other: _____ Description: _____

Total Expenses per Pre-Registrant: _____

Expenses per On-Site Registrant

T-Shirt: _____
Pin: _____
Bandana: _____
Patch: _____
Other: _____ Description: _____
Other: _____ Description: _____

Total Expenses per On-Site: _____

Computation

Number of anticipated pre-registrants _____, plus anticipated on-site registrations _____ =

Total Number of Registrations: _____

Total Fixed Expenses _____ divided by Total Anticipated Registrations _____ =

Fixed Cost per Registrant: _____

Fixed Cost per Pre-Registrant _____, plus Total Expense Per Pre-Registrant _____ =

Break-Even Pre-Registration Fee: _____

Fixed Cost per On-Site Registrant _____, plus Total Expense Per On-Site Registrant _____ =

Break-Even On-Site Registration Fee: _____

CHAPTER ANNUAL FINANCIAL STATEMENT



Chapter Name _____

Chapter Number _____

Year Ending: December 31, _____ Annual Dues (if applicable) \$ _____

Profit & Loss		Net Worth	
Income			
Dues	\$ _____	Cash on Hand, Beginning of Year	\$ _____
Fund-raisers	\$ _____	Add:	
Event Fees	\$ _____	Total Income:	\$ _____
Merchandise Sales	\$ _____	Sub-Total	\$ _____
All Other	\$ _____	Less:	
TOTAL	\$ _____	Total Expenses	\$ _____
Expense		Cash on Hand End of Year	\$ _____
Postage	\$ _____		
Printing	\$ _____		
Door Prizes	\$ _____		
Professional Fees	\$ _____		
Supplies & Misc.	\$ _____		
All Other	\$ _____		
TOTAL	\$ _____		

Treasurer _____ Date _____

Dealer _____ Date _____

CHAPTER EVENT RELEASE FORM
FOR ADULTS

Name of **EVENT(S)** _____ Date _____

Location _____

The undersigned (on my own behalf and on behalf of my heirs, personal representatives, successors and assigns), for and in consideration of the opportunity to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") releases and holds harmless the "**RELEASED PARTIES**" from any and all claims and demands, rights and causes of action of any kind whatsoever which I now have or later may have against the "**RELEASED PARTIES**" in any way resulting from, arising out of, or in connection with the performance of their chapter duties and my participation in any said **EVENT(S)**.

This Release extends to any and all claims I have or later may have against the "**RELEASED PARTIES**" resulting from or arising out of their performance of their chapter duties whether or not such claims result from negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" with respect to the **EVENT(S)** or with respect to the conditions, qualifications, instructions, rules or procedures under which the **EVENT(S)** are conducted or from any other cause. I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE "**RELEASED PARTIES**" FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING THE EVENTS.

I am experienced in and familiar with the operation of motorcycles and fully understand the risks and dangers inherent in motorcycling. I am voluntarily participating in the **EVENT(S)** and I expressly agree to assume the entire risk of any accidents or personal injury, including death, which I might sustain to my person and property as a result of my participation in the events, and any negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" in performing their chapter duties.

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this release and Indemnification Agreement, including but not limited to Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing this release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "**RELEASED PARTIES**."

THIS IS A RELEASE – READ BEFORE SIGNING

- Rider -

- Passenger -

Signature _____

Signature _____

Print Name _____

Print Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Date _____

Date _____

Chapter Name: _____ Date: _____

Event Name/Location: _____

CHAPTER EVENT RELEASE FORM FOR MINORS

In consideration of my minor child (“the **Minor**”) being permitted to participate in a “Ride,” “Poker Run,” “Rally,” “Field Meet” or “Activity” (hereinafter, **EVENT(S)** sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the “**RELEASED PARTIES**”) I agree as follows:

1. I know the nature of the **EVENT(S)** and the **Minor’s** experience and capabilities, and believe the Minor to be qualified to participate, in the **EVENT(S)** or enter into restricted areas where the **EVENT(S)** are conducted. IF I OR THE **MINOR** BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE **MINOR** TO IMMEDIATELY CEASE OR REFUSE TO PARTICIPATE FURTHER IN THE **EVENT(S)** AND/OR LEAVE THE RESTRICTED AREA.
2. I FULLY UNDERSTAND and will instruct the **Minor** that: (a) THE ACTIVITIES OF THE **EVENT(S)** MAY BE DANGEROUS and participation in the **EVENT(S)** and/or entry into Restricted Areas may involve RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH (“**RISKS**”); (b) these Risks and dangers may be caused by the **Minor’s** own actions or inactions, the actions or inactions of others participating in the **EVENT(S)**, the rules of the **EVENT(S)**, the condition and layout of the premises and equipment, or THE NEGLIGENCE OF THE “**RELEASED PARTIES**” in performing their chapter duties : (c) there may be OTHER RISKS NOT KNOWN TO ME or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risks COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE **MINOR’S** FUTURE.
3. I consent to the **Minor’s** participation in the **EVENT(S)** and/or entry into restricted areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE “**RELEASED PARTIES**” IN PERFORMING THEIR CHAPTER DUTIES.
4. I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the “**RELEASED PARTIES**” sponsors, advertisers, owners and lessors of the premises used to conduct the **EVENT(S)**, FROM ALL LIABILITY TO ME, THE **MINOR**, my and the minor’s personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY, including, but not limited to, death or damage to property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE “**RELEASED PARTIES**” in performing their chapter duties.
5. If, despite, this release, I, the **Minor** or anyone on the **Minor’s** behalf makes a claim against any of the “**RELEASED PARTIES**” named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE “**RELEASED PARTIES**” and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE “**RELEASED PARTIES**” NAMED ABOVE, ASSERTING NEGLIGENCE ON THE PART OF THE “**RELEASED PARTIES**” in performing their chapter duties.
6. I sign this agreement on my own behalf and on behalf of the **Minor**.

I HAVE READ THIS PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE **MINOR** WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE “**RELEASED PARTIES**” FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

Child’s Name (printed) _____

Signature of Parent or Guardian

Printed Name of Parent or Guardian

CHAPTER MEMBERSHIP
ENROLLMENT FORM AND RELEASE

CHAPTER NAME _____

MEMBER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

PHONE NUMBER _____ MEMBER NAT'L H.O.G. NUMBER _____

EXPIRATION DATE OF NATIONAL H.O.G. MEMBERSHIP _____

I have read the Annual Charter for H.O.G. Chapters and hereby agree to abide by it as a member of this dealer sponsored chapter.

I recognize that while this Chapter is chartered with H.O.G., it remains a separate, independent entity solely responsible for its actions.

- THIS IS A RELEASE, READ BEFORE SIGNING -

I agree that the Sponsoring Dealer, Harley Owners Group (H.O.G.), Harley-Davidson, Inc., Harley-Davidson Motor Company, my Chapter and their respective officers, directors, employees and agents (hereinafter, the **"RELEASED PARTIES"**) shall not be liable or responsible for injury to me (including paralysis or death) or damage to my property occurring during any H.O.G. or H.O.G. chapter activities and resulting from acts or omissions occurring during the performance of the duties of the Released Parties, even where the damage or injury is caused by negligence (except willful neglect). I understand and agree that all H.O.G. members and their guests participate voluntarily and at their own risk in all H.O.G. activities and I assume all risks of injury and damage arising out of the conduct of such activities.

I release and hold the **"RELEASED PARTIES"** harmless from any injury or loss to my person or property which may result from my participation in H.O.G. activities and EVENT(S). I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE THE **"RELEASED PARTIES"** FOR ANY INJURY OR RESULTING DAMAGE TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID EVENT(S).

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this Release and Indemnification Agreement including, but not limited to, Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the **"RELEASED PARTIES"**.

MEMBER SIGNATURE _____ DATE _____

LOCAL DUES PAID \$ _____ DATE _____

(Dues not to exceed maximum amount prescribed in, "Annual Charter for H.O.G. Chapters", as contained in the H.O.G. Chapter Handbook.)

RETURN THIS FORM TO YOUR CHAPTER



UNITED STATES
2006 MEMBERSHIP FORM
 Harley Owners Group®

PO Box 78470 • Milwaukee, WI 53278

Phone: 1-800-CLUB-HOG • 1-414-343-4896 (outside U.S. & Canada) • TTY 1-800-242-2464 • Fax: 1-414-343-4515
 Web site: www.hog.com

F U L L M E M B E R S H I P

Full Membership offers ALL of H.O.G.'s exciting benefits to any owner of a Harley-Davidson® motorcycle.

- New Member
- Renewal of existing membership – H.O.G. # _____ (include Country Code)
 (if member within the last two years)
- \$45 – One year membership
- \$85 – Two year membership
- \$120 – Three year membership (**Best Value**)
 * Life - Call for information

MEMBER NAME _____
 First Initial Last

ADDRESS _____
 Number Street

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ WORK PHONE _____
 Area Code Phone Number Area Code Phone Number

FAX _____
 Area Code FAX Number

H-D VIN # _____
 (VIN # Required for membership)

E-MAIL ADDRESS* _____
 * Your e-mail address authorizes H.O.G. the right to communicate with you electronically

A S S O C I A T E M E M B E R S H I P

Associate Membership is designed for the passenger or family member of a Full H.O.G. member.

- New Member
- Renewal of existing membership – H.O.G. # _____ (include Country Code)
 (if member within the last two years)
- \$25 – One year membership
- \$45 – Two year membership
- \$65 – Three year membership (**Best Value**)
 * Life - Call for information

MEMBER NAME _____
 First Initial Last

ADDRESS _____
 Number Street

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ WORK PHONE _____
 Area Code Phone Number Area Code Phone Number

FAX _____
 Area Code FAX Number

H.O.G. # _____
 H.O.G.# OF SPONSORING FULL MEMBER (include Country Code) (Required unless both memberships are processed together on this form)

E-MAIL ADDRESS* _____
 * Your e-mail address authorizes H.O.G. the right to communicate with you electronically

LADIES OF HARLEY®

Ladies of Harley affiliation is free of charge to active female H.O.G. members – Full or Associate. However, it is not automatic.

- I would like to add Ladies of Harley affiliation.
- H.O.G. # (include country code) _____
 (Required for membership, unless new)

CHARGE – Select credit card type and complete information below.

MasterCard VISA

 Credit Card Number

 Expiration Date

Signature _____

CHECK

U.S. DOLLAR BANK DRAFT, drawn on a U.S. Bank (or on a U.S. branch office of a foreign bank), payable to H.O.G. Do not send cash. Sorry, no C.O.D.s.

EASY RENEWAL PLAN! – Please check here if you would like your H.O.G. membership automatically renewed on an annual basis using the credit card number you have listed at the left.



2006 H.O.G.[®] MEMBERSHIP BENEFITS CHART

	MEMBERSHIP LEVEL			
	FULL	ASSOCIATE	FULL LIFE	ASSOCIATE LIFE
Membership Card	X	X	X	X
Embroidered H.O.G. Patch	X	X	X	X
Bronze H.O.G. Pin	X	X	X	X
ABCs of Touring	X	X	X	X
Chapters*	X	X	X	X
<i>Enthusiast</i> [®]	X		X	
Events*	X	X	X	X
H.O.G. [®] Fly & Ride*	X		X	
Harley-Davidson Insurance*	X		X	
<i>Hog Tales</i> [®]	X		X	
<i>Hog Tales</i> Staff Photographer	X	X	X	X
H.O.G. Travel Center*	X	X	X	X
Ladies of Harley [®]	X	X	X	X
Life Member Patch & Pin			X	X
LOH Motorcycling Memories Contest	X	X	X	X
Mileage Program	X	X	X	X
Motorcycle Shipping*	X		X	
Roadside Assistance Program**	X		X	
Safe Rider Skills Program	X	X	X	X
Ten-Year Member Recognition+	X	X	X	X
Theft Reward and Decal	X		X	
Toll-Free Telephone Service	X	X	X	X
Touring Handbook	X		X	
Web site: members.hog.com	X	X	X	X

⁺ Must complete 10 consecutive years of membership

* Members are eligible to participate in program or may receive discounted rates. Additional fees apply. See appropriate section in membership manual.

** "Standard" coverage is included with membership. Additional coverage is available for added cost.



FIELD EVENT REGISTRATION

(1 sheet per event)

MUST BE A HARLEY-DAVIDSON®
MOTORCYCLE

_____ Chapter Event

H.O.G. # _____
Name _____
Address _____
City _____ State _____ Zip _____
Chapter _____

FIELD EVENT GAME _____

One Registration Per Event

Official Use Only
Place _____ Judges' Initials _____

field.qxd



FIELD EVENT REGISTRATION

(1 sheet per event)

MUST BE A HARLEY-DAVIDSON®
MOTORCYCLE

_____ Chapter Event

H.O.G. # _____
Name _____
Address _____
City _____ State _____ Zip _____
Chapter _____

FIELD EVENT GAME _____

One Registration Per Event

Official Use Only
Place _____ Judges' Initials _____

©2003 Harley-Davidson Motor Co.

9595

 VOID CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents \$	OMB No. 1545-0115 1997 Form 1099-MISC	Miscellaneous Income
		2 Royalties \$		
		3 Other income \$		
PAYER'S Federal identification number	RECIPIENT'S identification number	4 Federal income tax withheld \$	5 Fishing boat proceeds \$	Copy A For Internal Revenue Service Center File with Form 1096. For Paperwork Reduction Act Notice and instructions for completing this form, see Instructions for Forms 1099, 1098, 5498, and W-2G.
RECIPIENT'S name		6 Medical and health care payments \$	7 Nonemployee compensation \$	
Street address (including apt. no.)		8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ► <input type="checkbox"/>	
City, state, and ZIP code		10 Crop insurance proceeds \$	11 State income tax withheld \$	
Account number (optional)	2nd TIN Not. <input type="checkbox"/>	12 State/Payer's state number	13 \$	

Form **1099-MISC**

Cat. No. 14425J

Department of the Treasury - Internal Revenue Service

Do NOT Cut or Separate Forms on This Page

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do NOT
 send to the IRS.**

Please print or type

Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions on page 2 if your name has changed.)	
Business name (Sole proprietors see instructions on page 2.)	
Please check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For sole proprietors, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** below.

Social security number								

OR

Employer identification number								

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

List account number(s) here (optional)

Part II For Payees Exempt From Backup Withholding (See Part II instructions on page 2)

Part III Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions.—You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (Also see **Part III instructions** on page 2.)

Sign Here

Signature ▶

Date ▶

THIS IS A SAMPLE. DO NOT USE TO RENEW YOUR CHAPTER.
H.O.G. CHAPTER CHARTER APPLICATION

Official Chapter Information

DEALER NAME _____
 DEALER ADDRESS _____
 DEALER CITY, STATE AND ZIP CODE _____

CHAPTER NAME _____ CHAPTER NUMBER _____
 CHAPTER NAME (LINE 2) _____
 Number of Chapter Members: _____

Chapter Bylaws: Yes No (CIRCLE ONE)
 (Attach copy of current Bylaws.)

Incorporated: Yes No (CIRCLE ONE)
 (Attach copy of Articles of Incorporation.)

Secondary Chapter Mailing Address

Address is Director's Address is Other (CIRCLE ONE)

Street Address: _____

City: _____

P.O. Box: _____ State: _____ Zip: _____

Internet Address (Optional): _____

4/96

CHAPTER MEETING INFORMATION:

WEEK: 1st 2nd 3rd 4th (CIRCLE ONE)

DAY: Sun. Tues. Wed. Thurs. Fri. Sat. (CIRCLE ONE)

OFFICER LISTING - please PRINT CLEARLY, National H.O.G. number MUST be provided (* Indicates required officer.)

- * Sponsoring Dealer: _____ HOG #: _____ Home Phone: (_____) _____
- * Director: _____ HOG #: _____ Home Phone: (_____) _____
- * Assistant Director: _____ HOG #: _____ Home Phone: (_____) _____
- * Treasurer: _____ HOG #: _____ Home Phone: (_____) _____
- * Secretary: _____ HOG #: _____ Home Phone: (_____) _____
- Activities Officer: _____ HOG #: _____ Home Phone: (_____) _____
- L.O.H. Officer: _____ HOG #: _____ Home Phone: (_____) _____
- Road Captain: _____ HOG #: _____ Home Phone: (_____) _____
- Editor: _____ HOG #: _____ Home Phone: (_____) _____
- Safety Officer: _____ HOG #: _____ Home Phone: (_____) _____
- Photographer: _____ HOG #: _____ Home Phone: (_____) _____
- Historian: _____ HOG #: _____ Home Phone: (_____) _____
- Member at Large: _____ HOG #: _____ Home Phone: (_____) _____
- Webmaster: _____ HOG #: _____ Home Phone: (_____) _____

The term of the chapter's charter affiliation shall be one (1) year from the date of acceptance of this Application by an authorized representative of Harley Owners Group. Harley Owners Group or the sponsoring dealer may terminate the chapter affiliation at any time during its term upon thirty (30) days written notice. No reason for termination is required.

I have read the Charter for Local Chapters and agree to operate in accordance with it and the above information is correct.

DEALER SIGNATURE: _____ DATE: _____

DIRECTOR SIGNATURE: _____ DATE: _____



2006 H.O.G.® MILEAGE PROGRAM – Official Guidelines –



Mileage Program (established January, 1995)

A H.O.G. Mileage Program pin and patch will be sent to all H.O.G. members upon enrollment in the program. After enrollment, additional awards can be earned by achievement of the mileage levels listed on the opposite side of this form.

OFFICIAL GUIDELINES

Eligibility to participate includes the following:

- Active H.O.G. member (full or associate)
- **EACH MOTORCYCLE MUST BE ENROLLED IN PROGRAM PRIOR TO ACCUMULATING MILES**
- Motorcycle must be a Harley-Davidson® or Buell® (either owned by you or a H.O.G.® Fly & Ride rental)
- Each change of vehicle must be registered in the program indicating the ending mileage
- For each mileage level, a separate mileage form must be submitted
- Passengers are also welcome to participate in the H.O.G. Mileage Program. The passenger **must also be an active H.O.G. member**, and enrollment is to be documented on the SAME form with their sponsoring rider. Call your National H.O.G. office at the number listed below to join.

Those listed as a “passenger” on a form, but who are also “riders”, may submit a separate enrollment form if they would like to accumulate miles as a “rider”. (However, mileage accumulated on one vehicle cannot be shared with another rider, i.e., the same mileage cannot be reported twice for two rider awards.)

- **ALL FORMS MUST BE ENDORSED BY A HARLEY-DAVIDSON DEALER**
- Each form must include actual odometer readings and VIN # (must indicate either miles or kilometers)
- Please allow 6-8 weeks for processing.

PLEASE MAIL OR FAX:

(all forms, except Canadian forms,
should be mailed to the United
States address)

United States
Harley Owners Group
H.O.G. Mileage Program
P.O. Box 453
Milwaukee, WI 53201
FAX: 414-343-4515
PH: 800-258-2464

Canada
Harley Owners Group
H.O.G. Mileage Program
830 Edgeley Blvd.
Concord, Ontario, Canada L4K 4X1
Fax: 905-660-3372
PH: 800-668-4836



2006 H.O.G.[®] Mileage Form



MEMBER INFORMATION:

RIDER NAME _____ H.O.G. # (including Country Code)

Address _____

City/State/Zip or Postal Code _____

Country _____

PASSENGER NAME _____ H.O.G. # (including Country Code)

Address _____

City/State/Zip or Postal Code _____

Country _____

Please check the appropriate level for which you are applying:

RIDER: Enroll

- 10,000/16,100 km
- 25,000/40,250 km
- 40,000/64,400 km
- 60,000/96,600 km
- 80,000/128,800 km
- 100,000/161,000 km*
- 125,000/201,250 km
- 150,000/241,500 km
- 175,000/281,750 km
- 200,000/322,000 km*
- 250,000/402,500 km
- 300,000/483,000 km*

PASSENGER: Enroll

- 10,000/16,100 km
- 25,000/40,250 km
- 40,000/64,400 km
- 60,000/96,600 km
- 80,000/128,800 km
- 100,000/161,000 km*
- 125,000/201,250 km
- 150,000/241,500 km
- 175,000/281,750 km
- 200,000/322,000 km*
- 250,000/402,500 km
- 300,000/483,000 km*

NOTE: After 300,000, the award levels will remain at 50,000 increments

**Special medallions and rockers, suitable for placement on your Harley-Davidson[®] or Buell[®] motorcycle, will be awarded for each 100,000 mile achievement.*

NOTE: To convert kilometers to miles, divide kilometers by 1.61. For example, 40,250 kilometers ÷ 1.61 = 25,000 miles.

ENROLLMENT/NEW LEVEL APPLICATION: IMPORTANT – ENROLLMENT OF YOUR HARLEY-DAVIDSON OR BUELL MOTORCYCLE IS REQUIRED PRIOR TO ACCUMULATION OF MILES/KILOMETERS

VIN/Serial # _____

Starting: Miles _____ Kilometers _____ Current: Miles _____ Kilometers _____

VIN/Serial # _____

Starting: Miles _____ Kilometers _____ Current: Miles _____ Kilometers _____

VIN/Serial # _____

Starting: Miles _____ Kilometers _____ Current: Miles _____ Kilometers _____

CHANGE OF VEHICLE NOTICE:

Harley-Davidson or Buell motorcycle to be added to program:

VIN # _____

Starting: Miles _____ Kilometers _____

Previous Harley-Davidson or Buell if sold/traded:

VIN # _____

Ending: Miles _____ Kilometers _____

DEALER ENDORSEMENT (REQUIRED):

Dealership Name _____ Dealer Number _____

Dealer Signature _____ Date _____

I hereby certify that all information indicated on this form is correct.

2006



H.O.G.® members are eligible for tuition reimbursement in the form of a coupon for up to \$50* for the successful completion of an accredited Motorcycle Safety Foundation** (MSF) rider training course, including Rider's Edge® courses in the United States or Motorcycle & Moped Industry Council (MMIC) rider training course in Canada. This reimbursement does not cover the cost of training books, videos, etc.

NOTE: There will be no change issued on coupon

Active members who successfully complete an MSF or MMIC accredited course in the current calendar year will also receive a patch and pin featuring the Safe Rider Skills logo.

For information relative to the class nearest you, log on to www.ridersedge.com, call or visit the MSF at 800-446-9227 (toll free within the U.S.) or www.msf-usa.org Canadian members can call or visit the Canada Safety Council at 613-739-1535 or www.mmic.ca

OFFICIAL GUIDELINES

- 1. **You must be a current H.O.G. member on the date the course began**
- 2. You must send all three of the following items within 3 months of the course completion date to receive the Safe Rider pin, patch, and coupon (if applicable):

- a. A completed form (below)
- b. A copy of course receipt . If a receipt is not available, a front and back copy of the cancelled check or a credit card statement is required.
- c. A copy of your completion certificate and/or card, indicating successful completion of the Motorcycle Safety Foundation course or Motorcycle & Moped Industry Council course in Canada

3. Coupon may be applied toward national H.O.G. membership renewal, H.O.G. or Genuine™ Harley-Davidson merchandise.

- Limited to reimbursement for one course annually
- Maximum reimbursement is \$50*

4. To receive reimbursement, patch and pin, mail form along with items listed to:

**H.O.G. Safe Rider Skills
PO Box 453
Milwaukee, WI 53201**

... or fax this form along with items to : 1-414-343-4515

* *Canadian members will receive a coupon for redemption in Canadian funds.*

** *Not all states offer Motorcycle Safety Foundation accredited courses.*

Clip here

Name: _____ H.O.G. # (include Country Code):

--	--	--	--	--	--	--	--	--	--

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Course Name: _____

Course Location: _____

Course Fee: \$ _____ Course Dates: From: ____/____/____ To: ____/____/____

If you are a current member of a local H.O.G. Chapter, please fill in:

Chapter Name: _____

Chapter #: _____



Injury Report Form

MAIL OR FAX COMPLETED FORM

to

Harley-Davidson Insurance
150 South Wacker Drive, Suite 3100
Chicago, IL 60606

FAX: 312-368-9548 Phone: 888-690-5600



Chapter Name: _____ Chapter Number: _____

Reporting Chapter Officer Name: _____ Home Ph: _____

Mailing Address: _____ Work Ph: _____

_____ Best time to call: _____

Email Address: _____

Chapter Insurance Certificate #: _____ Date of Injury: _____

Place of Injury: _____

Name, addresses, ages of person(s) Injured: _____

Names, addresses, telephone numbers of persons who saw incident. Attach extra sheets if necessary.

When, where, how injury occurred. Attach a separate sheet if necessary. _____

Type of Injury. Check appropriate Boxes.

Fatal	Head	Neck	Back/Spine	Arms	Legs	Internal Injuries	Amputation	Other

Name, address, phone number of person(s) having pictures of accident scene: _____

Name, address, phone number of responding police department and complaint #: _____

ATTACH A PHOTOCOPY OF EACH INJURED PERSON'S SIGNED RELEASE FORM (REQUIRED). ATTACH THE POLICE REPORT IF AVAILABLE. ONLY POLICE SHOULD TAKE WITNESS REPORTS.

Letter of Agreement

(Charitable Endeavors ONLY)

THIS AGREEMENT MADE AND ENTERED BETWEEN:

(H.O.G.® Chapter Name, Number and Address)

hereinafter, the "Chapter," and

(Name of Charity and Address)

hereinafter, the "Charity."

WHEREAS:

Chapter wishes to engage in fund raising activity (the "Event") for and on behalf of Charity, and

Charity desires that Chapter undertake the Event for and on behalf of Charity,

IT IS AGREED THAT:

Chapter will undertake the following described Event:

The Event will occur on the following dates:

Any use of trademarks, trade names and logos (the "Marks") of Harley-Davidson Motor Company and H.O.G. in connection with the Event are subject to the prior approval of H.O.G., which approval, if granted at the sole discretion of H.O.G., shall constitute a limited license to use the Marks solely in connection with the promotion and conduct of the Event.

The receipts generated by the Event shall be the sole property of the Charity.

The duties and responsibilities of the Chapter in connection with the conduct of the Event shall be:

The duties and responsibilities of the Charity in connection with the Event shall include:

1. All accounting, banking and related financial responsibilities relating to the Event.
2. Compliance with any and all revenue reporting requirements, to include timely preparation and filing of sales, use and income tax returns.
3. Timely payment of any and all sales, use and income taxes.
4. Procuring all licenses and permits required to lawfully conduct the Event.
5. Payment of all reasonable and necessary expenses incurred in connection with promoting and conducting the Event,
6. Procuring liability insurance on the Event in minimum aggregate limits of One Million (\$1,000,000) Dollars, which policy of liability insurance shall list Chapter as an Additional Insured. Charity shall provide Chapter with evidence of insurance and Chapter's insured status prior to the Event.

FOR THE CHAPTER:

(Signature and Title)

(Date)

FOR THE CHARITY:

(Signature and Title)

(Date)



NOTES

Record: meeting date, start/end time, names of those present. For each agenda topic, record major points discussed, all decisions reached, and agreed upon actions, next meeting topics, date/time, location, prework.

ACTION

Record: the person responsible for each agreed upon action and the target date for each action

MINOR'S ASSUMPTION OF RISK ACKNOWLEDGMENT

NAME OF EVENT _____ DATE _____

LOCATION _____

I have obtained my parent's consent to participate in the **ACTIVITIES** conducted over the course of the above **EVENT(S)** and/or enter into restricted areas. I understand that I am assuming all of the risks of personal injury which might occur during the **EVENT ACTIVITIES** and I state the following:

1. Both my parents and I believe I am qualified to participate in the **EVENT ACTIVITIES** and/or enter into restricted areas established in connection with the **EVENT ACTIVITIES**. I will inspect the area and equipment and if, at any time, I feel anything to be unsafe, I will immediately leave and refuse to participate further in the **EVENT ACTIVITIES**.
2. I understand that the **EVENT ACTIVITIES MAY BE VERY DANGEROUS AND INVOLVE RISKS AND DANGERS OF MY BEING SERIOUSLY INJURED OR HURT, MY BEING PARALYZED OR KILLED.**
3. I know that these risks and dangers may be caused by my own actions or inaction, the action or inaction of others participating in the **EVENT ACTIVITIES**, the rules of the **EVENT ACTIVITIES**, the condition and layout of the premises and equipment, or the negligence of others, including those persons responsible for conducting the **EVENT ACTIVITIES**.

I HAVE READ THE ABOVE ASSUMPTION OF RISK ACKNOWLEDGMENT, UNDERSTAND WHAT I HAVE READ, AND SIGN IT VOLUNTARILY.

SIGNATURE OF MINOR PARTICIPANT

DATE

PRINTED NAME OF MINOR PARTICIPANT

AGE

OBSERVATION RUN



NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE # _____ H.O.G. # _____

This form must be returned by _____ A.M. _____ P.M. Chapter Name _____
(Time)

THIS IS NOT A TIMED RUN!

QUESTIONS 5 POINTS EACH

MILEAGE/KILOMETERS DIRECTIONS

1. _____ _____	_____
2. _____ _____	_____
3. _____ _____	_____
4. _____ _____	_____
5. _____ _____	_____
6. _____ _____	_____
7. _____ _____	_____
8. _____ _____	_____
9. _____ _____	_____
10. _____ _____	_____

In the event of a tie, a drawing will be held to determine winners. Decision of judges is final.



OFFICER/SECONDARY CHAPTER MAILING ADDRESS CHANGE FORM

Chapter Name

Chapter Number _ _ _ _

Secondary Chapter Mailing Address

Complete only if address is changing

Address is Director's Address is Other

Street Address: _____

City: _____

P.O. Box: _____ State: _____ Zip: _____

Complete only for the officers who are being added or changed

Director: _____

HOG #: _____ Home Phone: (____) _____

Assistant Director: _____

HOG #: _____ Home Phone: (____) _____

Treasurer: _____

HOG #: _____ Home Phone: (____) _____

Secretary: _____

HOG #: _____ Home Phone: (____) _____

Activities Officer: _____

HOG #: _____ Home Phone: (____) _____

L.O.H. Officer: _____

HOG #: _____ Home Phone: (____) _____

Road Captain: _____

HOG #: _____ Home Phone: (____) _____

Editor: _____

HOG #: _____ Home Phone: (____) _____

Safety Officer: _____

HOG #: _____ Home Phone: (____) _____

Photographer: _____

HOG #: _____ Home Phone: (____) _____

Historian: _____

HOG #: _____ Home Phone: (____) _____

Membership Officer _____

HOG #: _____ Home Phone: (____) _____

Webmaster _____

HOG #: _____ Home Phone: (____) _____

If you have read the Annual Charter for H.O.G. Chapters and agree to operate in accordance with it and the above changes are correct, sign below

DEALER SIGNATURE: _____ DATE: _____

DIRECTOR SIGNATURE: _____ DATE: _____

OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:

Please select one bike as your favorite and write that number in the box above.

(Each rally participant is entitled to ONE vote)



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My Choice for Best in Show Is:

Please select one bike as your favorite and write that number in the box above.

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ballot_PCA.qxd

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Please select one bike as your favorite and write that number in the box above.

(Each rally participant is entitled to ONE vote)

©2003 Harley-Davidson Motor Co.

TALLY SHEET



RULES FOR RALLY POKER RUN USING MULTIPLE STOPS

1. No duplicate cards can be used. Participants must draw an additional card if an identical card is drawn.
(EXAMPLE: If an Ace of Spades is picked at the second stop and an Ace of Spades is picked at the fourth stop, the participant must pick another card at the fourth stop.)
2. If allowing participants to play more than one hand, the participant must present the appropriate Poker Hand Tally Sheet to be marked **BEFORE** each card is drawn.
3. Rules in case of a tie: _____
4. All decisions by the judges are **FINAL!**
5. Latest possible return time: _____

Please **PRINT** Name: _____

Address: _____

City/State/Zip _____

H.O.G. Number _____ Phone Number (_____)

Chapter _____

	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAL HAND
♥														
♦														
♣														
♠														

Possible Poker Hands

- | | | | | |
|-------------------|---------------|--------------------|--------------|-----------------------------|
| 1. Straight Flush | 3. Full House | 5. Straight | 7. Two Pairs | 9. No Pair, less than above |
| 2. Four of a Kind | 4. Flush | 6. Three of a Kind | 8. One Pair | |



TALLY SHEET

RULES FOR PICKING ALL 5 CARDS FROM A SINGLE DECK AT ONE LOCATION

1. You must pick your poker hand one card at a time and lay the cards face up on the table. No duplicate cards can be used. Participant must draw additional card if an identical card is drawn.
2. If allowing participants to play more than one hand, the participant must present the appropriate Poker Hand Tally Sheet to be marked **BEFORE** each card is drawn.
3. Rules in case of a tie: _____
4. All decisions by the judges are **FINAL!**

Please **PRINT** Name: _____

Address: _____

City/State/Zip _____

H.O.G. Number _____ Phone Number (____) _____

Chapter _____

	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAL HAND
♥														
♦														
♣														
♠														

Possible Poker Hands

- | | | | | |
|-------------------|---------------|--------------------|--------------|-----------------------------|
| 1. Straight Flush | 3. Full House | 5. Straight | 7. Two Pairs | 9. No Pair, less than above |
| 2. Four of a Kind | 4. Flush | 6. Three of a Kind | 8. One Pair | |



Judges Evaluation Sheet

CLASS #

LIC. #

TOTAL POINTS

PAINT:

Overall design and finish quality.

1 2 3 4 5 6 7 8 9 10

PLATING/POLISHING:

Finish quality, etching and balance of components.

1 2 3 4 5 6 7 8 9 10

SEAT:

Style, comfort, materials, and other upholstered components.

1 2 3 4 5 6 7 8 9 10

ENGINEERING:

Innovation, safety, performance, handling, and braking.

1 2 3 4 5 6 7 8 9 10

STREET FUNCTION:

Overall ride-ability, drive-ability, and vehicle requirements.

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

PRO CLASSES: Are for vehicles created by motorcycle dealers, professional builders and other special interest entries. When the following is represented: **Customization is at a high level. Everyday street function is a lower priority.**

STYLE:

Overall impression of vehicle, balance of components, and finishes.

1 2 3 4 5 6 7 8 9 10



PRO CLASS ONLY CLASS # 12 & 13:

1 2 3 4 5 6 7 8 9 10

ANTIQUE CLASS:

Judged exclusively on their original or restored to original merit.

1 2 3 4 5 6 7 8 9 10



RIDE-IN SHOW ENTRY SHEET

(Bike must be ridden to the rally. Trailered
bikes not eligible except in pro-class.)

MUST BE A HARLEY-DAVIDSON MOTORCYCLE

Event _____ Dates _____
Class # _____ License Number _____
Year/Model _____
Owner _____ H.O.G. # _____
Address _____
City _____ State _____ Zip _____
Chapter _____

Official Use Only	
• Paint _____	
• Plating/Polishing _____	
• Engineering _____	
• Street Function _____	
• Seat _____	
• Style _____	
Total Points	Judges' Initials
Comments: _____ _____ _____	



RIDE-IN SHOW ENTRY SHEET

(Bike must be ridden to the rally. Trailered
bikes not eligible except in pro-class.)

MUST BE A HARLEY-DAVIDSON MOTORCYCLE

Event _____ Dates _____
Class # _____ License Number _____
Year/Model _____
Owner _____ H.O.G. # _____
Address _____
City _____ State _____ Zip _____
Chapter _____

Official Use Only	
• Paint _____	
• Plating/Polishing _____	
• Engineering _____	
• Street Function _____	
• Seat _____	
• Style _____	
Total Points	Judges' Initials
Comments: _____ _____ _____	



Ride-In Show Participants Information Sheet

Description:

Participants enter their bikes in the show to be judged.

Awards:

First Place, and two Runner-Up awards for each class. And one Best Use of H-D P&A award.

Rules:

- Bike must be ridden past the registration table.
- Participants must place their bike into the class indicated by the H-D Judges (one class per bike).
- Participant's bike must stay in the show until after the awards finalist ribbons have been placed.
- Finalist must stage their motorcycles as instructed for plaque presentation.
- All decisions by the Judges are final.
- Judging will be based on points from the participants and H-D Judges.

CLASSES

- 1) **Antique:** Models that are 20 years or older.
- 2) **Big Twin Radical Custom:** Models that are rubber or rigid mount with structurally (geometrically) modified frames.
- 3) **Big Twin Rigid Mount:** Models with stock frames.
- 4) **Big Twin Rubber Mount:** Models with stock frames.
- 5) **Full Dresser:** Models with fairing, saddlebags, tour-park and windshield.



- 6) **Shovelhead:** Models with stock frames.
- 7) **Sidecar:** H-D models only.
- 8) **Sportster:** Models with stock frames.
- 9) **Sport Touring:** Models with touring gear and windshield.
- 10) **Buell:** All models.
- 11) **Trikes:** H-D engine.
- 12) **Show Custom:** Models with rubber or rigid mount with stock frames.
- 13) **Pro Custom:** Models that are rubber or rigid mount with modified H-D engine, crankcase, structurally (geometrically) modified frames and can not be a production motorcycle.

Classes 12 & 13 are designed for vehicles where emphasis on customization is at a higher level for wheels, sheet metal, brakes and upholstery.

Special Award: Best use of H-D P&A - - - First Place Only.

NOTE: Unless otherwise specified all entries must be Harley Davidson® production motorcycles with H-D engine, stock frames and stock crankcases.

Application for Employer Identification Number
 (For use by employers, corporations, partnerships, trusts, estates, churches,
 government agencies, certain individuals, and others. See instructions.)

EIN
OMB No. 1545-0003

▶ **Keep a copy for your records.**

Please type or print clearly.	1 Name of applicant (legal name) (see instructions)	
	2 Trade name of business (if different from name on line 1)	3 Executor, trustee, ^a care of ^b name
	4a Mailing address (street address) (room, apt., or suite no.)	5a Business address (if different from address on lines 4a and 4b)
	4b City, state, and ZIP code	5b City, state, and ZIP code
	6 County and state where principal business is located	
	7 Name of principal officer, general partner, grantor, owner, or trustor SSN or ITIN may be required (see instructions) ▶ _____	

8a Type of entity (Check only one box.) (see instructions)
Caution: If applicant is a limited liability company, see the instructions for line 8a.

<input type="checkbox"/> Sole proprietor (SSN) _____	<input type="checkbox"/> Estate (SSN of decedent) _____
<input type="checkbox"/> Partnership	<input type="checkbox"/> Personal service corp. _____
<input type="checkbox"/> REMIC	<input type="checkbox"/> National Guard
<input type="checkbox"/> State/local government	<input type="checkbox"/> Farmers' cooperative
<input type="checkbox"/> Church or church-controlled organization	<input type="checkbox"/> Trust
<input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ (enter GEN if applicable)	<input type="checkbox"/> Federal government/military
<input type="checkbox"/> Other (specify) ▶ _____	

8b If a corporation, name the state or foreign country (if applicable) where incorporated

State	Foreign country
-------	-----------------

9 Reason for applying (Check only one box.) (see instructions)

<input type="checkbox"/> Started new business (specify type) ▶ _____	<input type="checkbox"/> Banking purpose (specify purpose) ▶ _____
<input type="checkbox"/> Hired employees (Check the box and see line 12.)	<input type="checkbox"/> Changed type of organization (specify new type) ▶ _____
<input type="checkbox"/> Created a pension plan (specify type) ▶ _____	<input type="checkbox"/> Purchased going business
	<input type="checkbox"/> Created a trust (specify type) ▶ _____
	<input type="checkbox"/> Other (specify) ▶ _____

10 Date business started or acquired (month, day, year) (see instructions)

11 Closing month of accounting year (see instructions)

12 First date wages or annuities were paid or will be paid (month, day, year). **Note:** If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year) ▶

13 Highest number of employees expected in the next 12 months. **Note:** If the applicant does not expect to have any employees during the period, enter -0-. (see instructions) ▶

Nonagricultural	Agricultural	Household
-----------------	--------------	-----------

14 Principal activity (see instructions) ▶

15 Is the principal business activity manufacturing? Yes No
 If ^aYes, ^o principal product and raw material used ▶

16 To whom are most of the products or services sold? Please check one box. Business (wholesale) N/A
 Public (retail) Other (specify) ▶

17a Has the applicant ever applied for an employer identification number for this or any other business? Yes No
Note: If ^aYes, ^o please complete lines 17b and 17c.

17b If you checked ^aYes^o on line 17a, give applicant's legal name and trade name shown on prior application, if different from line 1 or 2 above.
 Legal name ▶ Trade name ▶

17c Approximate date when and city and state where the application was filed. Enter previous employer identification number if known.
 Approximate date when filed (mo., day, year) City and state where filed Previous EIN

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Business telephone number (include area code)

Fax telephone number (include area code)

Name and title (Please type or print clearly.) ▶

Signature ▶ Date ▶

Note: Do not write below this line. For official use only.

Please leave blank ▶	Geo.	Ind.	Class	Size	Reason for applying
----------------------	------	------	-------	------	---------------------

STAFF VOLUNTEER SIGN-UP



Activity _____	Location _____
Day/Date _____	
Report Time _____	End Time _____
Supervisor _____	Phone # _____
Number of Volunteers Needed _____	

Volunteer	H.O.G. #	Phone #
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
11 _____	_____	_____
12 _____	_____	_____
13 _____	_____	_____
14 _____	_____	_____
15 _____	_____	_____

PROPOSED RALLY BUDGET FORM



Can be used for proposed budget and final financial report

State Rally Name _____ Location _____ Dates _____

Income	Amount
Beginning Balance	_____
_____ Pre-registrations @ \$ _____ Per Person	_____
_____ On-Site Registrations @ \$ _____ Per Person	_____
Rally Product Income (Excess rally product)	_____
50/50 Income (where legal)	_____
Poker Run (Buying Extra Cards)	_____
Vendor Fees	_____
Other Miscellaneous Income	_____
_____	_____

Expenses	Amount
_____ Souvenir Pins @ \$ _____ Per Pin	_____
_____ Souvenir Shirts @ \$ _____ Per Shirt	_____
_____ Bandannas @ \$ _____ Per Bandanna	_____
_____ Souvenir Patches @ \$ _____ Per Patch	_____
_____ Other @ \$ _____ Per Item	_____
_____ Other @ \$ _____ Per Item	_____
_____ Other @ \$ _____ Per Item	_____
_____ Other @ \$ _____ Per Item	_____
Rally Site Fees (Rental/Porta-Johns,etc.)	_____
Entertainment	_____
Insurance/Bonding	_____
Legal/Professional Fees	_____
Annual Corporation Costs (contact your regional manager)	_____
Awards/Prizes/Trophies	_____
Printing (i.e., pre-registration forms, flyers, etc.)	_____
Postage (i.e., pre-registration info, confirmation cards)	_____
Committee Expenses (i.e., telephone, gas, meetings)	_____
Cleanup (during/after event)	_____
Other Miscellaneous Expenses	_____
_____	_____
_____	_____

Total Income
\$ _____

Total Expenses
\$ _____

NET INCOME
\$ _____

Note: Total anticipated expenses should be divided by the number of anticipated rally attendees in order to determine the fee per person you must charge. Final budget at end of rally must include copy of check register.

Make a copy of this form. Keep one copy and mail or fax a copy to your Regional Manager.

3700 W. Juneau Avenue, Milwaukee, WI 53208 • Fax 414-343-7105

Form NO. 039-96 3-9

Task Description

Task name and major duties: _____

Commitments: _____

Task requirements:

___ Ability to _____

___ Have & wear appropriate clothing _____

___ _____

Qualifications:

___ Friendly, outgoing _____

___ Attention to detail _____

___ _____

Physical demands:

___ Able to: ___ lift, ___ bend, ___ stoop, ___ reach, ___ tolerate noise, ___ chaos

___ Able to: _____, _____, _____

Working conditions:

___ Potential exposure to: _____

___ Inside

___ Outside

Materials and tools required and who will provide them: _____

Expected times to perform task:

Due Date: _____

StartTime: _____

End Time: _____

Duration: _____

People to contact with questions/phone & e-mail:

Volunteer: _____

Team leader: _____

Ways to have fun: _____

CORRECTED

OMB No. 1545-0238

2000

Form W-2G

Certain
Gambling
Winnings

For Privacy Act and
Paperwork Reduction Act
Notice, see the 2000
General Instructions for
Forms 1099, 1098, 5498,
and W-2G.

File with Form 1096.

Copy A
For Internal Revenue
Service Center

PAYER'S name Street address City, state, and ZIP code Federal identification number Telephone number	1 Gross winnings	2 Federal income tax withheld
	3 Type of wager	4 Date won
	5 Transaction	6 Race
	7 Winnings from identical wagers	8 Cashier
WINNER'S name Street address (including apt. no.) City, state, and ZIP code	9 Winner's taxpayer identification no.	10 Window
	11 First I.D.	12 Second I.D.
	13 State/Payer's state identification no.	14 State income tax withheld
Under penalties of perjury, I declare that, to the best of my knowledge and belief, the name, address, and taxpayer identification number that I have furnished correctly identify me as the recipient of this payment and any payments from identical wagers, and that no other person is entitled to any part of these payments.		
Signature	Date	

Form **W-2G**

Cat. No. 10138V

Department of the Treasury - Internal Revenue Service

**Numerics**

1099-MISC	
Filing	F-39, F-40

A

Activities Officer	
Important Deadlines	C-10
Responsibilities	C-10
Additional Insured(s)	F-43
Alcohol	
"Who's Responsible for Whom?"	I-20
Guidelines	I-19, K-13
American Motorcyclist Association (AMA)	
Description	I-8
Annual Business Meeting	
Chapter Annual Financial Statement	G-6
Checklist	G-4
Description	G-2
Forms and Applications	G-3
Annual Charter for H.O.G.® Chapters	
Article I - Purpose	B-4
Article II - Sponsorship	B-4
Article III - Application and Term	B-5
Article IV - Name and Affiliation	B-5
Article IX - Chapter Publications	B-8
Article V - Officers	B-5
Article VI - Membership	B-7
Article VII - Dues	B-8
Article VIII - Activities	B-8
Article X - Trademark License	B-8
Article XI - By-Laws	B-10
Article XII - Amendments	B-10
Article XIII - Disbursement of Funds	B-10
Article XIV - Disclaimer	B-10
Article XV - National, State, Local Laws	B-11
Article XVI - Operating Policies (U.S. Chapters Only)	B-11
Preamble	B-4



Table of Contents	B-3
Annual Financial Statement	
Due Date	iii, C-2
Application for Non-Approved Activities	F-43
Assistant Director	
Responsibilities	C-6

B

Ball Drop	E-36
Balloon Toss	E-46
Barrel Roll	E-34
Bike Wash	E-43

C

Certificate of Appreciation	
Artwork	H-13
Explanation	H-12
Chapter Annual Financial Statement	
Form	G-7
Instructions and Requirements	G-6
Chapter Charter Application	
Chapter Meeting Information	G-9
Deadline	iii, C-2
Form	G-10
Officer Listing	G-9
Official Chapter Information	G-8
Secondary Chapter Mailing Address	G-8
Chapter Event Release Form for Adults	F-45
Chapter Event Release Form for Minors	F-46
Chapter Finances	F-25
Chapter General Liability and Event Insurance	F-42
Chapter General Liability and Event Insurance Description	F-42
Chapter General Liability Insurance Program	F-42
Chapter Handbook	
How to Use This Handbook	A-2
Replacement Costs	ii



Chapter Insurance Program	
Forms Explained	F-42
Chapter Internet Guidelines	H-15
Chapter Membership Enrollment Form and Release	D-8, F-45
Chapter Membership Report Change	
Due Date	iii, C-2
Chapter Merchandise Program	F-15
Chapter Officer News Articles	
"Developing Your Replacement"	C-20
"Who's Responsible for Whom?"	I-20
Chapter Officer News [®]	
Just Chapping Form	H-11
Chapter Officer News [®]	H-9
Chapter Publications	
Sample Newsletter Format	H-5
Suggestions and Guidelines	H-3
Charity	
Fund Raising	F-33
Letter of Agreement	F-38
Circular Slow Ride	E-26
Corporate Tax Filing	
Due Date	iii, C-2
Corporation	F-41
Corporation Annual Report	
Due Date	iii, C-2
Custom T-Shirt Guidelines	F-17

D

Dealer/Chapter Merchandise Program	F-15
Developing Replacements	
"Developing Your Replacement"	C-20
Director	
Important Deadlines	C-5
Responsibilities	C-5
Dues	B-8



E

Editor	
Responsibilities	C-13
Enrollment Form	
Chapter Membership Enrollment Form and Release	D-8
Enthusiast	D-17
Equipment Required for Events	E-12
Event Insurance	E-8
Insurance Form Deadlines	iii, C-3
Event Production Policy.....	E-9
Event Suggestion Form	E-58
Events	
Additional Insured(s) Forms	F-51
Application for Non-Approved Activities	F-50
Ball Drop	E-36
Balloon Toss	E-46
Barrel Roll	E-34
Bike Wash	E-43
Chapter Event Release Form for Adults	F-54
Chapter Event Release Form for Minors	F-55
Circular Slow Ride	E-26
Equipment Checklist	E-13
Event Suggestion Form	E-58
Field Event Registration Form	E-15
Harley® Hoops	E-56
Hog in the Pen	E-54
Hot Dog Bite	E-47
Injury Report Form	F-58
Laundry Duty	E-38
Minor's Assumption of Risk Acknowledgment	F-57
Observation Run/Self-Guided Tour	E-23
Plank Walk	E-41
Poker Run	E-49
Potato Pass	E-44
Ride-In Bike Show	E-16
Road Kill Clean Up	E-28
Road Kill Slow Ride	E-31
Slow Ride	E-25
Soda Straw Drop	E-48
Task Description	E-6
Tire Toss	E-45



Two-up Slow Ride	E-31
Volunteer Calculator	E-7
Water Balloon Sling-Shot	E-32
Expenses	
Definition	F-29

F

Finances	
1099-MISC	F-39
Books and Records	F-25
Chapter Annual Financial Statement	G-6
Fund-Raising	F-33
Getting Started	F-26
Income, Expenses and Taxes	F-29
Potential Tax Issues	F-31
Preventive Maintenance	F-28
Fly & Ride	D-18
Formation Riding	I-14
Forms	
Additional Insured(s)	F-51
Agenda Planning Sheet	G-17, K-11
Application for Non-Approved Activities	F-50
Calculating Minimum Registration Fees	J-10
Chapter Annual Financial Statement	G-7
Chapter Charter Application	G-10
Chapter General Liability Insurance Program	F-48
Chapter Membership Enrollment Form	D-8
Equipment Checklist	E-13
Event Suggestion Form	E-58
Field Event Registration Form	E-15
Injury Report	F-58
Meeting Notes/Action	G-22, K-59
Observation Run Sign-Up Sheet	E-24
Officer/Secondary Chapter Mailing Address Change	F-20
Ride-In Bike Show Ballot	E-20, K-73
Ride-In Bike Show Classes and Rules	E-18, K-79
Ride-In Bike Show Entry Sheet	E-17
Ride-In Bike Show Official Ballot	E-22



Schedule of Pre-Approved Chapter Activities	F-49
State Rally Sample Budget	J-9
Task Description	E-6
Volunteer Calculator	E-7
Fund-Raising	
Raffles, Prizes and Poker Runs	F-39

G

Graphics	
Computer	H-4
Installing Graphics Files	H-4
Group Riding Tips	I-9

H

H.O.G. Chapter Internet Guidelines	H-17
Closed events	H-20
Compliance	H-20
Content	H-17
Event Statement for Chapter Web Sites	H-20
H.O.G. Chapter Online Privacy Statement	H-21
Member events	H-20
Open events	H-20
Prohibitions	H-19
Purpose	H-17
Trademark License	H-19
Web Site Registration	H-18
H.O.G. Office	
Phone Numbers	v
H.O.G. Travel Center	D-22
Phone Number	v
Hand Signals	I-12
Handbook	
How to Use This Book	A-2
Replacement Costs	ii
Harley-Davidson Insurance	
Address/Phone Number	v



Harley-Davidson Motor Company	
Address/Phone Number	v
Harley-Davidson® Dealer Locator Service	
Phone Number	v
H-D Web site	v
Helpful First Steps	i
Historian	
Responsibilities	C-18
Hog in the Pen	E-54
Hog Tales®	
Staff Photographer Pin	D-21
Submitting Photos	H-2
Hog Tales®	D-21
Hot Dog Bite	E-47
How to Use This Handbook	A-2

I

Important Dates	C-2
Income	
Definition	F-29
Fund-Raising	F-33
Incorporate	
How To	F-22
Incorporation	
Bylaws	F-22
Chapter	F-21
Corporate Structure	F-24
Nonprofit Corporations	F-23
Injury Report Form	F-47
Insurance	F-42
Chapter General Liability Insurance Program Explanation	F-42
Chapter Insurance Program Explanation	F-42
Events and Activities	E-8
Harley-Davidson Coverage	D-23
Schedule of Pre-Approved Chapter Activities	F-43
Internet	
Harley-Davidson Address	H-15
Internet Guidelines	H-15



Do's and Don'ts	H-15
Getting your Official Chapter Web Site Listed	H-17
H.O.G. Chapter	H-17

L

Ladies of Harley®	
Motorcycling Memories Contest	D-25
Program	D-24
Ladies of Harley® Officer (LOH)	
Responsibilities	C-11
Laundry Duty	E-38
Legal Information	F-21
Chapter Incorporation	F-21
Corporate Structure	F-24
Corporation Bylaws	F-22
How to Incorporate	F-22
Nonprofit Corporations	F-23
Letter of Agreement	F-38

M

Mailing Lists	H-23
Managing Volunteers	E-2
Meeting	
Planning	G-15
Meetings	
Agenda Planning Sheet	G-17, K-11
Annual Business Meeting	G-2
Conducting	G-12
Notes/Action Form	G-22, K-59
Note-Taking	G-21
Record Keeping and Action Planning	G-18
Member Benefits	
Enthusiast	D-17
Explained	D-13
Fly & Ride	D-18
H.O.G. Travel Center	D-22



Harley-Davidson Insurance	D-23
Hog Tales	D-21
Ladies of Harley Motorcycling Memories Contest	D-25
Ladies of Harley®	D-24
Safe Rider Skills	D-32
Staff Photographer Pin	D-21
Ten-Year Member Recognition	D-16
Theft Reward Program	D-34
Toll-Free Telephone Service	D-34
Touring Handbook	D-35
U.S. State Rallies	D-31
Members	
1999 H.O.G. National Membership Statistics	vii
Membership	
Chapter Membership Enrollment Form and Release	D-8
H.O.G.® Chapter Membership Report	D-10
Local Chapter Enrollment	D-7
National Enrollment	D-2
Renewal	D-3
Types	D-2
Membership Officer	
Important Deadlines	C-16
Responsibilities	C-16
Merchandise Program	
Dealer/Chapter	F-15
Minor's Assumption of Risk Acknowledgment	F-46
Motorcycle Safety Foundation	
Description	I-7
Training Courses	I-2

N

Nonprofit Corporations	F-23
Note to Chapter Officers	ii

O

Observation Run	E-23
-----------------------	------



Sign-Up Sheet	E-24
Officer/Secondary Chapter Mailing Address Change Form	F-20
Directions	F-19

P

Photographer	
H.O.G. Tales Staff Photographer Pin	D-21
Responsibilities	C-15
Plank Walk	E-41
Poker Run	E-49
Multiple Stops	E-52
Single Stop	E-53
Potato Pass	E-44
Potential Tax Issues	F-31
Primary Officer Training	
Attending P.O.T.	C-19

R

Regional Coordinators	
Phone Numbers	v
Regional Managers	
Phone Numbers	v
Regional Operations Manager	
Phone Numbers	v
Releases	
Chapter Event Release Form for Adults	F-54
Chapter Event Release Form for Minors	F-55
Minor's Assumption of Risk Acknowledgment	F-57
Replacement Fee	
For Chapter Handbook	ii
Ride-In Bike Show	E-16
Ballot	E-20, K-73
Classes and Rules	E-18, K-79
Entry Sheet	E-17
Official Ballot	E-22
Ride-In Bike Show Participants Information Sheet	E-18, K-79



Road Captain	
Responsibilities	C-12
Road Kill Clean Up	E-28
Road Kill Slow Ride	E-31

S

Safe Rider Skills	
Program	D-32
Safe Riding Tips	I-16
Safety Officer	
Responsibilities	C-14
Schedule of Pre-Approved Chapter Activities	F-43
Secretary	
Important Deadlines	C-9
Responsibilities	C-8
Self-Guided Tour	E-23
Slow Ride	E-25
Soda Straw Drop	E-48
Sponsoring Dealer	B-8
Important Deadlines	C-4
Responsibilities	C-4
Staff Photographer Pin	D-21
State Rally	
Alcoholic Beverage Policy	J-16
Calculating Minimum Registrations	J-8
Coordinator Training	J-11
Dates	J-17
Election Process	J-11
H.O.G. [®] Assistance/Support	J-18
Negotiating	J-7
Planning Meeting	J-2
Presentations	J-8
Proposals	J-2
Rally Meal	J-15
Requirements	J-16
Sample Budget Form	J-9
Sample Budget Form Information	J-8
Site Checklist - Campground	J-14



Site Checklist - Food and Beverages	J-15
Site Checklist - Hotel	J-13
Site Shopping	J-3
State Safety Coordinators	I-2
Stationery	
Sample	H-7

T

Taxes	
Pending Incorporation	F-41
Potential Tax Issues	F-31
Selecting a Tax Status	F-41
Tax Exempt	F-41
Ten-Year Member Recognition	D-16
Theft Reward	D-34
Tire Toss	E-45
Toll-Free Telephone Service	D-34
Touring	
Tips	I-18
Touring Handbook	D-35
Trademarks	F-2
Treasurer	
Important Deadlines	C-7
Responsibilities	C-7
Two-up Slow Ride	E-31

U

U.S. State Rallies	D-31
--------------------------	------

V

Volunteers	
Tips for Management	E-2



W

Water Balloon Sling-Shot	E-32
Webmaster Responsibilities	C-17