**ADDC Publication Committee Guidelines**

1. **Duties**
2. The function of this committee is to manage the publications of the Association. These include: “D&D Standard Oil & Gas Abbreviator”, the ADDC Brochures and the “Bit of Fun Energy Activity Book”.

1. After approval as the ADDC Publication Committee Chairman at the Post Convention Board Meeting, prepare the committee’s budget and its Budget and Planning Meeting Report using deadlines given by the Board Contact, Treasurer and/or ADDC President. Send copies to the ADDC President, Board Contact, President Elect and Treasurer as indicated on the form(s).
2. Notify the National Account Executive of PennWell of your appointment as committee chair. Confirm available discounts.
	1. A 15% discount is offered to ADDC members if ordered by a Club Secretary (for online orders use the comment box to identify Club Secretary).
	2. A 50% discount is offered for purchases for Trade Shows.
3. Work with PennWell on any ongoing updates for the Abbreviator. The latest (6th) Edition was published in 2006. It requires 20% additional content to update.
4. Encourage sales of the D&D Abbreviator and the EAB/Teaching Guide through the monthly “Insight” and postings on the website. Notify Club Presidents early in the year of all currently available ADDC publications, their sources and any pertinent discounts.
5. Prepare a report for Region Meetings using deadline given by the Board Contact (usually required in early March). Send a copy to all Region Directors, ADDC President, President Elect and Board Contact.
6. Prepare a Pre-Convention report using the deadline given by the Board Contact (usually end of August/early September). Send a copy to ADDC President, President Elect and Board Contact.
7. Prepare the committee’s expense report and year-end report and mail or email with attachments to ADDC President, Treasurer, Board Contact, and ADO.
8. **U.S. Trademark**
9. Effective February 10, 2015, PetroMolly and PetroMack are now registered trademarks in International Class 35 for a term of ten (10) years.
10. A “Declaration of Use” form must be filed with the U.S. Patent and Trademark Office between February 10, 2020 and February 10, 2021.
11. Bustos Law Firm, P.C. in Lubbock, TX hold the original Certificates of Registration for ADDC. Copies of the Registration are at ADO. Bustos can help with the “Declaration of Use” submittal.
12. The EABs require the names “PetroMolly” and “PetroMack” along with the registration mark ® for the characters.
13. **Files**
14. Retain all correspondence, reports and files pertinent to this committee in accordance with the ADDC Files Retention Schedule.
15. Ship files to successor by November 1 or in a timely manner after successor has been named.
16. **General Information**

1. The ADDC Brochures were updated in 2015 in conjunction with the ADDC Board’s Strategic Planning.

1. **Contact for PennWell**

Barbara D McGee Coons

National Account Executive

1421 S Sheridan Road

Tulsa, OK 74112

(Telephone) 800-745-3911   918-831-9771

(Fax) 877-218-1348   918-831-9555

barbm@pennwell.com

<http://www.pennwellbooks.com/online-catalogs/>