

PROGRAM COMMITTEE GUIDELINES

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PROGRAM COMMITTEE

A. Duties of Committee

1. Assist Clubs in furthering the educational purpose of the Association of Desk and Derrick Clubs (ADDC) through the Clubs' educational programs.
2. Assist Clubs in maintaining the required standard of holding a minimum of five (5) educational programs a year, as set out in the ADDC Bylaws under "Article II – Purpose", and "Club General Information IV. Educational Program Guidelines."
3. Monitor the Program Reports to confirm receipt within one week following the Club meeting. Clubs should be instructed to advise the Region Director and the Region Representative if their regular meeting date is changed.
4. Assure that Clubs report each regularly scheduled meeting. Clubs are required to send in form PRGM 1 (Exhibit B) each month, **even if they do not schedule a meeting**.
5. Give special assistance to new Clubs in program planning.
6. Regularly inform and encourage Clubs to use resources available through the Association Distribution Office (ADO).

NOTE: The Club Meeting Schedule Form can be found on the ADDC Website (www.addc.org) under Members Only, Committees>Program>Forms. The Program Club Meeting schedule is used by the Program Committee Region Representative to know when club meetings are scheduled and when Program Reports are due. It is also used by ADO to see that each club maintains the required standard of holding a minimum of five (5) educational programs a year, as set out in the ADDC Bylaws under "Article II – Purpose" and "Club General Information IV. Educational Program Guidelines." This form should be filled out and submitted to ADO no later than January 31 of each year. Club Presidents are responsible for completion of the Club Meeting Schedule and ensuring a copy is sent to the Program Committee Region Representative and ADO.

B. Duties of Committee Chairman

1. Forward Form ADO 38 with the names of the Region Representatives to ADO as soon as all positions have been filled. Request assistance from the Region Director to fill vacancies.
2. Advise Region Representatives of their duties at the beginning of the year.
3. Forward letter from the Program Committee along with the Program Report and Instructions (Exhibit B, PRGM 1, and Exhibit C, Program Category Guide) to Club Presidents through ADO for the monthly Mailing for January. Send additional letters for the monthly mailings as needed during the year.
4. Prepare a quarterly Program Report Summary from the information provided by the Region Representatives' spreadsheets. Send copy of quarterly Program Report Summary to the Region Directors, ADDC President, Board Contact, and ADO.
5. Prepare budget and report for Budget and Planning meeting of ADDC Board. Board Contact will supply deadline dates and mailing instructions.
 - a. Prepare committee budget after receiving estimated costs from each Region Representative; expenses should include postage for transfer of files at year-end.

- b. Determine committee goals and additional services to be provided for the year. Make recommendations to improve Committee's performance. Ask for assistance, if needed.
 - c. Process any requests for reimbursement of committee-related shipping expenses, along with receipt. Forward all receipts (from chairman and region reps) to the ADDC Board Contact for approval.
6. Prepare verbal report for Region Meetings. Send copy to Region Representative, Region Director, and Board Contact.
7. Prepare report for Pre-Convention meeting of ADDC Board and send to Board Contact as directed.
 - a. Report committee progress and outcome of any newly implemented procedures.
 - b. List recommendations, changes of policy, manual updates, etc.
 - c. Report on percentage of successful Club reporting and problems and ask for assistance, if needed.
8. Prepare verbal report for Convention. Send copy to ADDC President, Board Contact, and ADO. Give report to membership at Convention if requested.
 - a. Briefly discuss progress and/or problems of Club reporting.
 - b. Discuss any additional ideas the Program Committee may have to aid Clubs with monthly programs.
 - c. Remind membership of necessity of submitting Program Reports to sustain tax-exempt status of the Association.
9. Send Final Year-End Report to ADDC Board Contact.
 - a. Summarize Club reporting for the year. Include copies of Exhibit F letters sent to Clubs that did not achieve their five (5) educational programs for the year.
 - b. Summarize procedural successes and failures for the past year.

C. Duties of Region Representatives

1. Work closely with Region Director and Clubs in respective Region. Send copies of all correspondence to Region Director and Program Committee Chairman.
2. Write letter of introduction as Program Committee Region Representative to each Club President in Region. (See sample letter - Exhibit A.) List of Club Presidents is available on the ADDC Website (Clubs, Region and Club Leadership or Member Directory) or from ADO.
 - a. Explain your duties as the Program Committee Region Representative.
 - b. Advise Club Presidents that monthly Program Reports should be mailed, faxed, or emailed to you, the Program Committee Region Representative.
 - c. Maintain a spreadsheet, provided by the Committee Chairman, showing the Program reporting status of the Clubs within respective Region.
 - d. By the 7th workday of the following month, forward the spreadsheet and copies of the Monthly Program Reports for each club in respective Region to the Committee Chairman and ADO.
 - e. If reports are missing, contact the respective President and Region Director (see Exhibit E); include any late report with the following month's update.
 - f. Maintain copies of all Program Reports until the end of the current year; when it is confirmed that the official copy at ADO is complete, files may be discarded/destroyed. (ADO will post the official copy of the ADDC Program summary on the website with the monthly mailing.)
 - g. Offer assistance in preparing programs and/or reports.
 - h. Notify clubs in respective Region of the five (5) monthly meeting requirements, as set out in the ADDC Bylaws under "Article II – Purpose" and

“Club General Information IV. Educational Program Guidelines.”

- i. Remind clubs in respective Region that the Program Report (PRGM 1) is due within one week from date of meeting and should be signed by either the Club President or Program Chairman.
3. An electronic signature is acceptable on reports submitted by e-mail. Most of the information on the Program Report can be filled in prior to the meeting with the balance completed at or after the meeting. Club Presidents are responsible for the accuracy of the Program Reports. Clubs are still required to file a Program Report (PRGM 1) even if there is no scheduled meeting for the month.)
4. Advise Clubs when educational meeting requirement is not met. (Exhibit E)
5. Maintain spreadsheet provided by the Program Chairman showing Program Reports received and the category of each program.
6. Determine if category shown is correct. Change if necessary and notify the Club of any change. (Exhibit E)
7. Assist at Region Meetings, if requested, including presenting a report covering functions of the Program Committee and any new procedures. The Program Committee Chairman normally writes the report and provides copies to the Region Representatives, Region Directors, and Board Contact. However, you may be asked to read the report.
8. Inform Committee Chairman and other Committee members of new ideas and suggestions developed within the Region.
9. Notify the Clubs of late program reports and programs that have been reclassified, and minimum number of programs to be held per year. (Exhibit E)

D. Assistance to Clubs

1. Develop ways to instill in Club members a clear understanding of the purpose of the Association, defined in Article II of the ADDC Bylaws and Standing Rules.
2. Stress that Clubs must have a minimum of five (5) program presentations at membership meetings, field trips, or seminars.
 - Four (4) programs shall be devoted to the petroleum, energy, or allied industries.
 - The remaining presentation may be on Desk and Derrick Orientation, Bylaws, socio-economic responsibilities, or professional self-development
 - Clubs may choose to combine orientation with an industry-related program or conduct orientation at another time.
 - Installation of Officers and Industry Recognition Nights alone are not within the educational requirements of the Association; however, they are acceptable as portions of educational programs if they are presented in conjunction with an industry-related program. Field trip and seminars may be considered regular program meetings, but they may only be entered in the Field Trip or Seminar Contest Categories.
3. Develop ways to inspire Club Program Chairman and Club members toward interesting and enthusiastic programs.
4. Develop, or update, a roster of industry speakers, films or online videos, demonstrations, etc. that are available for programs.

E. Special Assistance to New Clubs

1. Region Director of new Clubs will notify Region Representative of formation of new clubs so Rep can begin sending information to new clubs.
2. All items in "D – Assistance to Clubs" above apply here; however, all new clubs should receive additional attention.
3. Inform new Club of material available and of the assistance to expect from the Program Committee.

F. Educational Meeting Standards

1. Assure that each Club has a clear understanding of the requirement of scheduling a minimum of five (5) educational meeting programs per year. EMPHASIS SHOULD BE PLACED ON COMPLIANCE WITH SUBMITTING REPORTS TO KEEP OUR ASSOCIATION'S NON-PROFIT STATUS.
2. Determine method to correctly evaluate program topics so that Clubs know the requirements for meeting educational meeting standards.
3. Direct an inquiry to the respective club president when a Program Report is questionable in meeting the requirement or the classification marked is out of context with the category classification indicated on the report form; provide a copy of the inquiry to the ADDC Program Committee Chairman and the Region Director. (Exhibit E)

G. Video Tape and Film Library

1. Videos and DVDS may be available from ADO. Clubs should check with ADO for availability of videos, DVDs, and other resources.

H. Files

1. Bring permanent Committee files up to date. Cull files for duplicates and unnecessary correspondence.
2. Transmit the prior year's files, no later than November 1, to your successor as soon as one is named. Be sure to include the newest Committee Guidelines.
3. Forward the balance of all committee files for the current year no later than January 1 to committee successor. Files for two years prior and older may be transmitted to ADO for storing or disposal in accordance with the file's retention schedule.
4. Coordinate the transfer of files to successor chairman and representative by the most feasible and economical means of shipping or via email.

PROGRAM COMMITTEE
EXHIBIT A
LETTER TO PRESIDENTS

TO: Club Presidents

The Program Report is an important communication between your Club and the Association of Desk and Derrick Clubs (ADDC). Prompt completion of the form is crucial to maintaining ADDC's tax-exempt status, I am asking for your help.

Attached is Program Report form PRGM 1 with instructions. Please forward the form to the individual in your Club who is responsible for its completion; this is usually the Program Chairman. It may be filled in monthly on a computer and sent via email or photocopied for use during the year. The Program Report Form PRGM 1 and instructions are also available on the ADDC Website.

In addition to other information, the Program Report requires:

1. Actual meeting date.
2. Category of the program (Industry, Non-Industry, Field Trip, No Program, etc.).
3. Preparer's name.
4. Signature of Club President or Program Chairman (Note: electronic signature is acceptable).

MAIL, FAX, OR E-MAIL THE PROGRAM REPORT WITHIN ONE WEEK OF THE CLUB MEETING to me, the Program Committee Region Representative. If you do not have a monthly meeting scheduled, you **MUST STILL SUBMIT A REPORT INDICATING "NO SCHEDULED MEETING."**

My mailing address is:

Name: _____
Address: _____
Phone:(Office) _____ (Home/Cell): _____ (Fax): _____
E-mail: _____

Should you have any questions concerning completion of the Program Report, you may contact me or the Program Committee Chairman_____. With your help, I'm looking forward to being able to report your Club as 100% reported in 20____. Thank you for your assistance.

Program Committee Region Representative

PROGRAM COMMITTEE
EXHIBIT B
PROGRAM REPORT FORM (PRGM 1)

Region Representative _____

MONTH: _____ Year _____

CLUB: _____

Region: _____

ADDC BY-LAWS REQUIREMENTS:

FIVE (5) Educational Programs per year: FOUR (4) programs must relate to the energy industry and one (1) may be on Desk and Derrick orientation, Bylaws, socio-economic responsibilities, or professional self-development.

CATEGORY (choose one)

Program

Required (4 of 5)

Industry _____

Non-Industry (1 of 5)

Orientation _____

Bylaws _____

Socio-Economic _____

Prof Self-Dev _____

Other

Officer Installation (only) _____

Reg Mtg/Conv Recap* _____

No Meeting _____

Meeting/No Program _____

Field Trip/Seminar _____

*Host Club only

Speaker(s) Name: _____

Company: _____

Position: _____

Speech Title: _____

Film Title (if Used): _____

Brief Description: _____

Video Title: _____

Obtained From: _____

Brief Description: _____

OTHER ACTIVITIES DURING THE MONTH: (i.e., field trips, seminars, fund raising project, community/public service, trade show)

Date: _____

By: _____

(Program Chairman or President)

Electronic signature accepted

This form should be completed and sent to the Region Program Representative within one week following each club meeting. See ADDC website – Member Corner>Member Directory>Search by Category>Committee Chair - for names and addresses.

PROGRAM COMMITTEE
EXHIBIT C
PROGRAM CATEGORY GUIDE

INDUSTRY RELATED

PETROLEUM: Crude oil, natural gas, by-products
ENERGY: Wind, solar, nuclear, hydro-electric, coal
ALLIED: Any service company whose activities relate in any way to either petroleum and/or any other energy industry.

Within each of these industries are many branches such as:

- Exploration, Drilling/Mining
- Current Business Activities
- Enhanced Recovery Methods
- Environmental Requirements
- Safety/Health
- Local/State/Federal Laws
- Scientific
- Employee Relations/Benefits/Training
- Fire/Personal Safety/Emergency Medical Training (Workplace related)
- Drug/Alcohol Treatment/Detection/Enforcement (Workplace related)
- Annual Business Meeting (if industry program held)
- Installation of Officers (if industry program held)

NON-INDUSTRY RELATED

- Fire/Personal Safety/Emergency Medical Training (Home uses)
- Drug/Alcohol Treatment/Detection/Enforcement (Home uses)
- Annual Business Meeting (if no industry program held)
- Installation of Officers (if no industry program held)
- Local Chamber of Commerce Manager, City Mayor or City Manager; Representatives of Charitable Organizations; City Council Members
- Public Speaking Skills
- Report/Letter Writing Skills
- Resume Writing/Interviewing
- Job Search Skills
- Stress Management
- How to Deal with Other People
- Preparing for Future Jobs
- Investing for Retirement
- Understanding Business Law
- Desk and Derrick Programs

PROGRAM COMMITTEE
EXHIBIT D
INSTRUCTIONS FOR PROGRAM REPORT

TOP SECTION: Complete the Month, Year, and the official Club name and Region.

CATEGORIES: Check the category that best describes the subject matter presented. The Categories are INDUSTRY, NON-INDUSTRY, NO PROGRAM, NO MEETING, ORIENTATION, OFFICER INSTALLATION, FIELD TRIP/SEMINAR. Four Industry-Related programs must be held each year. Only one D&D orientation and two socio-economic or professional self-development programs will be allowed in your five (5) required educational programs.

PROGRAM: Give speaker(s) name(s), company, and position(s). Give title of speech and/or film. Slides or film without title should also be indicated if used during presentation.

BRIEF DESCRIPTION: Give brief description of program or video used. This will aid the Committee to determine if category marked is correct.

OTHER ACTIVITIES DURING THE MONTH: (i.e. field trips, seminars, fund raising project, community/public service, trade show). Give destination and date for field trips. For seminars and workshops, give title or subjects covered and dates. Include public relations projects in the community, hosting Region Meeting or Convention, assistance to industry conventions, assistance to other industry organizations, etc.

DATE: Date report was prepared and mailed, faxed, or e-mailed to Region Representative.

APPROVED BY: Signature, typed name if faxed or e-mailed, of Club President, Program Chairman, or designated member

SUBMITTAL: Within one week of the meeting, the program report should be sent to the Program Committee Region Representative. Copies may also be sent to the Program Chairman and Region Director if requested.

By 7th workday of the following month the Region Representative will mail copies of all Program Reports received to **Association Distribution Office** by e-mail or mail.

E-mail: ado@addc.org
Mail: 5014 FM 1500
Paris, TX 75460
Phone: 405-543-3464

PROGRAM COMMITTEE

EXHIBIT E
MISSING PROGRAM REPORT

TO: CLUB PRESIDENT

FROM: _____ Program Committee Region Representative

THIS IS TO ADVISE YOU THAT:

1. I have not received your Program Report (PRGM 1) for the month(s) of _____.
Please check to see that it is sent today.
2. Based on information submitted in your _____ Program Report, your program was reclassified to _____. If the information above is not correct, or if you disagree, please contact me immediately,

Thank you for your cooperation.

NAME:

20__ Program Committee Region Representative

cc: Region Director
ADDCC Program Committee Chairman

PROGRAM COMMITTEE
EXHIBIT F
PROGRAM REQUIREMENTS NOT MET

NOTE: Example of letter to be written by outgoing Program Chairman no later than the end of February to outgoing Club President, covering programs for prior year. Copies are to be sent to Region Representative, ADDC President and Board Contact.

CERTIFIED MAIL or EMAIL
RETURN RECEIPT REQUESTED or RECEIVED RECEIPT REQUESTED

Date _____
_____ Club President

RE: Program Report Requirements Not Met

Dear Club President:

As of today, program reports for the Desk and Derrick Club of _____ have not been filed with ADO and the Program Committee for the month(s) of _____.

The ADDC Club General Information Section IV. Educational Program Guidelines states: "A minimum of five (5) program presentation shall be at membership meetings, field trips, or seminars. Four programs shall be devoted to the petroleum, energy, or allied industries. The remaining presentation may be on Desk and Derrick orientation, Bylaws, socio-economic responsibilities, or professional self-development."

In order for the ADDC to verify that your Club is meeting the educational program requirements, the Program Report form, PRGM 1, must be submitted on a monthly basis to your Region Representative. The ADDC Program Committee is required to submit a report covering all programs presented by all Clubs in the Association to ADO for the permanent records within seven (7) workdays of the following month. This report must be available to the IRS upon request verifying that we are adhering to our declared educational purpose. If this information is not available for each of the Clubs, the IRS can remove our tax-exempt status.

Please provide copies of the requested reports to your Region Representative within 30 days of the date of this letter.

Sincerely,

Program Committee Chairman

CC: ADDC President
Board Contact
Region Representative