

The Club Pack

To Aid in Establishing and Supporting NPGA Affiliated Clubs

The National Pygmy Goat Association

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NPGA Central Office
Lisa Nelson, Business Manager
14620 Sunnybank Ave.
Bakersfield, CA 93314
Phone: 661-448-5141
Fax: 661-535-8113
Email: NPGA2021@gmail.com

Website:
<http://www.npga-pygmy.com>

We're Glad You Want to Start a Pygmy Goat Club...

The Affiliated Clubs Committee of the National Pygmy Goat Association (NPGA) believes that clubs can offer a tremendous opportunity to promote the pygmy goat in your area. However, we have found that sometimes the best way for you to begin this endeavor may be to NOT start a formal pygmy goat club. Start by getting together a group of folks who love goats. Enjoy times of talking over experiences and exchanging what you're learning, seeing each other's herds, and encouraging each other. At some point you may decide to remain a more informal group or you may decide to organize into a formal club with dues, by-laws, officers, etc.

This packet includes lots of ideas to help make your gathering of goat lovers more fun and successful. If once you have reviewed this packet, you need more information please do not hesitate to give the Affiliated Clubs Coordinator a call!

So Let's Get Started

It only takes three, two or even one person to start the ball rolling to begin a new club. If you have a few people, the initial club is already established. You will need a little capital to start with, but the amount depends on what you choose to use as your membership drive tools. In any case here are some first steps.

Notify NPGA's Affiliated Clubs Coordinator so that your club and contact person will be listed in each issue of their bi-monthly publication, MEMO and on the website.

Establish membership dues. Will you have a newsletter? What are the printing and mailing costs? Will you need to rent a room for club meetings? What will it cost to open a checking account and purchase club checks? These things need to be considered before you set your membership dues amount. You will need to cover these costs from your dues.

Open a checking account for the club.

Create a mailing list to which membership applications will be sent. The NPGA Roster is a good place to find people in your area to whom you may want to mail applications. You can order mailing labels for the members in your region from Doris Lowell at the national office.

Start your mailing. If you are going to have a newsletter, you can mail the newsletter with a membership application. Make sure you have an introduction letter explaining the goals and objectives of the club. Be sure to include a phone number and address of a person or people that can be contacted with any questions. It is a good idea to mail twice to your entire list. You will probably get response on the second mailing from more people.

Elect Officers. Once new members have responded you will want to nominate and elect officers, either by mail or at a club meeting. Once you have club officers you may begin to establish the club by-laws, decide on fund raising activities, check on insurance for your club, set up educational activities, etc.

Advertise the Club. Put membership applications (with a picture of a baby goat) up at places such as local feed stores, restaurants, and vet offices. Consider contacting people who advertise their goats for sale in local want ads. If there has never been a goat group in your area before, this can be one great way to find other goat breeders.

Contact your local extension office and let them know that you are established. They can forward any requests for information to a contact person from your club.

Non-Profit Club... Legally!

By Ray Hoyt, Region 2

There is a major difference between being a non-profit corporation (state designation) and being a tax-exempt organization (IRS designation.)

Non-profit corporation

The usual agency with whom one files is the Secretary of State. Larger states may have a Department of Corporations. There are different requirements for regular corporations and non-profit corporations. You need Articles of Incorporation. Boilerplate articles of incorporation for non-profit corporations can be found in law libraries; samples may also be available from the Secretary of State. Once the corporation is approved and the certificate is issued, it will be necessary to periodically file a list of officers and directors.

Application for Employer Identification Number

Use Form SS-4 from the Internal Revenue Service for this application. In block 8a, check the box Other non-profit organization and in the space provided, fill in "Animal organization." In block 9, check the box Banking purpose and in the space provided, fill in "Dues deposit." In block 14 Principal activity, fill in "Nonprofit Org: mutual benefit of pygmy goat owners." The rest of the requested information is self-explanatory. This form is mailed to the appropriate IRS office, shown in the instructions with the form.

When the IRS sends back the assignment of the EIN, this number can be used to open a bank account. This eliminates the need for the Treasurer to use his/her own social security number.

Also in the IRS letter, a paragraph will be noted which says, Assigning an Employer Identification Number does not grant tax-exempt status to non-profit organizations. If your organization wants to establish its exemption and receive a ruling or determination letter recognizing its exempt status, file Form 1023/1024 (Application for Recognition of Exemption) with you IRS District Office.

Recognition of Exemption under Section 501c3

On pg. 1 of the instruction booklet, at the top of the second column, it states, Organizations not required to file Form 1023 - The following organizations will be considered tax exempt under section 501c3 even if they do not file Form 1023: (a) churches, their integrated auxiliaries, and conventions or associations of churches, or (b) any organization that is not a private foundation (as defined in section 509a) and that has gross receipts in each taxable year of normally not more than \$5000.

Even if these organizations are not required to file Form 1023 to be tax-exempt, they may wish to file Form 1023 and receive a determination letter of IRS recognition of their section 501c3 status to obtain certain incidental benefits such as public recognition of their tax-exempt status; exemption from certain taxes; advance assurance to donors of deductibility of contributions; exemption from certain Federal excise taxes; nonprofit mailing privileges, etc.

Although filing this form is clearly not required to establish tax-exempt status for most pygmy goat clubs (those with normally not more than \$5000 in annual gross receipts), the other benefits of having a determination letter from the IRS may make it beneficial to do so. There is a user fee to file Form 1023 (Form 8718) and a rather extensive application.

Filing a Federal Income Tax Return

Check with your accountant on what forms, need to be filed on an annual basis with the IRS.

Order of Business and Meeting Agendas

The following is a sample of "Order of Business" and should be modified to best serve the needs of your club. The club may want to purchase a copy of Roberts' Rules of Order to have on hand.

Call the meeting to order. This should be done by the President.

Reading and correcting, or approving, the minutes. The minutes of the last meeting should be read by the Secretary. After corrections are noted, approval comes from the members present. Once you have a motion to approve the minutes and a second, the President declares the "minutes have been approved as read (or corrected)."

Report of Officers and committees:

- a. Treasurer - funds received, funds disbursed, balance.
- b. Show chair - report on any shows in progress.
- c. Membership chair - new members, current renewals, inquiries. etc.
- d. Reports of Committees - this would include any fund raising committees, membership drive committees, work detail committees etc.

Unfinished Business - this would be any business that was not completed at the last meeting, or when a decision was not reached on a subject. Note: Each motion must be passed by two members. Example: The show chair reported that he has found a judge who would agree to judge the show for X amount. One member would approve by making the motion to accept the judge and X amount and another member would second the motion. If one of the members would reject the motion it would be put to a vote, either silent or by a show of hands, of the majority of members present. The motion would thereby be recorded as passed or denied.

New Business - this would be anything that was not covered under unfinished business.

Open Discussion - this would be optional but could prove to be very important in coming up with new ideas for the club. You could use this time to share personal news about members.

Adjournment - done by the President. Following the adjournment of the business meeting, all clubs are encouraged to have an educational program. This could range from speakers on a specific topic, "hands-on" activities such as teaching members how to disbud, classes on showmanship or an open membership discussion of a topic such as "What is Your Feeding Program."

It is very helpful for the secretary to take notes during the educational session as well as the business session so that when the minutes are published all members will have the benefit of everything learned at the club meeting. Even the members that were at the meeting appreciate having a written review. If the club has a guest speaker ask him/her to provide a summary of the topic for publication to the members. It would be best to make this request prior to the meeting to give the speaker the opportunity bring the summary with him.

Club By-Laws

Club by-laws are an important housekeeping tool. They spell out in black and white many important rules associated with the smooth operation of that particular club. They should include information as to requirements of members, amount of dues, election of officers and their duties, etc. Each club should have their own written by-laws and a copy should be given to each club member. It is important to dust off club by-laws on a yearly basis for review and possible changes. Some clubs publish their by-laws yearly in their newsletter and set aside time at the following business meeting for review. The Affiliated Clubs Committee Coordinator will be happy to send samples of club by-laws to anyone who requests them.

Club Goals - As Varied As Our NPGA Membership!

Clubs offer NPGA a very powerful public relations tool...

Let the difference in goals and people help you find the best club for you!

Let's consider the different goals of clubs to be arrows and the center of the target to be to promote the pygmy goat. We'd certainly have to agree that arrows would be coming from all different directions because they'd represent so many ideas from all across the country. However, once the arrows meet the target, they should appear as one - that's where the power of our efforts comes in. As the list of Affiliated Clubs has grown, so have the many ways to enjoy promoting pygmy goats and the folks that love them. We have certainly become more and more aware that our ability to promote the pygmy is limited only by our imagination and resources.

Why are NPGA clubs a good idea? Because they offer fun, fellowship, and the opportunity to promote the pygmy goat in a geographical area. What is an NPGA club?

It is a group of two or more people who enjoy goats and would like to have someone with which to share that interest. Groups that are part of Affiliated Clubs do not have to have a charter, by-laws, sanctioned shows, send out newsletters, etc. Many people keep pygmy goats for the sheer pleasure of their company and have no interest in breeding, selling or showing but do like to socialize with other people having similar interests. They may simply want to exchange ideas on the care and management of their pets.

Many clubs have members that are "inactive," meaning they may not attend meetings but are on the roster to receive the newsletter, support activities of the club, and/or receive the benefits of being a club member (such as the right to participate in certain activities or receive a reduced rate on entries fees). Actually, many goat breeders belong to several clubs!

The activities of each club should be based on what the majority of that group enjoys. Size of the club, finances, time and energy available to accomplish goals, and preferences of the majority of its members will dictate the number of shows and activities per year for that club. We always encourage each club to promote the pygmy goat through educational activities throughout the year to ensure a healthy future for the pygmy goat breed.

While larger clubs often have the advantage of more manpower and financial resources for promotional ideas, such as shows and educational fairs, smaller groups have shown very impressive activity and unity on behalf of the NPGA and the pygmy goat. The important point is that we all work together toward that common target! The bottom line is that our club, like our pygmy goats, should enhance our lives. Harmony among the members and shared interests and goals will best promote the pygmy goat in each area, and that may mean one club or five clubs.

Reality is that if we all see things exactly the same there would be no need for so many ice cream flavors! Human nature being what it is, we're happy to see clubs developing to fill the needs of so many folks with a variety of personalities a love for goats. Never before has the pygmy been promoted in so many ways throughout the country; we're a part of an exciting time for the pygmy goat.

Recruiting New Members

Obviously club members are the most important part of any club. Without members there is no club. However, it is not necessary for a club to have a lot of members to be successful. The most important thing is that the club members have a common interest, in this case, pygmy goats and the desire to work together as a team for the benefit of that common interest. A small nucleus of club members working together to promote pygmy goats in the geographical area served by that club can be very effective and offer an opportunity for new pygmy goat enthusiasts to become actively involved.

Getting new pygmy goat owners into our clubs should be an important goal we all share. While our old members can form a good solid foundation, new members add fresh interest, new ideas and friendship opportunities. New members also provide an additional source of help for club functions such as putting on shows, serving as club officers and promoting our pygmies.

While all members should be interested in increasing club membership, we recommend that each club have a hospitality representative responsible for finding and keeping new members. All too often, everyone thinks that someone else will do it. One of the things we like best about our pygmy goat clubs is the friendships we form and how much enjoyment we get out of visiting and comparing notes before and after our meetings and shows. As a result, we can be so busy with each other that we forget to include new people in our discussions. We must be careful not to overload a new member by too many people asking them to serve on a committee, or asking them to do things with which they may not be familiar. A person or committee who is willing to meet and work with new members should insure that potential club members feel welcome, are not overlooked or ignored, but are allowed to grow at their own speed into the pygmy world without being overloaded.

MEMO is probably the easiest way to find new club members. Use the list of new NPGA members provided in the bi-monthly MEMO. New NPGA members are listed by state and it is very easy to locate people living within a club's geographical boundaries. A club member should send a short note welcoming the new NPGA member into "the wonderful world of pygmy goats" and extending an invitation to the next club meeting. A reminder telephone call should be made a few days before the meeting. If the new NPGA member does not attend the club meeting, at least one additional attempt should be made for the following meeting. Clubs that have newsletters should send at least one or two issues to new NPGA members. New NPGA members should also be sent the flyer for at least one upcoming club show.

The NPGA Membership Roster is another good tool for finding new club members. The annual NPGA Membership Roster should be reviewed each year when it is published to identify all members that lie within the club's geographical area. Even if some of the NPGA members did not attend club meetings after earlier contact, they must have some interest in pygmy goats or they would not continue to belong to NPGA. Another attempt (note and/or telephone call) should be made to interest the NPGA member in the club.

A Club Information Flyer is an important tool that contains information about the club activities and meetings. The flyer should list at least one club member who would be willing to act as contact. The flyer can be handed out at fairs and posted on bulletin boards at local feed stores. The flyer should also be available at club shows for people who just happen to come by and see the show. Club members who sell pygmy goats to anyone who is not already a club member should invite the new owner to an upcoming club meeting and give them a copy of the flyer.

Fairs are a great way to contact people. State, county and local fairs offer lots of contact with the public and a chance to appeal to both those individuals who have goats at home but don't know there is an active local club, as well as individuals who are just going to see the goats and are bitten by the bug!

The News Media is a great place for finding new members. Local newspapers and radio and TV stations are usually looking for "filler" items that can be used as necessary. Clubs should send some background information about pygmy goats, the local club, and any upcoming events to the Feature Editor for your local news media. The club information should include a club member who can be contacted for additional information. Many local newspapers have a free coming events section where a meeting time and place can be announced. If possible include a phone number where a person (not an answering machine) is available to answer phone calls from prospective members.

Club Newsletters

Club Newsletters can be a very important tool within any pygmy goat club. Remember to keep things simple and realistic. A volunteer editor one year may have more time and computer skills than the next year's editor. Remember this is a volunteer position. In some cases clubs have been grateful that an already busy volunteer was willing to at least send out a bare bones publication that included, most importantly, information about each month's meeting time and location. Club newsletters are an excellent way to store important club information. In essence club newsletters act as a club archive by containing important information like meeting minutes, membership lists, show results, lists of officers and financial reports.

Club newsletters should be a shared responsibility. Unfortunately the editor usually gets saddled with the responsibilities of typing, mailing, organizing and writing most of each issue. Each club member can help by submitting articles. Following are some different ideas as to the type of information that can be submitted by club members to be included in club newsletters.

President's Message - a paragraph or two highlighting activities of the club over the previous month as well as information on upcoming events. It is also a good place to encourage attendance at the next club meeting and give information about the educational program that will be taking place.

Treasurer's Report – this should include a financial report so that every club member will see where money has been spent and earned and should also contain the current club balance.

Secretary's Minutes - the minutes from the previous club meeting should be published. If there is not enough room then a summary of the minutes can be printed. This should include a list of any motions that were passed as well as a brief description of meeting discussion.

Information about the next meeting - dates, times, maps and program information should be included with a phone number to contact for more information.

Classifieds - obviously this section includes goats for sale. Some clubs offer ads free to members and charge non-members. As space permits business cards can also be included.

Show Results - show secretaries should remember to send a copy of the show results to the newsletter editor to be printed in the newsletter immediately following a show. Highlights can be attributed to club members whose goats placed well. This would also be a good time to thank all those hard working show chairs and volunteers.

Feature Articles - there are many different kinds of articles that local club members can contribute to their club newsletter. Some examples include asking members to write a farm story that gives a history about themselves, their families and the animals they raise. Another suggestion is a doe or buck story of the month which would feature one particular animal. These don't have to be just about champions. Some of the best stories are about those irresistible pets people have that just seem to have their own pygmy style and personalities. Also valuable are product update features (examples: delicers, mineral supplements, etc.) that mention tips on availability of resources and products found useful by other club members. Make sure that if a dosage is mentioned that a disclaimer is written that each individual is advised to consult their own veterinarian before using a product.

Calendar of Events - A great place for upcoming events and shows club meeting dates and members' birthdays in the coming month.

Membership List - it is a good service to periodically publish names, addresses and telephone numbers of members.

Club By-Laws - should be printed and reviewed once a year.

Kidding Highlights - this gives club members a place to tell who has been bred to who, when kids are due and who has kidded. This is usually free to members.

Youth section - consider including news about events involving youth members and their goats. This would include 4H sponsored events and local youth fair news.

Editorial Policy - including this in your newsletter is a must! Each club should decide on an editorial policy that they feel is appropriate to their club. Items of interest could include a statement that covers important points like: member contributions are welcome; articles from other sources must be identified so credit can be given; anonymous input will not be published; the newsletter will not print negative and inflammatory statements, letters or articles; and the editor retains the right to edit or refuse any material or ads received for publication. These issues should be discussed by the club and its policy should be printed in the form of a brief statement and published as the editorial policy in each issue of the newsletter.

Hosting a Pygmy Goat Show Get Ready, Get Set... Show!

Many clubs have requested information on the specifics of having a show. While your club may be one of the many who are very familiar with hosting NPGA sanctioned shows, we hope this article will offer you some new thoughts on making a good show even better. If your club is not ready to host a show, be sure to keep this information on file in case you should need it in the future. And, for those clubs who do not want to host sanctioned shows, many of the ideas in this issue could help you with other event planning. Planning, planning and more planning, along with very detailed notes will make a tremendous difference in any club event!

The club should already have a show (or event) chairperson who is responsible for keeping all the planning details together. A binder should be started for each show (or event) that the club plans. This notebook will ensure all vital information and notes can be kept in one place for quick and accurate information retrieval. When the show is over, we suggest notes be made on things that worked well, things that did not work well, and ideas to make the next show even better. The notebook should then be kept with club files so it can be used as a reference for future shows.

Planning first steps... get ready!

Define your budget. Keep in mind that a show is for fun and the judging of our animals and not to put the club into debt. Budgets are best kept when all club members agree on amounts that are available to be spent for this particular event. In addition some clubs have the membership vote on the major expenses such as the choice of judges, trophies, etc.

Decide on dates. Check with other clubs in your area so that you don't schedule your show on the same dates.

Find and secure show location. Fair grounds or even a local farm are good locations. Be sure the location has easy access to main roads and has plenty of available parking. The more public traffic available to the show the more opportunity you will have to attract new potential club members. Confirm in writing (if possible) the location for your dates. Keep notes in your events notebook about locations you considered, special points about them (good and bad), as well as contact names and numbers.

Selecting judges. Discuss with your group who the majority would like for judges, guest speakers, entertainment, etc. Choose several alternatives since previous bookings may mean the first choice is not available for your show dates. Confirm dates and sign contracts with your judges and other guests. Remember to keep copies of letters written as well as signed contracts in the events notebook.

Secure NPGA show sanction. Send in your application for your sanction to the show chair listed in MEMO. The sooner the better! It is something you can get off the "to do" list. You don't want to advertise a show as sanctioned until you have confirmation that the application is accepted. Remember to keep copies of the request as well as the confirmation in the events notebook.

Other club decisions include: what the club will charge for entries, pen fees, class sponsorships, and any discounts that will be given for club members.

Now, Let's Get Set...

You know what event is going to take place, where and when and with whom, so now you are ready to start preparing for the show or event. Much of the work can be completed in advance. This leaves only last minute details to be taken care of right before the show. This pre-planning and preparation will help alleviate the hectic last minute rush and will make the show more enjoyable for everyone. The club needs to delegate responsibilities. As responsibilities are delegated, be sure accurate records are kept in the events notebook to avoid duplication and confusion. Decide who will:

- Purchase bedding for pens
- Provide transportation of the bedding to event
- Get the ribbons (or alternatives). One idea to consider: do not put dates on your ribbons so the ones not used are available for the next show.
- Get trophies (or alternatives such as feed pans, brushes, premium money, craft items made by club members, etc.)
- Rent PA system and deliver to location. You should check first to see if the facility has a PA system available for club use. If the club owns a PA system, be sure to decide who is responsible for bringing it to the event and setting it up.
- Set up location for any evening or dinner functions (secure reservation).
- Pick judges (speakers, etc.) up at the airport. This is very important. Please make sure the people accepting this responsibility know how important courtesy is for individuals taking their time to visit your area and serve the club. Be sure they understand to be prompt, meet them at the arrival gate, and to have a sign with them saying "XYZ Goat Club" so they can be easily identified. This responsibility should be accepted by someone who will put the club's best foot forward!
- Make motel reservations for judges' motel rooms.
- Be ring steward. The ring steward checks goats off as they enter the ring. In addition consider posting a list of classes and entries at the show ring entrance. A "non shower" is ideal for this job.
- Show Secretary. The show secretary will check goats in upon arrival or before the show. Show secretary will also mark placings and complete NPGA forms during the show. Many clubs find it helpful to have two show secretaries during the show. It is always best to have at least one of the show secretaries be experienced with NPGA shows. If your club has a newsletter the show secretary should also send a copy of the show results to the club newsletter editor.
- Hand out ribbons.
- Cater to the judge during the show (get the refreshments during the show, take them to lunch, etc).
- Photograph Champions. The photographer should be encouraged to take random photos throughout the event as well as special Championship photos to be used in MEMO. It is also encouraged to take at least two shots of each Champion to make sure a good one is available. Try to make sure there is some contrast between the color of the goat and the background in front of which they are posing.
- Take care of security. Night security is an absolute must for shows. Goats should never be left at any facility without someone there in case of an emergency. Day time security is also important to

ensure no accidentally opened pens, etc.

- Be responsible for pen assignments and make sure the pens are marked ahead of time so exhibitors will have pens together and be able to find their pens easily upon arrival.
- Friday night greeting committee. Exhibitors should never arrive at a show location without club members there to make them feel welcome, help them find pens, and help unload if needed.
- Health check person (club member or vet) should provide a thorough exam of each goat before they are admitted to the showground: This person should be familiar with any reported diseases in your area. A bucket of disinfectant should be available as well as a supply of plastic gloves that can be discarded after examining each goat.
- Arrange, print and mail show flyer that includes an entry form. Mailing labels for local pygmy owners can be purchased for a small fee from the NPGA business office. Your club should have a policy stated on your entry form regarding sick animals that states whether an entry fee is refundable due to failure to pass the health check, as well as to whether the animal is refused entry onto the showground. In some cases isolation pens can be provided for out of area exhibitors; however, the goats are not allowed to compete. Be sure the entry form asks for the name of the sire and dam, tattoo numbers and NPGA registration number of each goat. This form should also include liability waiver that exhibitors must sign agreeing that your club, its members and the facility are not responsible for any accidents or loss to exhibitor or their property. Other basic information that should be covered is arrival times/dates, list of judges and directions to the showground.
- Be responsible for the auction table. Responsibility for this area should include checking items in, being responsible for the table during the show, collecting funds raised and distributing purchased items, as well as sending thank you notes to individuals contributing to the auction.
- Announce classes on PA system.
- Clean up show area after the show. Several clubs reserve the facility for the week after the show and return the next week, as a group, to clean up. Local 4-H clubs can be hired for clean-up. Be sure that you know what the facility requires regarding clean up so you can leave the area in better condition than you found it!
- Decorate show area (if your club has chosen to do so). It is a good idea to have available posters and information about the club, NPGA, and the Pygmy Goat.
- Purchase hay and/or feed needed and transport to show location.
- Type up and print a show book that lists classes and names of entries.
- Sell 50/50 tickets or other raffle tickets.
- Get the sawdust for the show ring or be responsible to water down the show ring (if needed).
- Decide how many tables are needed and bring them (if needed) to location for silent auction, club information, vendors, table for ribbons and trophies, etc.
- Arrange for a refreshments table that sells easy to serve beverages, baked goods, etc. Even if there are few workers available to staff this table a lot of money can be raised by using the honor system and asking for donations.

Sounds like a lot of people need to be involved to put on a show? You are right! Clubs should never expect the show chair to accept responsibility for everything; it is just too much work. As many club members as possible are needed to be involved in every show and/or event.

It is a good idea to contact two vets and let them know the show will be in the area and ask if they would be available that weekend should an emergency arise. Have available their phone, pager, and emergency numbers for odd hours. Also know where the nearest hospitals and vet clinics are located.

Club Logos

The following artists do pygmy goat logos:

Gloria Humphrey Rt. 3, Box 452, Bristow, OK 74010 (918) 247-6019

Pat Showalter, 173717 Fales Rd, Snohomish, WA 98290, (206) 668-4559

Country Kids Art, Brigitte M. Botnick, PO Box 134, Stafford Springs, CT 06076-0134, (203) 684-5559

Sunny Larson, 20706 NE Richmond Rd., Brush Prairie, WA 98606, (306) 253-9847

Cindy Hackbush, 16100 Frontier Rd., Reno, NV 89506, (775) 969-3280

Check with club members too; you may have an in-house artist.

Fairs

Great PR for your club and the pygmy goat, and sometimes, great headaches too.

In North Carolina, the Scheib family pursued the State Fair Board until the Piedmont Pygmy Goat Club finally broke into the "Fair World" with their first N.C. State Fair Show in Raleigh in 1992. They learned a lot through the experience. For instance, be aware that when dealing with the management at Fairs, the rules can change at a moments notice. If it is your first experience with a Fair beware that people may assume you know things that you don't - so ask questions and then ask again! The club even took the time to put in writing their understanding of what the Fair was responsible for and what the club was responsible for (i.e. NPGA sanction, judges fees, etc.) and found out at the last minute that the fair was not going to pay the sanction fee. Everything worked out okay, the weekend got rave reviews, the club got lots of new folks interested in pygmy goats and they were able to distribute tons of pygmy goat literature. Another word of warning, be prepared for more traffic in your livestock area than you'd ever dreamed of!

The past experience of several clubs is that it was very difficult to break into the show schedule of local fairs. The Florida Pygmy Goat Club had to exhibit only for a couple of years before finally being allowed a one day show. The Rocky Mountain Pygmy Goat Club (Idaho) shares how they first got in the fairs in Idaho: Alice Ellis was Region I Director at that time. She contacted the Western Idaho Fair when the club first started. Club members who had exhibited poultry at the fairs for many years also had conversations with the Fair Board Manager about pygmy goats. In 1991 the Western Idaho Fair said they would like to have pygmy goats exhibited. This meant that club members had to pay entry fees like everyone else but they could "exhibit only" with no financial support from the fair and exhibitors would receive no premiums. The Western Idaho Fair has a policy that an exhibit must be established for three years before it can be subsidized. The club took them up on their offer and exhibited 25 goats, less than half of which were registered stock. The fair allowed them two hours of show ring time so they could put on an unsanctioned exhibition show with separate classes for registered and unregistered does. The debut of pygmy goats at WIF was a tremendous crowd pleaser. The club used the real clincher too; they had several sets of one and two week old kids on display. There were times that there were so many gawkers in the aisle that they could not get through that end of the livestock barn.

The Rocky Mountain Pygmy Goat Club used the fair to pass out reams of paper about pygmy goats, their local club and NPGA. They had business cards available on exhibitors' pens. Several of the local TV stations thought the kids were too cute to pass up and showed them on short clips of the fair activity (no interviews or anything). Club members had calls for months from people looking for

pygmy goats. An important public relations tip is that the club kept their pens clean and the goat area looking nice. In addition they sent letters to the Fair Board thanking them for the opportunity to show their goats and expressing hope that they would be included in the fair again the following year. *They made sure to present a good image of the local pygmy people.* The next year the Fair invited them to exhibit again and since the goats were such a hit, they offered to break the normal rules and pay for their judge and ribbons and gave them a "prime time" sanctioned show.

Pygmy goats have gained a foothold in 3H and are now a recognized 4H project. At first the pygmy goats were sometimes accepted within the dairy goat projects, in the novelty, pet or non-milking doe classes. However, what began as a 4H project in some regions has blossomed to include acceptance of pygmy goats into open class sanctioned shows at many fairs. In at least one area the pygmy goat shows now have more exhibitors than their dairy goat counterparts. For anyone unfamiliar with 4H these programs are run through the local county extension offices.

Bottom line to "Fairs" - they are absolutely the best way to promote the pygmy in your area. They give clubs the opportunity to get information out both about the club and the pygmy. Fairs also offer a financial incentive for showing to help defer travel expenses, and you get to have a fun weekend! But, as always, learn from your fellow goat folk with their experiences. Ask questions, ask them again, and then accept the fact that you may get the wrong answer anyway. What a great opportunity for local public relations work! Here are some proven crowd pleasers for fairs:

- A pygmy parade: get several people with goats who love to be petted to parade them in the walk ways near the livestock barn.
- Advertise a time for "bottlefeeding!" and have several sets of bottle babies that people can watch being fed or even participate in feeding.
- Have a petting pen: don't charge for this activity as it conflicts with the fair vendors.
- Just have several sets of loving kids available for folks to "get in the pen with."
- Have an obstacle course: Be careful not to jeopardize the safety of goat or human!
- Have a costume class, once again, remember safety!

Some Simple Ways to "Save" Your Goat Club

Highlights from an article by Meg Hicks from the July '93 issue of Dairy Goat Journal.

Your club is sponsoring its first show. Everything has run smoothly so far; the judge has arrived on schedule, the paperwork has been checked and all is correct, the exhibitors have arrived at the fairgrounds and placed their goats in the neatly bedded pens. You've set up some portable bleachers at ringside for observers; a small crowd has been watching the show since the first class in the morning. Suddenly, late in the day, as the bucks are parading into the ring for the Champion Class, a handler's grip fails and the goat charges out of the ring. An elderly lady in the bleachers, in her haste to get out of the buck's way, slips and falls. She can't get up. Paramedics are called who transport her to the emergency room. They believe she's broken her hip. The next thing you, the show chair, hear about the incident is when you get a letter from the woman's lawyer informing you that you are being sued.

There are other things that can wreak havoc with a small goat club beside accidents and lawsuits. Raffle money can mysteriously "disappear," and since nobody knows exactly how much was taken in or who was watching the cash box every minute during the show, there is no possibility of reclaiming it. If you are not careful your club could be destroyed forever. Besides the financial devastation the feelings of mistrust and betrayal that result from such events can split apart your goat club. There are several easy, relatively inexpensive steps you can take to ensure the security of your

club's funds and avoid personal jeopardy. Any group sponsoring public functions and handling money should take these steps.

Insure. Many fairground directors require that you be adequately insured before they will permit you to use their facilities. A club with liability insurance in place won't need to worry about the lady with the broken ankle; the insurance company will settle with her. How much insurance should you get? Your show facilities may require a specific amount; if not you need a general liability policy to cover accidents, fire and injuries. Contact an insurance agent for the particulars. Talk with other clubs to find out with which companies they have secured policies.

Please remember that the two sentence statement being used by some clubs on their show forms "denying responsibility" will not hold up in a court of law! A lawyer can draw up an acceptable disclaimer would your club decide not to invest in insurance.

Money handling is an important aspect of running a goat club. Proper money handling will protect club members and officers as well as the club's funds.

Double sign checks. Ask your bank to arrange the club's checking account so that two signatures are required on each check. If your bank won't do it for small checks, change banks to one that will. Be sure to have at least three club officers on the account so that if someone is out of town, you can still write checks.

Get Receipts. Have the club's treasurer insist that all reimbursements require a receipt. Have the rule at all times that you do not get paid back unless you have a receipt; no matter who is requesting the reimbursement!

Vote on big expenses. Always take a vote of the membership to authorize large expenses. The club should set a maximum amount for allowable out-of-pocket expenses before a vote will be needed. (\$50 - \$100 is the limit most clubs use).

Audit annually. All clubs should require an annual audit. Either the board of directors or group of officers should examine the books and all bank accounts. The treasurer should keep detailed records of all expenditures and income. This detail should be reported at each meeting as well as the beginning and end of month balance. This information should also be given in the minutes of each meeting.

Handle cash carefully. When handling cash, two people should count it, make out a slip of paper indicating the amount and initial it.

Get duplicates. When depositing cash in the club's bank account, make out a duplicate of each bank deposit slip and have the bank stamp it for you. Then, when the club does its audit, the amounts of cash received can be compared to amounts of cash deposited.

Bank accounts. What type of accounts you'll need depends on your club. Most require only a simple checking account. Others, with more funds available, consider a savings or CD account or an interest bearing checking account.

Lawsuits from judges tripping over microphone cords or from a spectator who gets food poisoning at the food booth, having money disappear from the raffle or the food booth being closed down for not having food service authorization from the local health department to serve prepared food... bad situations.

Fortunately, most goat people are honest and fair. However, we owe it to ourselves and to the reputation of the club and its members to do all we can to prevent bad situations arising before they have a chance to occur!

Fund Raising Ideas

The following are some ideas used by clubs to raise money.

Almost every club is looking for more fund raising ideas... please let us know your ideas!

Show Day Raffles held in conjunction with our shows are probably the main fund raisers for most clubs. These can be fun for everyone and can provide a good source of income to help cover our show expenses. A specific club member should be responsible for overseeing the raffle, although the various raffle activities should be shared by several members and participation is necessary from the entire club.

Items for raffles need to be of a wide variety to encourage people to buy tickets. Anything new or used can be a good raffle item whether it is a "goat-related" item or not. Such items as figurines, original goat drawings, goat feed and feeders, grooming tools, show leads, medical supplies, appliances, tools, stud services, pet carriers, stanchions, handmade quilts, and cameras have been used successfully. Cash and lottery type tickets have been used, but be sure to check with your state laws concerning lottery and cash give-aways. The items can be donated by club members, local businesses or purchased by the club. Donated items are 100% profit and are the best way for clubs to build funds quickly. A local business may be willing to donate part of the cost for a major item in exchange for an advertisement in the show book, or they may sell the item to the club at a wholesale price.

The display of raffle items is important. There should be a separate raffle area set up that is near the show ring activity but out of the way of the exhibitors waiting to go into the ring. It is very important to display raffle items in a visually pleasing manner to encourage browsing and interest in the items. Tablecloths in perky colors set off the raffle table. Be sure to use solid colors with no designs to best attract attention to the table without distracting from the item itself. If you have more than one raffle item sure each one has a clearly marked container for depositing tickets. One easy method is to have people who buy tickets write their names on the back of each ticket. These can be placed in the containers (bags, boxes, etc.) at any time by the ticket holder. It is best to have a club member available to oversee the raffle, to make change, and to answer questions. Since raffle drawings take time, they are usually held prior to the end of the second show day or right after lunch or afternoon break. Be sure the raffle drawings are started in a timely manner and the time spent drawing tickets is kept to a minimum. The drawing can be expedited if several club members or young children help carry the ticket containers to the person drawing the tickets and the raffle items to the winners.

Specialty Raffles are held for larger items (like a handmade quilt, cord of firewood, framed goat artwork, etc.) and may or may not be held in conjunction with a show. Tickets for this kind of raffle should be printed ahead. The tickets should contain information about the item(s) available, cost of tickets, and the time and date of the drawing. The ticket should also mention whether or not winners must be present and whether the winner is responsible for any postage incurred to forward the prize should they not be present.

Donation acknowledgment is important. The generosity of everyone who donates items to any type of raffle must be acknowledged. Unless club members and local businesses are willing to donate raffle items raffles cannot be successful money makers for our clubs. The donor's business card can be put with the raffle item for ticket buyers to see and then the donor can be announced at the time the winning ticket is drawn. Including a donor advertisement in the show book is good and a thank-you note from the club following the show is an appreciated added touch. Some clubs put a list of donors in their newsletter following a show to encourage members to patronize donors' businesses. Some clubs have presented businesses that regularly donate raffle items with large rosette ribbons (usually available for under \$5.00) to be displayed in stores and offices. There are also computer programs that produce certificates that can be framed and presented to businesses to display on the wall.

Auctions are popular fund-raisers held in conjunction with shows. Much of our above discussion about raffles (such as items, display and donation acknowledgment) also applies to auctions. Clubs seem to have the most success with goat items at the auction since most people bidding are there to attend the show whereas the raffle item tickets may be sold prior to the show to "nongoaters." Two kinds of auctions used by clubs are silent auctions and vocal auctions.

In a silent auction bidders write their bids on pieces of paper attached to the items in the auction. Each bid is to be higher than the previous bid with the highest bidder purchasing the item at the end of the auction. It is very important that the time the auction is to end be announced at the beginning of the show as well as written in the show book. The cut off time for bidding should be clearly posted and/or announced and should be strictly adhered to for fairness to all bidders. The closing time for the auction works well at the mid-day break on the second day of the show to avoid loss of time to those exhibitors wishing to head home quickly at the end of the show. A club member should be ready to collect the bids immediately following the close of bidding. The successful bidders can then pay the cashier and collect their item.

Vocal auctions are fun if the auctioneer is outgoing enough to stir up everyone's interest in bidding against each other on various items. A "twist" that has resulted in vocal auctions that have been both fun and financially successful is to have some or all auction items gift-wrapped as surprises. While vocal auctions are usually a lot of fun when everyone gets into the spirit, they can also take a lot of time. Therefore, the best time for this type of auction is on the first show day after all the judging or the dinner break of the first day.

Show Sponsorships are successfully offered by Some clubs. Many clubs offer local businesses and exhibitors the opportunity to sponsor show classes and championships at costs ranging from \$5.00 to \$25.00. Just as for raffle and auction donations, clubs should acknowledge the generosity of class and championship sponsors. Sponsors should appear in the show book and a list of sponsors should be posted around the show facility, as well as announcements made concerning sponsors as the show progresses.

There are many other ways for clubs to earn money. A few ideas include:

Garage sales

Sell NPGA or club merchandise at shows and meetings. Some clubs offer a selection of T-shirts and sweatshirts that feature their club logos. For information on NPGA merchandise contact the Merchandise head for ideas about what seems to be the best sellers at shows.

Cookbooks published by your club can result in good profits. Consider publishing it before Christmas to encourage members to purchase them as gifts!

Food booths at shows can be simple or more involved depending on, the interest and time of club volunteers. Some clubs simply offer a coffee and beverage table where donuts are available in the morning and snacks and baked goods are available throughout the day. These snacks can include items such as cups of dehydrated soup or other meals where all you need to add is water. In addition these booths can be set up on the honor system that requests donations. Interestingly enough people are usually quite generous and this means that no club worker needs to be in constant attendance.

Vendor tables at shows may add a little revenue to your show and will add a lot of interest. Local goat crafters can rent tables for \$5.00 to \$10.00 or for a donation item for your raffle. Table space can be given free to thank those who have helped your club in the past. An example of this is an artist who has donated her time to draw a club logo or supplied illustrations to your newsletter.

Use your imagination; let us know about the creative fundraising ideas used by your club.

Does Your Club Have Money Smarts?

It was a dark and stormy day and only the faint tapping of computer keys echoed throughout the halls of the nonprofit tax exempt organization. The few paid staff members and a handful of volunteers were hard at work on a quiet afternoon. Suddenly the door flew open and a gust of wind brought in a pleasant young man carrying a briefcase. One of the volunteers asked him if there was anything she could help him with and he pulled out a badge and introduced himself, "I'm with the Internal Revenue Service and I have come to audit your books!"

This may sound like a scene out of a Hitchcock movie but this really happened to me over fifteen years ago. From this experience I recognized the importance of good financial record keeping. Even nonprofit and tax-exempt groups get audited! Although this was a small organization the IRS rep was extremely thorough and retreated to one of our offices with our few boxes of records and stayed there for eight hours a day for well over a week. We were then given a list of additional information he requested before he returned to spend another week auditing our records. Fortunately our office manager was very organized and records could be easily located. How do you feel your nonprofit group would fare if it was audited?

There are good reasons for nonprofit groups to have money smarts. Already mentioned is the importance of having organized financial records in case of any type of government audit. Secondly, proper money handling will protect the club's funds as well as the reputation of club officers and members. Such things like the disappearance of raffle money can cause financial devastation while feelings of mistrust and betrayal that result from such events can split your goat club apart.

Financial Record Keeping for Goat Folk

A Pygmy goat club treasurer has an easier job if the club has a simple and organized bookkeeping system. Since this is a volunteer position things need to be straight forward and organized so that future treasurers can continue an already established system. Does your club's financial records need an overhaul and has every club treasurer used his own system?

Following are some suggestions that may help your club establish a simple "checks and balances" bookkeeping system. To begin with most clubs use a cash system (vs. accrual) system of bookkeeping. "Cash system" does not mean you pay for everything by cash just that records are kept only of items that have already been paid for and for which money has actually been received. The cash system is the simplest form of bookkeeping and usually uses the following accounting tools.

The Expense Ledger - an expense ledger is kept to record the expenses for the accounts paid by your club. Computer software programs can be used or you can purchase a preprinted pad of blank ledger sheets from most stationery stores. Make sure that you buy one with a lot of blank columns, at least 12. Some simple ledgers have just 4 or 5 columns and these aren't very useful. In this expense ledger you will write who checks were written to, check number, date, a TOTAL column, and then itemize this into columns based on the types of expenses. Use the columns in a manner that makes sense to your club *but make sure you use them consistently from month to month so that you can easily total them at year end.* Don't just "lump" items like show expenses together. Larger expenses should be itemized as much as possible. Show expenses could be broken down into judge's fees/travel, site rental, program printing, etc. Your column on the far right should be for miscellaneous. There should only be a few miscellaneous items a year. Every month you can total these columns and use the totals as the basis of a monthly financial report. At the beginning of each month it is important to start a new page. The most important feature of this kind of system is that it is built on a check and balance system. At month end total all your columns. The "TOTAL" column will equal all the columns combined. You have balanced your books! If not then go back and find your error.

The Income Ledger - the same pre-made ledger sheets you have used previously can also be used to record your income or accounts receivable. Once again make sure that every month you total your columns and that your TOTAL column equals all the other columns combined. If not go back and find your error. Usually part of a deposit was not entered. When you use this kind of system it is important to keep good records on deposits. Each deposit slip (or you can make a club form) should show the date, the total amount of the deposit as well as list the amount received from each source.

The Petty Cash System - the rule of thumb for petty cash systems is - *don't use them* - write checks instead! If your club finds a petty cash system necessary try to follow some basic rules. Keep accurate records. To deposit money into a petty cashbox, write a check to "petty cash" and enter it into the expense ledger. The petty cash system should have it's own ledger similar to an expense ledger. The amount should never exceed \$25.00. If you use a petty cash system to reimburse someone for small items (they bought the judge a cup of coffee) then don't give them a reimbursement until they produce a receipt. This can be a good motivation to remind club members to get receipts. If at all possible reimburse people by writing a club check. Under no circumstances take a large amount of petty cash (\$400 is a common practice in one club) to a show. You are opening yourself up to theft. Make arrangements to pay j1J(tee~) site rentals, clean-up parties by check only! This is one of the first areas to be examined should your club ever be audited.

Bank Statements and Check Registers - Bank statements should be balanced against the club's check register on a monthly basis. Before you elect a club treasurer make sure this person knows how to do this. It is amazing how many people do not know how. If the new treasurer does not know how to reconcile a bank statement have another club member teach them. Some banks print instructions on the back of their statements.

Treasurer's Monthly Reports - Each club needs to find a way to share financial information with each member. In other words members have the right to know the financial dealings of their club. Monthly treasurer's reports can be done in one of two ways. First of all you can just write a report that lists the beginning bank balance, itemizes checks written, and, then includes the ending bank balance. A more accurate report would also include the totals of the columns of your income and expense ledgers (see the example on the following page). If a club keeps these kinds of ledgers then the monthly and year to date information is at the treasurer's finger tips. Most clubs read the treasurer's report at their meetings and also print this in the newsletter for members unable to attend the meetings. This helps keep things above board – if anyone has any questions they can be dealt with in a timely manner. If a club mails newsletters to local vets and other goat folk they can simply print the financial report on a separate sheet and choose not to include it with mailings to these non-members. Most clubs just simply leave financial reports in newsletters and are not concerned if non-members have access to this kind of information.

Year End Reports - Year end reports are used to summarize the business dealings of the club. These are very important but often overlooked. The year end report also assures that the books balance and are ready if need be for a new treasurer. When you use the income and expense ledgers a year end report is easy to produce! Use two fresh ledger sheets - one to produce a year end income report and the other a year end expense report. On the top of each column write the same headings (ex. newsletter, postage, show entries) that you have previously used in all your monthly worksheets. Enter all of your monthly amounts on a separate line. In other words your year end report will have 12 lines, one for each month. Once again your TOTAL column should equal all the other columns combined. Voila! You have balanced your year end books and now have an accurate accounting of how your club funds were spent and earned.

Year End Audit - The club officers (not just the treasurer) are all equally responsible for the club monies. It is for their benefit as well as the club's that the financial records of a club be examined each year by an audit committee. It is important that this be a somewhat "independent" group. For example the audit committee should consist of the treasurer, one or more of the other club officers, as well as an independent club member(s) who does not serve as an officer or executive. The committee should at least examine bank statements, expense and income ledgers, petty cash systems, bank deposit slips, monthly financial reports, as well as the final year end reports. It is also important that the audit report include a list of its findings, suggestions and a list of that year's officers (who will be deemed accountable for that year's finances in the case of a government audit).

Many people just don't see themselves as able bookkeepers. A simple system using the above tools can turn many of us into very useful club treasurers. An organized system also makes the treasurer's job much less time consuming. **REMEMBER:** If we can learn to give shots and deliver kids then we can certainly learn new skills in other areas, skills that help keep our pygmy goat clubs strong.

Financial Rules of Thumb:

Clubs should vote on more costly expenses (over \$50?) such as choice of judges, facility rental, club banners, etc.

Be careful not to "abuse" petty cash systems.

Nonprofit groups should be aware of the IRS basic rule that transactions should show no "private benefit" to any individual.

Keep records to substantiate what you do; a good paper trail is needed.

Make sure your club has a good insurance policy that covers liability at any events such as shows, clinics, etc.

What records do clubs need to keep in case of an audit?

Club by-laws and changes, list of each year's officers, meeting minutes, treasurer's reports, bank statements, summary of each year's income (income ledgers), summary of each year's expenses (expense ledger), membership rosters, judges contracts, rental facility contracts, receipts for reimbursements, year end reports, copies or summaries of show entry forms (income), deposit slips and proposed and actual budgets for each year.