

Sanctioned Tour Request Form - # 10.4T

Directions to complete form

Complete all information so the Touring Committee will have the Tour and Tourmasters information to enter into the database. **Note:** Tour mileage may be provided at a later date, even after the tour is completed. Entry of this information will permit validation of touring award requests when members send copies of their passport entries to the Touring Committee.

Form Availability: On VCCA Website www.vcca.org Members only section, Touring Tab, or ask your Area Director

Note: Only Sanctioned VCCA tours will accrue Touring miles.
See Touring Guidelines Manual (www.vcca.org) for aid in developing a Tour.
It is not necessary for the member / Tourmaster to belong to a region to apply for approval of a tour.
This form may be completed electronically and forwarded to your Area Director or a copy may be completed and mailed to your Area Director for approval.

Completing the form:

Current Date: Enter current date, (MON/DD/YYYY - see example)

Tour Master requesting Approval:

This is the person / member hosting the tour or responsible for the tour. Complete all requested address information.

Note: Only complete Region, if applicable. It is not necessary for the person hosting a tour to be affiliated with a Region.

Tour Information:

Tour Title:

Enter the Title of the tour

Note: Use the same title when making entries in the tour participants Touring Passport
For a solo Tour – Enter: Solo (Your name) – Name of sanctioned event you are touring to. *Example: Solo – John Doe – All Cal Meet -*

Official Tour miles:

Enter total miles for tour. Do not use tenths.

If the mileage has not been determined when submitting this form for approval enter Zero.

Note: Tour mileage may be provided at a later date, even after the tour is completed.

Please contact your Area Director after the tour with the official tour mileage.

For multi-day or multi-segment tours only provide the total miles for the full tour.

Tour Description:

City: Enter primary or start location of tour

State / Prov: Enter State or Prov.

Country: Enter Country

Date(s) of tour: Enter Begin / end date, (same if one day tour)

Tour Restrictions: *Example – 6 Cylinder Tour 1929 / 1954* If NONE leave blank

Will this tour be published in the G&D Event Calendar?

Check One: **Yes** ___ [see below] **No** ___

See your *G&D* for additional information about submitting information to be published.

Note: *G&D* deadlines are on the 15th of each month, **a minimum of 6 weeks prior to issue date.**

The applicant is responsible for sending all calendar listings and tour display advertising (include any restrictions and the registration deadline) to the *G&D* Editor. The deadline for tour articles to be published in the *G&D* is 3 months after the end of the tour. Send your article and photos to the *G&D* Editor.

Send form to your Area Director to approve and Sanction your Tour:

Please complete this form, save the form and send to your **Area Director** for approval.

See your ***G&D*** or go to ***VCCA.org*** to find your Area Director.

You can complete the form electronically or mail a copy to your Area Director for approval.

Note: it is not necessary for the member to belong to a Region to apply for approval of a Tour.

Area Director Sanctioning Tour:

The Area Director sanctioning the tour is responsible for acknowledging receipt of the form to the applicant and forwarding a copy to the Touring Committee Chairperson. Additionally, if the tour will be published in the *G&D*, then forward a copy to the *G&D* Chairperson.

If this form is approved with Zero miles, the Area Director is responsible to collect the official tour mileage following the tour and forward it to the Touring Committee Chairperson.

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