



## PROCEDURES FOR ADMINISTERING TNA FINANCIAL ASSISTANCE TO PRODUCE A LOCAL CLUB COIN SHOW

To promote the Hobby of Numismatics, the TNA may provide financial assistance to local clubs to help fund local coin shows. Such advances of funds to the local club would be at the sole discretion of the TNA, and would be based on the review and assessment of a business plan prepared and submitted by the member club.

To be eligible, a Club must:

1. Have been a member in good standing of the TNA for at least three years prior to the date of the show; and,
2. not have hosted a coin show within one year of the proposed date of the show for which funds are being requested, and,
3. must provide unpaid volunteer Club members to produce, manage, and staff the coin show.

Eligible member clubs meeting these requirements may receive assistance from the TNA in the form of an advance of funds necessary for hosting the coin show including such things as: Rental for space; Rental of equipment; Advertising; Security; and, Other ancillary expense.

The local club must prepare, and forward to the TNA, a written proposal with a "business plan". The business plan must include estimates of expenses, including space and equipment costs, advertising, security, and any other expenses. The plan must also provide projected table rental fees, estimates of number of tables to be rented, attendance entry fees, and any other income estimates. Included in the plan must be a named contact (Bourse Chairman) for the club hosting the coin show; a named volunteer member to maintain the books detailing and documenting the expenses and income from the show; and, commitments from club members to volunteer to help set up and tear down the show space, collect the entry fees, prepare and collect table rental fees from dealers, maintain the books of the show, and provide any other support needed.

Upon receipt of the business plan, the Program Oversight Committee will review the estimates of income and expense to determine whether estimates are feasible, determine whether the show has a reasonable likelihood of success, and determine that the TNA has the necessary funds to provide assistance. Should these factors be successfully addressed, the Club will be notified that funds will be made available as needed to assist in funding the Club's show.

This assistance program in no way precludes the Club from using its own funds to support the hosting of the Show.

At the conclusion of the Show, the Club is responsible for providing an accounting of actual expenses and income generated by the Show. All Show proceeds (from all sources including table rental, equipment rental, early bird fee, entry fee, etc) shall be paid to the TNA up to the amount that the TNA provided. All other funds shall be retained by the Host Club.

Business plans must be submitted to:

Jack E. Gilbert  
1093 Sunset Ct  
Keller, Texas 76248  
[gilbej@yahoo.com](mailto:gilbej@yahoo.com)

The programs enumerated herein may be cancelled at any time, or for any reason, by the TNA Board.