

## AFFILIATE CLUB INSTRUCTION SHEET

Please note: The name and contact info for the current Second Vice President will be listed on the forms.

PCA's approval is **NOT automatic**. Application for your show must be **filed with PCA 24 weeks prior** to the closing date. This is the same time frame that you must have your application to AKC. AKC will withhold approval until they receive approval from PCA.

A clubs application for a show will be approved if:

1. Your Specialty date does not conflict with PCA National or Regional Specialties.
2. Your Club has provided the PCA Second Vice President with the required current information for past and future specialty shows.
- 3. Your Club is in good standing and dues have been paid for the current year.**

The following Information must be sent to the PCA Second Vice President at the above address in connection with **EACH** Specialty your club holds.

**24 Weeks before closing date of your Specialty:** Poodle Club of America "**Application for a Specialty Show**", a copy of club by-laws and a copy of the current membership list. Please include Fax # and E-Mail addresses whenever available for President, Corresponding Secretary, Rescue Chairman and Breeder Referral. This application is due the same time AKC requires your application and fee for your show. This will help PCA publicize your show dates and judges. If you have 2 shows a year, this application must be completed for each show.

**Mail out the PREMIUM LIST** Complete the "**Application for BOB Medallion**" and send it with a copy of the premium list. The

Medallion must be properly listed in the Premium list. There is a BOB Medallion available for one show per year.

**After your Specialty: Send a MARKED catalog to the PCA Second Vice President.**

PCA Sterling Silver Affiliate Club Medallions are offered for One Specialty Annually. In order to receive one:

The trophy **MUST** be listed with the trophies offered in the Affiliate Club's premium List (even if it is condensed list) and catalog. The **medallion will not be mailed until a copy of the premium list and membership list is received** by the Second Vice President. The Sterling Silver Medallion must appear in the trophy list as:

**BEST OF BREED: Sterling Silver Medallion offered by the Poodle Club of America, Inc. No medallion will be available if a Club's current dues have not been paid.**

The Medallion Application Form must be filled out and faxed or mailed to the PCA Second Vice President.

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