

# **LEADERSHIP TRAINING BULLETIN 06-01 REV1-1**

**January 31, 2008**

## *Ordering LTD Pins, Patches and Bars*

This bulletin supercedes all previous bulletins regarding the ordering, purchasing and distribution of LTD Patches, Pins and Hanger Bars. All REV1 changes are denoted by underlining.

### **Patches:**

Since its inception, the Leadership Training Division has provided patches to all members who volunteer to fill positions within the division. The cost of these patches has been borne by the International Headquarters, and this practice will continue without change. All patches are distributed based on applications (Form LTD-1) submitted through the appropriate chain of officers to the Leadership Training Director.

### **The patches referred to are as follows:**

- LTD Logo patch (“window” shape with flying eagle)
- “Leadership Training” patch (rocker shape-worn above the logo patch)
- District Trainer patch (rectangular shape-worn beneath the logo patch)
- Region Trainer patch (rectangular shape-worn beneath the logo patch)
- Instructor patch (rectangular shape-worn beneath the logo patch)
- Senior Instructor patch (rectangular shape-worn beneath the logo patch)
- Master Instructor patch (rectangular shape-worn beneath the logo patch)

### **Special Notes Regarding Patches for Appointments:**

1. Upon the appointment of a new Region or District Trainer, the Leadership Training Director will forward to the new Trainer the appropriate LTD patches and rockers for his or her personal use.
2. Newly appointed Region or District Trainers should receive all the existing LTD records and files from their predecessors. If the region information is not received, the Leadership Training Director, when notified, will issue to the new Region Trainer a complete library of LTD Bulletins and the LTD Curriculum. Similarly, if the records and files are not passed to a newly appointed District Trainer, the respective Region Trainer, when notified, will provide a complete library of LTD Bulletins and the LTD Curriculum to the District Trainer.
3. It is the responsibility of the District Trainer to provide a copy of the latest LTD Curriculum and Training Bulletins as well as all future updates to each of the Certified Instructors in their respective districts.
4. Promotion of Instructors should be in accordance with LTB #97-01 REV1. The Leadership Training Director, upon receipt of the completed documentation, will provide certificates and appropriate Instructor rockers.

Based on feedback from numerous LTD volunteers that the “Leadership Training” top rocker was redundant and confusing, it has been discontinued. In its place a new patch has been designed which will recognize members who have held the position of either District or Region Trainer. The patch reads “Trainer Emeritus” and denotes their status as honorary advisers/consultants on all matters concerning the training of the members. The patch is shaped as a rocker and will be worn above the LTD logo patch, thereby allowing the member to leave their District Trainer or Region Trainer patch in place beneath the logo patch. The Trainer Emeritus patch will be also be distributed by the LTD Director along with a suitable certificate and should be awarded in a public ceremony by the appropriate officer.

### **Pins:**

The LTD Logo Pin (referred to as the “Eagle” or “Window” pin) will remain as the only pin used in the Leadership Training Division. It is designed to hang bars from, using small wire rings. The bars denote training programs successfully completed. The LTD Logo Pin is to be ordered directly from the Leadership Training Director. The Executive Director of GWRRA has determined that there shall no longer be any charge for this pin and therefore, no charge to the volunteer leaders or members who earn it by attending one or more LTD Programs.

### **Hanger Bars:**

The hanger bars used in conjunction with the LTD Logo Pin have previously been ordered from the GWRRA International Headquarters with the cost borne by the district or region ordering them. This cost was then recouped by charging the member for each bar as the appropriate program was completed. To refocus the perception of these hanger bars as an award for members’ dedication to self-improvement, GWRRA International Headquarters will no longer charge for any LTD hanger bars. As with the LTD Logo Pin, hanger bars are to be ordered directly from the Leadership Training Director only by trainers, and are to be given to the members at no charge upon the completion of the requirements of each program within the LTD Curriculum. While the orders for all pins and bars will be sent via e-mail to the LTD Director, the shipping will be directly from the Home Office in Phoenix. A new form ( LTD Form LTD-3 found on the LTD Web Page) has been created for use in this process and is to be used. The LTD Director has been kept in the ordering path to provide data for the annual forecasting process that will ensure a constant supply of these materials. When ordering, the trainers should only order enough hanger bars for approximately 6 months worth of training activity based on the specific programs that have been planned. Stockpiling of bars, especially early in this new program, is strongly discouraged.

The hanger bars for the Horizons Program and the Instructor Certification Program should be awarded immediately following successful completion of those programs. The LTD Training Record Cards, which were distributed in 2005, are to be used to determine eligibility for a hanger bar for the five programs that are not delivered as one day or multi-day programs. They are as follows:

- Knowledge Enhancement
- Intermediate Leadership Skills
- Advanced Leadership Skills
- Member Orientation
- Life Skills

## **Ordering HORIZONS Materials & Supplies:**

### **Student Workbooks**

All Horizons Program Student Workbooks are to be created locally through the nearest local Kinko's Office Supply store or another Copy Center. The procedure to be used is as follows:

1. Scheduled program "Lead Instructor" (or session coordinator) takes an electronic version of the Student Workbook to the nearest Kinko's Store (In the event there is no Kinko's within a reasonable distance, any Copy Center may be used).
2. If job is to be done at Kinko's, state that the print job being requested is to be done under the provisions of the Gold Wing Road Riders Association National Contract.
3. Request a price quote for the printing to be done and "fax" the quote to the GWRRA home office (623-581-3844) to the attention of Peggy Lee (or via e-mail. ([plee@gwrra.org](mailto:plee@gwrra.org)) if the business prefers that).  
NOTE: Provide the business name, business address, contact name, price quote, and amount of workbooks to be purchased and name and mailing address of the requestor.
4. Make whatever turn-around and delivery arrangements are most convenient directly with the salesperson. (Be sure to allow extra time for the required quote preparation, job cost approval and credit card information transmittal portions of the process).
5. **The actual printing is not to be done until authorization to proceed is received. Only black & white printing is to be requested and no special binding or notebooks are to be included.**
6. Once the printing authorization is granted, an email to the requestor will be sent and GWRRA Credit Card information will be given to the Kinko's Store or Copy Center
7. Upon receipt of the credit card information, the Kinko's store or Copy Center will proceed and they should call when the order is ready to be picked up. The requestor will be notified by the Home Office that the information has been given to the copy center.

### **Completion Certificates**

Horizons Program certificates of completion should be ordered from the National LTD Director using Form LTD-3. The trainers should place the order directly with the Director – LTD at the same time that LTD Pins and Horizon bars are requested. As with the pins & bars, there is no cost associated with the certificates. All of these materials will be shipped directly from Phoenix.

*Questions or comments regarding the information contained in this Leadership Training Bulletin should be addressed to the Director - LTD.*