2016 NRA Women On Target® Instructional Shooting Clinic

If you’re a returning director, welcome back. If you’re a new director, welcome aboard. Please use the Interactive Registration Forms for each of your Clinics. They’re very easy to use and, when you save them to your computer, you can use the same form and just change the date for the next event. You can also enter multiple dates on one form as long as the disciplines are the same for each date. If you created an electronic signature last year, you can use it for this year, too. If you don’t know how, see Appendix A (page 18) of the Clinic Director’s Guide for step by step directions. Please do not print and scan completed forms. They’re ready to attach to an email when completed electronically in Acrobat Reader and saved to your computer.

Clinic Director Responsibilities –
The Clinic Registration and Souvenir Bag Order Forms are revised for 2016. Please discard any old forms you have on your computer.

1. Register the Clinic – All forms are downloadable from the Women’s Programs website:
   [http://women.nra.org/womens-instructional-shooting-clinics/host-a-clinic.aspx#download](http://women.nra.org/womens-instructional-shooting-clinics/host-a-clinic.aspx#download) Veteran clinic directors are asked to register their NRA Women On Target® Instructional Shooting Clinics with NRA Women on Target® ISC National Coordinator as soon as you have your dates set!
   - New clinic registrations will be accommodated throughout the year but they must be received a minimum of 45 days prior to the event.
   - To register, please submit the following forms together:
     a. Completed Clinic Registration Form which includes a third page, your Souvenir Bag Order Form
     b. Clinic Advertising Flyer containing the Women On Target® logo(supplied via email upon request)

2. Clinic Promotion – NRA Women On Target® will list your clinic on NRA’s web page:

3. Logo Usage – NRA Women On Target® logos may be used to promote your clinic. The logo may be used on press releases that you write and submit to local media, on flyers that you design to promote your clinic, and in other ways that support your clinic, but it may not be distorted to fit a space. The logo from the website is not high resolution. The high resolution image will be emailed to you upon request. It can also be emailed directly to a printer if you’d like to have items printed that are not available through the Program Materials Center. The NRA trademark regulations are strictly enforced and no item you have printed with the Women On Target® logo may ever be sold.

4. Complimentary Material – The NRA Women On Target® program will provide a limited number of complimentary souvenir bags (contents vary) that are to be given to the women attending your clinic. Only clinic attendees are to receive these bags.
   - Your National Program Coordinator must account for these materials – please indicate accurately on your order form any leftovers you have and please do not order more than you need.
   - Souvenir Bags and items are limited to a maximum of 50 participants for all groups new to the program. Souvenir items are discretionary and based on availability of inventory.
   - We supply staff hats and rockers for volunteers embroidered with the word “Staff”. These are not to be distributed to Clinic attendees. They are intended for your volunteers, and will help make them immediately recognizable to everyone at the event. Feedback from the field has been very positive in this regard. Some clubs like to have other souvenir items printed for their attendees. We can send a print-ready Logo directly to a printer for that purpose. Strict adherence to NRA policy regarding trademarked items will be enforced. No item you have printed with the Women On Target® logo may ever be sold.
5. **Complete a Post-Clinic Report Immediately Following the Event** — A Post Instructional Shooting
Clinic report must be sent to the NRA no later than 2 weeks after the event. If you have unclosed clinics at the end of the year, you will not be permitted to continue in the Program

**Included with the completed report form must be:**

a. Names/addresses/emails of clinic attendees (an Excel document or PDF is downloadable from the website)

b. No more than six photographs of the event and photo releases (via email or on a CD). Photos cannot be downloaded from 3rd party sites like dropbox or photobucket for security reasons. Please review them prior to sending to make sure they are showing correct fundamentals and NRA Safe Handling

c. Local media articles/stories about your clinic (if available).

**If you have multiple clinics scheduled throughout the year, please file your post clinic report promptly so material for any additional dates you have scheduled will not be delayed.**

6. **Grant Funding to Support Clinics**

Clinic directors are encouraged to have their club apply for a state NRA Foundation Grant through their NRA Field Representative and the NRA Foundation website 1 year prior to your event. Grant information and applications for an NRA Foundation grant can be obtained at [www.nrafoundation.org/grants/statefund.asp](http://www.nrafoundation.org/grants/statefund.asp) or by calling 800-423-6894.

All Women On Target® Events receiving NRA Foundation Grant Funding must also submit all required Clinic Application Forms and Reports in order for funds and material to be released by the Women On Target® National Coordinator.

7. **Points to Remember**

- NRA Women On Target® is for ladies only.
- Never use humanoid targets.
- No tactical or tactical style events are permitted.
- We always recommend small caliber/gauge firearms, preferably .22 caliber rifles and pistols and 20 gauge shotguns for new shooters.
- We recommend attendees have an “option” to participate if large caliber/gauge firearms are available to shoot.
- Only use factory-loaded ammunition.
- Establish an entry/registration fee that will cover your expenses. Remember that complimentary souvenir items may be changed or substituted based on available inventory. In 2016 we will provide the Women On Target® reusable tote bags, ear plugs, attendee certificate and a Women On Target® keychain flashlight, in addition to the NRA Gun Safety Rules, Winchester/NRA Marksmanship Qualification Program Book and Women Come Join Us Booklet. Staff hats and certificates will be provided for your volunteers. Staff Hats are not to be given to participants. If your range requires the use of a hat on the range, please let your attendees know in advance through your flyer or by email.
- Glasses and earmuffs will not be supplied to attendees in 2016. We were not able to renew the donation contract.
- A Women On Target® Banner is supplied at no charge to clubs conducting their first Women On Target® Clinic.
- If your clinic is cancelled or rescheduled, please notify the NRA ISC National Coordinator as soon as possible so that it does not get flagged as an unclosed clinic
- Call 703-267-1398 or email [womenontargetclinics@nrahq.org](mailto:womenontargetclinics@nrahq.org) if you have additional questions.

**Thank you for your interest in promoting women’s shooting sports through the NRA and Women On Target®.**