

Wagon Master's Handbook

Table Of Contents

1. Planning A Rally
2. Wagon Master's Check List
3. General Rally Information
4. Activities Schedule
5. Rally Count Down
6. Contract
7. Cash Advance Forms
8. Expense Report
9. Notes & Comments

Wagon Master's Handbook

Planning A Rally

Once you have agreed to host a rally there are a number of steps to follow:

Find a suitable site. Pick an RV park near your home if possible (if one hasn't already been selected by the Rally Master) Sites should be at least 20' by 60' and drive-thru's are preferred by most of our members who are towing cars. Identify sites that would be contiguous to the clubhouse that can be reserved for members with physical challenges. A club house or covered meeting facility is essential in case of inclement or chilly weather. Nearby lodging for members without coaches should also be a consideration.

Review the club's rally attendance history (which is found in the club Roster) and match the average number for the month you are hosting and add a few more coaches.

Think about the time of year or season and try to schedule the rally dates to coincide with special events going on in the RV park neighborhood such as Air Shows, Antique car shows, Seafood Festivals, Craft Fairs, Christmas, etc. Perhaps you can plan your own theme.

Make sure the RV park you select is clean and attractive and is in a desirable setting. To the extent possible, check to determine or assess the park's financial stability or if a possible change in management is likely to occur between the time you commit our club and the date of the rally.

While not a major issue, try to negotiate a discount based upon the number of coaches expected to attend. Usually, parks will reduce the rate for larger groups, especially if we offer to assume some of the work of getting coaches parked and collecting camping fees.

Be sure to confirm that pets are allowed for our members who travel with their animals. If there is an extra fee for pets let the members know in pre rally presentation material.

It is important to ensure there is adequate (minimum 30 amps) power available at each site, especially if hot or cold weather is anticipated. Check to make sure power towers are in good and safe condition. Sewer connections at each site are also essential.

Kitchen facilities should be checked for cleanliness and suitability for our pot luck and catered meals. Cooking and refrigeration facilities are a plus and heat/cooling capability is a must during extreme weather conditions to ensure the comfort of our members.

Check with management to determine where they would allow us to erect the club tent. Make sure it will be okay to drive stakes in the ground without encountering underground utilities.

Now that you have found the Perfect place to hold your Rally, the next step would be to find someone to help you. You probably will pick a couple whom you are friendly with or someone who has specifically offered to help host a rally.

Wagon Master's Handbook

Wagon Master's Check List

There are several tasks that must be done that can be handled by just a few helpers:

Contracting with the RV park: The Wagon Master should complete the contract leaving a reasonable deposit if requested. Usually \$100-\$200 will suffice although many parks do not request any up front money. Occasionally a park will request an exorbitant amount...negotiate!

Publicizing the Rally: The Wagon Master can delegate this to someone with computer skills who can prepare a good description of the rally, events, cost, where to send reservations, how to find the RV park, rally theme, who will bring snacks for happy hour, how to plan for pot luck meals, etc. This should be sent into the Web Master and Newsletter editor prior to the end of the preceding rally. Include a contact phone number at the RV park in the event of an emergency.

Handling Reservations/Collecting Rally Fees: This should be handled by one couple so there is no confusion as to how many attendees can be expected. The rally fee, if paid by check, is always made out to name of the person running the rally as they will have expenses to account for as well on the Rally Expense Form.

Draft a rally agenda. See the section for Activities Schedule to ensure members will know what is going on. The agenda which will be a handout out upon arrival will include meal times, what utensils are required, meeting times, places for all events, etc. Also, include the phone number and directions for the nearest hospital. This info should be distributed in the package of handouts.

Handouts: Collect info from the local tourist council, include a newspaper (or arrange daily delivery) a list of attendees, identifying guests for the President's use and any free souvenirs, if available. Distribution can be by the parking committee as members arrive at the rally area.

Setting up for meals: This should be arranged according to the facilities available and the number of attendees and whether you are offering a catered meal or a pot luck meal. Servers, if needed can be recruited from the membership.

Wagon Master's Handbook

General Rally Information

In order to assist with planning the consumption of food and other items it is important to have a good handle on the number of attendees expected.

Review the Rally History found in the Roster which currently shows 35-60 coaches in attendance depending on the month and season. Figure two persons per coach. As reservations arrive this number will become better defined.

You may need to inventory any non perishable foodstuffs left over from the previous rally and purchase coffee, juice, breakfast foods, etc. The goal is to have enough so as to not run out of anything but to minimize what foods are acrried over to the next rally.

The following has become somewhat standard over time although your own experience may vary:

Coffee, juice, cereal and milk is provided at each breakfast. The rest of the breakfast meal can be decided by the wagon Master. For dinner prepare about half an urn each of regular and decafe coffee unless the evening is unusually chilly.

One full pot (100 cups) of regular and decafe coffee is prepared at each breakfast. Have coffee pots set up the night before and turned on by 6-6:30 in the morning as it takes about an hour to perc.

A hot water urn should be prepared for those who prefer tea or hot chocolate.

Orange/grapefruit juice: Use approximately 3 gallons per 100 attendees.

Milk: Use approximately ½ gallon for coffee and another half gallon if serving cereal.

Donuts/Muffins: Allow 2 per person

Friday night dinner is usually pot luck. Members can bring anything to the meal but club officers are required to bring the meat dishes. (you may have to remind them)

Saturday night dinner is usually catered or can be prepared by the Wagon Master and hosts.

Table Decorations are a nice touch and can be purchased if your budget allows are amde from natural materials, pine cones, sea shells, etc.

Wagon Master's Handbook

Schedule Of Activities

Friday	5-6 pm	Happy Hour Snacks provided by A to L
	6 pm	Dinner
	After Dinner- Entertainment, etc.	
Saturday	8-9 am	Breakfast
	9 am	Board of Directors Meeting
	10 am	Craft Session/Tech Session
	5-6 pm	Happy Hour Snacks provided by M to Z
	6 pm	Dinner After Dinner-General Business Meeting
Sunday	8-9 am	Breakfast After Breakfast- Depart for home

Flags and speaker system required for Saturday dinner.

Rally Themes:

September, Welcome Home Rally

October, Halloween Rally

November, Thanksgiving Rally

December, Christmas Rally-Members Only

January, New Years Rally

February, FMCA SEA Rally

March, Home Coming Rally

April, Election Rally

May, Installation Rally

Wagon Master's Handbook

Rally Count Down

Although the rally site selection and schedule should have been selected and contracted for at least one year in advance, regular follow up is required to ensure there are no surprises on rally weekend.

***120 Days Prior:* Check in with RV park management. A visit would be appropriate in order to confirm the park is still there and no major changes have occurred that will have a negative effect on your plans.**

***60 Days prior:* Check back with Park management. Notify the Rally Master of any problems or changes.**

***30 Days Prior:* Check with the Park once more. Notify the Newsletter Editor and Web Master of the info for the Newsletter. Include a map with good directions to the Park.**

***7 Days Prior:* Notify Park management of any changes in the number of reservations. Check food delivery plans, arrange hand out material.**

***Day of the Rally:* Check in early with your co Hosts in order to make final preparations.**

***End of the Rally:* Work almost done. Provide the Newsletter Editor with names of attendees and any other details of the rally that would be of interest to those who could not attend. The President and others will also send inputs to the Editor. Complete the financial reports and give them to the Treasurer. Clean all the equipment and make it available for the next Wagon Master to load and transport.**

Rest in the knowledge that you have had an opportunity to give something back to the club in exchange for all that club members past and present have done for you now and in the future.

Your efforts are appreciated and this Club is stronger thanks to people like yourselves who are willing to share their skills, experience and assistance to those in need.

Wagon Master's Handbook

Contract

Between:

GMC Sunshine Statesmen Club and _____

Parking: Number of RV Units _____
Cost Per Unit _____ Per Day, Plus Tax

Note:

**Rally rates are available to participants 2 nights before and 1 night after the Rally.
Rates include 30 amp electric minimum, water and sewer.**

Reservation Dates: Fri _____, 2002
Sat _____, 2002

Facilities: Rec Hall Fri _____ pm To _____ pm
Sat _____ am To _____ pm
Sun _____ am To _____ am

Parking Layout: All Rvs will be parked in the same area and contiguous to each other space permitting.

Wagon Master Contact Info:

RV Park Contact

Info:

Name:

Address:

Phone:

Camp Ground Management will notify the Wagon Master of any changes materially affecting the Club's schedule, use of facilities, or costs, with in 90 days of the above schedule.

GMC Sushine Statesmen Wagon Master will confirm the actual number of expected units at least 7 days prior to the Rally date.

Additional Arrangements:

For the Campground: _____ *Date:* _____

For the GMC Sunshine Statesmen: _____ *Date:* _____

Wagon Master's Handbook

Cash Advance Form

Request Date

Date of Rally

Rally Hosts

Advance Required

Summary of Requested Advance

***Building or Grounds Fee**

***Catering Cost/ Deposit**

***Transportation**

*** Campground Deposit**

Make Check Payable and Send To:

Send this form to Club Treasurer as soon as possible

Wagon Master's Handbook

Rally Expense Report

Rally Location: _____

Dates: _____

Hosts: _____

Phone: _____

Number of Coaches: _____

Number of Attendees: _____

(Attach List) _____

INCOME:

Rally Fees _____

Food Sales _____

Auction _____

Club Advance _____

Deposit Advance _____

Total Income _____

EXPENSES:

Member Refunds _____

Identify on Reverse _____

Club Advance Return _____

Deposit Advance Return _____

Camping Fees _____

Building Rental _____

Club Food _____

Catered Food _____

Other _____

Identify on Reverse _____

Total Expense _____

Difference _____

Please return this form with any moneys due, to the Treasurer as soon after the Rally as possible.

