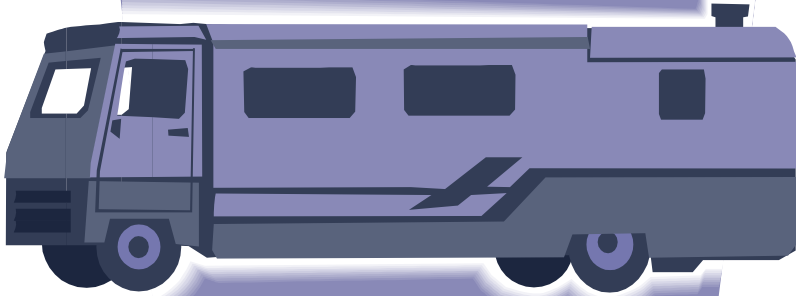


Golden State Trackers



Guide

For The

Rally Host



Guide for the Rally Host

First, thank you for volunteering to be a rally host. You will find this to be fun and a rewarding experience. If, at any time you have any questions do not hesitate to contact the club Rally Masters or one of the club officers.

Start with reserving sites for the rally. The destination and dates should already be set but if not pick a date and reserve the park. Currently we start with 20 sites given the size of our club and past participation. Many parks require a reserve deposit to hold campsites. Find what the deposit is (and what their cancellation policy is) and contact the club Treasurer and have a check cut for the deposit amount payable to the park.

Next, decide what kind of meal plans you would like to do. Typically we have had pot-luck dinner on Friday night, a continental breakfast Saturday morning and a catered dinner Saturday night. This is entirely up to you and depends on what is available in the area the park is located. Pot-lucks can be random or you can select a theme (Italian, Mexican, etc.). Breakfast can be fruit & sweet rolls/donuts, pancakes, pot-luck, what ever works for you. A catered dinner need not be fancy; we have had El Pollo Loco, Pizza, Mexican, etc., delivered to the park, or, you can make arrangements with a local restaurant to have us all for dinner there in a banquet room.

Contact the club President to see if he/she wants to have a business meeting at the rally.

Now, figure up the cost of the rally. Normally figure on 2 people per coach but keep in mind we do have a few singles in the club. Add up the camping fees, cost of a dinner if provided and cost of a continental breakfast.

Example: Camping fee (2 nights @ \$35 per night) = \$70
Catered dinner (\$10 each X 2) = \$20
Continental Breakfast (\$5 per coach) = \$5
Total \$95 (\$85 single) minus 1 dinner

Methods of payment. You as the rally host will be collecting the fees for the rally. Decide if you need a deposit or the whole rally fee in advance from each attendee. They will send you a check payable to you. You will deposit all these checks in your account and make all the necessary payments for the rally.

Make up a rally flyer (see example next page). Now that you have the place, dates and the cost you need to put it all together in a flyer. It can be a simple text layout or you can get fancy and include graphics or pictures.

The flyer must include:

- Place we are going
- Dates of the rally
- Total price of the rally
- Driving directions
- Information for those who want to arrive early (cost of extra day, if reservation needed/recommended)
- Rally registration form with payment information
- Rally host contact information (Name, phone #, address)
- Any special activities planned

Send the flyer two months before the rally date to the club newsletter editor for inclusion in the club newsletter and to our Webmaster so it can be posted on our club website.

Now sit back and wait for members to sign up. Expect phone calls wanting additional information. Recommend you make a sign up sheet to keep track of who signs up and fees paid. As you get closer to the date of the rally note how many you have signed up and see if you need to contact the park to adjust the number of sites you have reserved. Parks like any cancellations as soon as possible and normally will not charge us if enough notice is given.

Make catered dinner reservations if applicable. Shop for continental breakfast if applicable. You should have the club coffee pot, banner, flag, etc. given to you in advance of the rally so remember to take them along. Also, consider making a rally agenda “hand-out” to hand to members as they arrive so they know what is going on.

Weekend of the rally. Figure on being the center of attention (people will have questions). Check people in as they arrive and get people to assist with parking them. Be sure everyone knows the schedule of events. We will have a club white board to write out the rally agenda with times that you can post in a central area. You will make payment to the RV park for the camping fees (only the days of the rally – early arrivals pay their own extra nights). You will pay the caterer if applicable. You will reimburse the club treasurer for the deposit. All of this will be itemized on the Rally Financial Report (see last page). Take notes during the rally as you will be expected to write and submit a rally report. Include who attended and high lights of the rally so those who didn't attend will know what they missed. Send the report to the newsletter editor for inclusion in the newsletter.

That should be it. If you did a good job (I know you will) and if people had a good time (which I'm sure they did) you will receive many compliments and “Thank you's” and maybe a thank you card or two in the mail. People do appreciate the work you do as a rally host. Hope you had fun hosting the rally.

EXAMPLE FLYER (Put title here)

Dates of the rally

Hosts: Your names

Describe the rally and where it will be. Include any web sites that would be helpful. State what the Rally fee will be per rig for 2 people (and for 1 person). Also state what each additional person would be for the meals. Describe what the fee includes such as 2 nights parking, Saturday morning continental breakfast and a Saturday evening catered dinner, etc.

Directions: Describe specific directions for getting to the park. Provide contact information for anyone who might get lost. Give information for early arrivals such as fees for extra days and whether reservations are required. Have them indicate their arrival day on the reservation form so you can confirm that with the park.

FRIDAY: Describe what will happen on Friday (arrival day). Will there be a Happy Hour or pot-luck and at what time.

SATURDAY: Describe the activities for Saturday. Breakfast plans and time, will there be a meeting following breakfast. Any activities, events or attractions scheduled for the day. Will there be a Happy Hour, pot-luck or catered dinner, where and at what time. Any evening activities such as a camp fire.

SUNDAY: Will there be any breakfast get-together and at what time or left on their own. What time is check-out. Drive safely on your way home!

_____ cut and mail reservation _____

(Month) Trackers Campout
Reservation form (\$XX deposit required or full amount)

Name _____ # in party _____

Deposit Fee Paid \$ _____

Arrival day _____

Phone # _____

Make deposit check payable to (your name) and send to: (your address). Call (your names) with any questions at (your phone number) or e-mail at (your email address).

**Golden State Trackers
Rally Financial Report**

Location _____ **Dates** _____

Hosts _____

Hosts Phone # _____ **# of Coaches** _____

INCOME:

RALLY FEES..... _____

DEPOSIT ADVANCED BY

CHAPTER..... _____

OTHER..... _____

TOTAL INCOME.... _____

EXPENSES:

DEPOSIT ADVANCE RETURNED _____

CAMPING FEES..... _____

EQUIPMENT RENTAL

(explain on back)..... _____

FOOD PURCHASES..... _____

CATERED FOOD..... _____

OTHER EXPENSES

(explain on back)..... _____

TOTAL EXPENSES..... _____

PROFIT/LOSS OF RALLY..... _____

Disposition of profit/loss (explain) _____

Members present: _____

Submitted by _____ **Date** _____

Send this report to: Chapter president, treasurer & secretary.