

## ARIZONA CHAPTER FMCA – RALLY MASTER GUIDELINES February 2012

Running a successful rally is a very rewarding experience, and the following are simply guidelines. You may find you have some other ideas to add to your rally.

### A. Wagon Master

- 1) Will search for a site to suit our needs, location and number of spaces needed. Our chapter holds rallies October through April, often the second weekend of the month, governed by availability and cost of site chosen.
- 2) He or she will secure the site and obtain a copy of the written contract.
- 3) A deposit, if required is paid by the Chapter Treasurer and will need to be figured into your rally expenses. The New Year rally has exceptions figured into the cost.
- 4) All rallies require liability insurance. The wagon master will secure from FMCA Headquarters a "Certificate of Insurance" showing "additional insured" for all exposure dates. A copy is to be given to the rally master or directly to the facility, if requested, prior to the rally.
- 5) If it is possible, the Wagon Master will try to acquire show coaches to help defray expense of a rally. The dealer pays a fee to bring coaches. The dealer pays for their own parking space and meals, if applicable.

### B. Rally Master

- 1) Form a committee of workers up to five additional couples, depending on how much work is expected to be involved. If there are many things to make ready, arrangements for the committee to come in one night previous to the rally can be made by the wagon master and that one night is covered by your rally cost.
- 2) Review the Chapter Standing Rules Article III Rallies, which covers items such as:
  - a) Refund policy for rally fee, parking and food
  - b) Rally Master's rally fee and sharing if there are co-rally masters
  - c) Committee parking and early arrival
  - d) Show coach fees
  - e) Trailer towing
- 3) Rally should use the Rally Expense worksheet to help figure cash.
- 4) Send the chapter Newsletter editor a schedule to promote your rally. He/she may also want a post rally article. Also to be submitted would be the following:
  - a) Rally location, address, telephone number of the office, driving directions
  - b) Rally dates and reservation deadline
  - c) Rally fee
  - d) Name and address of where to mail the registration and check.
  - e) Committee members
  - f) For dry camping locations, make note to arrive with full fresh water and empty holding tanks, and whether or not dump station is on location.

- 5) Pre-registration. The rally invitation and schedule has a section at the bottom for signing up for the rally. This will be returned to your committee person assigned to handle your income and bills, if you are not doing so yourself. This sign up will also show if the person(s) request a handicap space, if they are first time attendees, etc.
- 6) RECORDS: Keeping accurate records is a must.
  - a) Keep an account of the monies taken in and any expenses that you incur.
  - b) A registration list with copies should be made, including the FMCA number, if attendee requests a handicap space; if a first time attendee, etc. Copies made can be used by the parking committee, the welcome committee (who may also pass out door prize tickets, or other handouts). A copy is occasionally requested by the park manager.
- 7) Assign a reliable early-riser to make coffee every morning unless provided by the park.
- 8) Menus: This can be handled several ways, you can determine what best suits your situation. Purchasing food items comes under this heading because lists are made from menus.
  - a) Meals can be potlucks, cooked by committee, out to a nearby restaurant, or catered. (If catered, be sure price quote includes tax and tip and that you have a written contract).
    1. Another way to lighten the work for the committee is to have members provide salads or desserts while you handle the main course.
    2. Cost of meals will be added to the total rally cost.
  - b) May want to divide crew, some cook a meal others cleanup then alternate.
- 9) Schedule: Coordinate Chapter meetings, group activities, and seminars, etc.
- 10) Following the rally, it is chairman's responsibility to fill out the financial report and forward copies to the President, Wagon Master and Treasurer. Originals or copies of all receipts should be attached to the Treasurer's copy of the rally report and include a check for monies left over or a bill for monies owed the Rally Master. Keep your original receipts or a copy for verification. It is suggested that you keep personal purchases separate from the rally receipts to be correctly compensated for taxes paid. The final report form can be obtained from the Wagon Master or Treasurer or generated on the AZ Chapter web site at <http://azfmca.org>.
- 11) Miscellaneous jobs assigned by the Rally Master:
  - a) Master of Ceremonies is usually handled by rally master. Welcome attendees; then ask the 2<sup>nd</sup> Vice President Membership to introduce new members, first timers, and guests. Master of ceremonies also introduces the committee, selects someone to give the blessing, handles door prizes and calls table numbers.
  - b) Assign someone to keep the rally schedule current on the message board.

- c) Set up and check the P.A. system as needed.
- d) All of the committee should clean up the kitchen and facilities used. We pride ourselves as a group for leaving the area cleaner than when we arrive.
- e) Decorations: Occasionally the rally is in conjunction with a holiday and the committee may desire to use a theme for decorations. The expense will need to be covered by the cost of the rally, so be inventive. (Maybe bring items you already have at home).
- f) Table coverings: There are rolls of plastic in the chapter trailer and can be used to cover unsightly tables. Or, you may want to use paper place mats.
- g) The chapter trailer contains many usable items and may be towed to a rally, cost to be covered by the rally fee, or simply bring the items from the trailer that you need. Inventory needs to be returned in a timely manner. The trailer is stored at a gracious members' home. It is not their job to clean items before storing for example coffee pots and roasters. If you use up plastic or paper goods, coffee, etc. please make a list so items can be purchased.