

RALLY PLANNING GUIDE  
FLORIDA AIRSTREAM CLUB, UNIT 027

INTRODUCTION

Thank you for your interest in hosting a Florida Airstream Club rally. Our rallies are who we are as a club. Full of fun, friendship and adventure.

This Rally Planning Guide is intended to help members host a successful rally. The steps listed will help you walk through the process from concept to final thank you. Don't be afraid to ask questions and talk with others who have hosted a rally. Our 1st Vice President is Rally Chairperson. Feel free to talk to him/her about your rally idea.

We encourage co-hosting rallies as it is a great way to share the fun of hosting a rally. If you have hosted a rally previously, why not ask a newer member to co-host with you. This will give them experience in planning and hosting a rally, as well as having a helping hand for you. If you are a new member wanting to host a rally, why not ask another member to co-host. Sharing the responsibilities can make it easier for everyone. The rally should be fun for all including the Hosts.

## HOSTING A RALLY

### 1. CHOOSE A DATE

Rally planning usually happens a year or so in advance. You should discuss your dates in advance with the 1st VP. He/she is responsible for club rally planning for the next year. The reason you need to discuss your plans with the 1st VP is to make sure the date is open and no one else is planning a rally for that time.

### 2. FIND A LOCATION

First consider what size rally you want and amenities such as Full hook-ups, meeting hall or pavilion. It could be at a campground with separate sites for everyone or in a safari field where everyone parks together. Many campgrounds feature safari fields with water and electric hook-ups. Many campgrounds will also give you a discounted price if you meet their minimum number of units attending.

If you want to have a rally in a parking lot or full service RV resort it is up to you. You decide along with available sites at the campground what you need. This is the time to spend some time researching the area, and surrounding communities. The local Visitors Bureau or Chamber of Commerce is always a great place to start, also the Internet, friends and members who live in the area or others who have visited the location previously.

Here are a couple of good ways to find a campground:

- a) Talk with other members who have held rallies.
- b) Look through Campground guidebooks, online, and/or apps such as Allstays and Campendium.
- c) Google search for campgrounds in the area you are interested in.

### 3. SEND YOUR RALLY DETAILS TO YOUR 1ST VP

The 1st VP needs the information by the October annual meeting for club approval and to send the list to International for inclusion in the Member Directory. The information needed is: rally name or type of rally, host name, telephone number, date, and location.

#### 4. CHOOSE A THEME

This is optional but I can tell you from experience it is a lot of fun! Everyone attending a themed rally usually gets very involved in many ways -- the way they dress, the activities that occur during the rally, in decorating their trailers and even the food that is prepared. Your only limit here is your imagination!

#### 5. CHOOSE THE TYPE OF RALLY YOU WANT TO HOLD

Here are some definitions of the types of rallies the Airstream Club International (ACI) has:

**Rally:** Planned and conducted by the Unit for the benefit and enjoyment of the members and guests, financed by Rally Fees. A rally usually has planned activities and meals.

**Multi-Club Rally:** Same as a "Rally", except planned and sponsored by one or more clubs. Financed by Rally Fees.

**Rendezvous:** Planned and conducted by the club for the benefit and enjoyment of the members and guests, financed by Rally Fees. Typically, a weekend camping event, more casual than a Rally, without any planned activities or meals.

**Buddy Rally:** Same as any of the other types of rallies except members can invite a friend who owns a non-Airstream type of RV. We are allowed to host up to two buddy rallies each year.

## 6. RALLY FEES

Decide whether or not you want to have planned activities and/or meals. This will determine whether or not you need to charge rally fees. Typically, the campground reservations are made by the camper and the fees are paid directly to the campground. If you are planning meals and minor club funded activities you should charge the standard rally fee approved by the Executive Board (sometimes called the "kitty fee") to cover rally expenses such as meals and dessert. Any optional activities (i.e., boat trip, bus tour, museum, etc.), should be paid directly by those participating in the activity. If you believe the rally will cost more than the rally fee approved by the Executive Board, then a rally budget will need to be prepared and approved by the club 1st Vice President (Rally Chairperson). The rally fee typically will need to be increased to cover the rally expenses. Rallies should be self funded.

## 7. PREPARE A NEWSLETTER ARTICLE

As soon as the rally has been approved by the club Executive Board and added to the rally schedule a short newsletter article should be submitted to the Newsletter Editor announcing the rally, it's location, contact/reservation information, theme (if any), camping amenities (water, type of electricity and dump station availability) and providing an overview of rally activities. Any general information about the location (park and community) should be included in the article. Follow-up articles can provide additional details as the rally date nears.

## RALLY INFO FOR WEB PAGE

Email the Webmaster ([floridaairstreamclub@gmail.com](mailto:floridaairstreamclub@gmail.com)) your information for publishing on the Florida Airstream Club web page. This is important as ACI then grabs the information and publishes it in the Blue Beret.

### INFO

TITLE  
EVENT NAME  
START DATE  
END DATE  
EVENT SUMMARY (short description)

### LOCATION

EVENT NAME  
EVENT ADDRESS

### REGISTRATION

REGISTRATION DEADLINE

### BODY

RALLY DESCRIPTION AND ITINERARY (detailed description)

### EVENT CARD

CONTACT NAME  
CONTACT TITLE  
CONTACT EMAIL  
CONTACT PHONE

After the event is posted on the website, the event will have a link for participants to register, which is the preferred RSVP method. The webmaster will provide the rally host access to the list of who have registered. They will need email or call the Host if they have changes or need to cancel.

## FAC RALLY FINAL REPORT

This report is to be turned into Treasurer for final reimbursement of rally expenses. Be sure to keep all of your receipts. Final report can be emailed to [floridaairstreamclub@gmail.com](mailto:floridaairstreamclub@gmail.com)

Rally Name \_\_\_\_\_

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Date (start/end) \_\_\_\_\_ Location, City \_\_\_\_\_

Campground \_\_\_\_\_

Rally Host \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Co-Host \_\_\_\_\_

Number of Individuals \_\_\_\_\_ Number of RV's \_\_\_\_\_

Rally fee \_\_\_\_\_

Income:

Rally fee x Number of individuals attending \_\_\_\_\_

Club fundraising income \_\_\_\_\_

Charitable fundraising income \_\_\_\_\_

Total Income \_\_\_\_\_

Expenses:

Attach copies of all expense receipts with the amount to be reimbursed circled. Any purchases made with the club debit card will also need attached copies of receipts to check against bank statements.

Campground fees \_\_\_\_\_

Food \_\_\_\_\_

Rental fees (if any) \_\_\_\_\_

Other expenses (list on back) \_\_\_\_\_

Total expenses for Rally \_\_\_\_\_

Profit/Loss for rally \_\_\_\_\_

Cost per Individual \_\_\_\_\_

Summary of Expenses to be Reimbursed to Individuals		
Individual		Expense
1		
2		
6		
4		
5		
6		
Total Reimbursements (should match total expenses-charitable reserve)		

Other Expenses Itemized		
Item		Cost
1		
2		
3		
4		
5		
6		
Other Expenses Total		

This report should be completed and forwarded to the Treasurer within 15 days of completion of the rally in order to assure timely reimbursement of expenditures. Save your receipts and gather copies of receipts (including any club debit card receipts) from other individuals having reimbursable rally expenses. Any charitable funds collected by the Community Project Chairperson will be turned in separately. Rally funds collected should be forwarded by check(s) via mail to the Treasurer with a copy of this report and all receipts separated and totaled by individual. The final report and copies of the receipts can additionally be emailed to the Treasurer at [floridaairstreamclub@gmail.com](mailto:floridaairstreamclub@gmail.com) to expedite reimbursement. Should you have any questions when completing this form contact the 1st Vice President (Rally Committee Chairperson) for clarification.