

## Utah's Wasatch Airstream Club – Rally Planning Guidelines

*There's really no "right" or "wrong" way to plan a UWAC rally – let your personality and preferences guide you. Have a favorite camping location? How about making it the site of a rally? You can take cues from other rallies you've attended, and include the elements you like best. The rally can be very simple (even a "no host" event) or more involved – it's really your call! **Thanks for your willingness to host a rally, as these are so much fun for our UWAC friends & families!!***

If you've not hosted before, here are a few guidelines:

- **Choose your preferred location** – This can be a campground with separate sites for individual trailers or a group site. Many club members are willing to attend rallies without hook-ups, but hook-ups can be a big preference item for many. "Dry camping" (no hook-ups) rallies work particularly well where everyone parks together.
- **Choose the dates & verify campground availability** – Rallies can occur anytime during normal camping season, but keep in mind elevation and temperature factors. Some low-elevation locations may be too hot in the summer, and some high-elevation locations may be chilly in the shoulder months. Allow enough time before the rally for planning & logistics. Popular campgrounds may require reservations weeks or months in advance, so be sure to call the campground to make sure the desired number of sites (10 to 15 for most rallies) are available.
- **Get UWAC Board approval** – Preview your rally with the club President (or other UWAC officer) and get recognition as a club event. This approval helps ensure that the event is publicized on the UWAC website and formally recognized as a club event. Importantly, this also helps with liability protections, as the rally then becomes an official WBCCI sanctioned event subject to its insurance coverages.
- **Secure the campground or rally site** – Be sure that the site campground arrangements are booked (or spots reserved for booking by individual club members) after gaining UWAC Board approval. If the campground requires a deposit (other than the host's personal reservation), the Treasurer can pay it on our club credit card, or the host can choose to get reimbursed for this fee. ***Camping reservations for UWAC rallies are intended for member & affiliate member use*** unless arranged & approved as a "Buddy Event" (i.e. including non-members) under the UWAC Bylaws.
- **Identify co-hosts, ideally** – It's recommended that you recruit a co-host for rallies in order to share the details of planning and hosting, and as backup in case a situation arises that prevents your attendance. Experienced rally hosts may choose to go without a co-host, particularly if the rally is a fairly short or simple event.

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- **Plan the details, including any rally “theme”** – Although a theme isn’t necessary for a successful rally, it often adds to the fun and may fit the location or time of year. Decide whether or not you want to have planned meals or activities. Prepare an agenda with any group get-togethers, meals or activities. Optional activities (like site-seeing or hikes) are always fun and welcomed. This planning will determine whether or not you need to charge any additional fees to cover the added costs. You don’t need to over-do the planning, as club members are very good at finding activities (or just relaxing) to fill-in free time. Ideally, spend some time scouting the location in advance so you know basic info. for emergency situations and club member convenience. (**Note:** *If you are planning a “no host” rally, please arrange with one of the UWAC club officers to attend if possible as an official representative to respond to any issues.*)
- **Set the rally fee** – The fee should cover the activities included and any park use or related costs; **for accounting reasons please use odd dollar amounts (i.e. \$11, \$15, \$21 etc.)** Base the price on the number of participants and the events plus any rally incidentals (e.g. paper plates etc.) At a minimum, most public facilities will charge a fee for use of group areas. **While it is not possible in all cases, it is encouraged that individuals pay their own campsite fees directly with the commercial campground rather than building into the rally fee.** Decide the details on refunds for cancellations, as late cancellations can be problematic. (**Hint:** *Talk to a UWAC officer or rally event coordinator if you need assistance with determining the appropriate rally fee or cancellation policy.*)
- **Advertise using an e-mail flyer and UWAC website** – Get this ready well in advance and provide all the necessary details for club members to register. **Include all the necessary details** about your event such as host contact information, planned activities, location, schedule, arrival/check-out times, camping amenities (hook-ups vs. dry-camping etc.), pricing, and sign-up deadlines and registration details. (**Hint:** *The provided information should be sufficient to allow club members to complete the registration and camp reservation process.*) Registration forms should track the number of participants in each group; contact the UWAC President for guidance if a member registers a large number of attendees, say 6 or more.
- **Arrange for collection of rally fees** – Discuss with the UWAC officers the best way to collect rally fees. WBCCI and UWAC guidelines are for all rally fees to be deposited directly to UWAC accounts (checks payable to UWAC or online using PayPal/Venmo) rather than processed by individual members. Please keep all supporting receipts for items purchased and venue fees paid and submit with a financial report to the UWAC Treasurer. The Treasurer will make reimbursements for rally

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expenses paid by the host/co-host. The club will retain any excess funds remaining from the fees collected after reimbursements.

- **Have fun at the rally!** – Hosting a rally can keep you busy so don't be afraid to recruit some volunteer helpers – people love to help, you just need to ask! Arrange with the UWAC President to pick-up the club rally supply box with the club banner, misc. paper goods and supplies. Remember to greet/welcome the attendees as they arrive. Be available to answer any questions. ***Most importantly have fun and make new friends – that's what UWAC rallies are all about!!***
- **Want further help with rally planning?** Contact the UWAC Rally Coordinator, Holly Jorgensen ([ron.holly.jorgensen@gmail.com](mailto:ron.holly.jorgensen@gmail.com)) or any of the club officers listed on the UWAC website.