

FLORIDA AIRSTREAM CLUB POLICY RALLY PLANNING GUIDE

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, ask another member to co-host. Sharing the responsibilities can make it easier for everyone. You will find that this Club has no shortage of people that are more than willing to help you plan and conduct the rally. The rally should be fun for all including the Hosts. Reference Attachment 2 - Rally Planning Guide Flow Chart for an overview of the planning activities and timing.

1. **Choose a Date:** Rally planning usually happens a year or so in advance. You must coordinate with the 1st Vice President to reserve a rally date. He/she is responsible for club rally planning for the coming year. The 1st Vice President will advise you of open rally dates that have not been reserved by other Hosts and can reserve the date you decide might be best for your rally.
2. **Find a Location:** First consider the type of campground and/or area amenities such as full hook-ups, meeting hall, pavilion, river, hiking and bicycle trails, area attractions, etc. that will meet your needs. It could be at a campground with separate sites for everyone or in a safari field where everyone parks together with no hook-ups. Some parks and 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 or provide free use of reserve facilities.

This is the time to research the area, and surrounding communities. The local Visitors Bureau or Chamber of Commerce is always a great place to start. The Internet, friends and members who live in the area or others who have visited the location previously might prove helpful in finding a campground and planning your rally. Additional ways to locate a campground might be to look through campground guidebooks, and online apps such as Allstays and Campendium. You can view the campground and surrounding area using Google Maps or Google Earth.

3. **Type of Rally:** Here are the types of rallies the Airstream Club International (ACI) has:
 - A. Rally: Planned and conducted by the Club for the benefit and enjoyment of the members and their invited guests with planned activities and meals.
 - B. Multi-Club Rally: Rally planned and sponsored jointly by two or more Clubs.
 - C. Buddy Rally: Rally where Club members can invite a friend who owns a non-Airstream type of RV. The Club is allowed to host up to two buddy rallies each year.
 - D. Club Caravan: Rally that includes multiple camping locations.
4. **Choose a Theme:** This is optional, but it can be 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, decorating their trailers and even the food that is prepared. Your only limit here is your imagination! This is additionally a good time to decide on the name for your rally. The name will be used to advertise and refer to your rally.
5. **Cost Estimate:** Once the campground is selected and you have a tentative list of activities to include meals you should be able to make a reasonable estimate of the rally cost. 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, the standard rally fee approved by the Executive Board should cover rally expenses. Any optional activities (i.e., boat trip, bus tour, museum, etc.), should be paid directly by those participating in the activity. Rallies should be self-funded. Reference the Rally Report form available on the Club website in the Rallies and Events page to use to prepare your estimate. An example Rally Report form is available as Attachment 1 to this document.

6. **Determine Rally Fee:** Coordinate the estimate with the 1st Vice President to assure that the standard rally fee is adequate to cover the cost of your planned rally. If necessary, the 1st Vice President can approve increasing the rally fee to cover expenses. The 1st Vice President will additionally obtain Executive Board approval for your rally so that it can be added to the Club rally list, placed on the website and in the newsletter.
7. **Advance Rally Announcement:** As soon as the rally has been approved by the Executive Board, prepare and coordinate with the Communications Editor a brief advanced email announcement of the rally (known as the Rally Blast) that will be sent to regular and affiliate Club members only. This provides Club members an advanced opportunity to make plans and campground registration before the rally is announced to the general ACI membership on the Club and International websites. The announcement should include your campsite number so that Club members can attempt to find sites in the same area of the campground. See Item 9 below for the type of information to include in the Rally Blast.
8. **Newsletter Article:** Shortly after the advance rally announcement, prepare a short newsletter article for the next newsletter and submitted to the Newsletter Editor. The article should announce the rally, its name and location, campground contact/reservation information, theme (if any), camping amenities (water, type of electricity and dump station availability) and provide an overview of rally activities (kayaking, bicycling, etc.). Any general information about the location park and community should be included in the article. Any pictures you have of the park, etc. can be very helpful to include. A follow-up article 2 to 4 months before the rally can provide additional details as the rally date nears.
9. **Club Website Listing:** Coordinate with the Webmaster to place the rally on the Club website 2 to 3 weeks after the email Rally Blast. You can email the Webmaster (floridaairstreamclub@gmail.com) your information for publishing on the Florida Airstream Club web page. This is important as ACI then uses that the information and publishes it in the Blue Beret for all ACI members. The following information should be provided to the Webmaster.

Rally Name:

Dates (Start - Depart):

Location, Nearest City:

Campground Name:

Registration Deadline:

Rally Type: (If different than a standard Club rally)

Theme: (If a using a theme)

Brief Summary of Campground, Area and Activities: (copy of newsletter article works for this)

Rally Host:

Phone:

Email:

After the event is posted on the website, the event will have a link for participants to register with the Club for the rally after they have a reserved campsite. The Webmaster will provide the rally

Host access to the list so the Host knows who and how many have registered. The registered rally attendees should email or call the Host if they have changes or need to cancel.

10. **State & County Park Registration:** if your rally is using a public campground, many counties and all Florida state parks have a limited park advance registration time. Florida state parks do not accept site registrations prior to 11 months before the desired camping date. Due to the competitive nature of obtaining a campsite at public campgrounds, it is important to advise Club members of the first opportunity to register for a campsite. Quite often that entails making a registration at 12:01am for popular parks on the first possible registration day on the ReserveAmerica.com website. Consider sending a park registration notice to Club members the day before the first day of possible park registration for your rally. Coordinate the registration notice with the Communications Editor.
11. **Rally Final Report:** At the conclusion of the rally update your earlier cost estimate with actual rally costs and income information. Coordinate the report with the 1st Vice President before submitting it to the Treasurer for reimbursement. The report should be completed and sent to the Treasurer within 15 days from the end of the rally to assure timely reimbursement. All rally receipts, including any from others that made reimbursable expenditures during the rally should be attached to the report. Copy anyone that has a reimbursable expense on the report when you send it to the Treasurer.

Attachment 1 - Rally Report example (current Rally Report form is available on the Club website)

Attachment 2 - Rally Planning Guide Flow Chart

This Florida Airstream Club Policy was approved by the Executive Board by electronic ballot on June 21, 2021.

**Florida Airstream Club
Attachment 1 - Rally Report**

Rally Information

Rally Name: Stream'n in Fantasy
 Location , City: Neverland
 Rally Host: Captain Hook & Smee
 Phone: 123-456-7890
 Email: capthook@jollyrogar.com
 Number of RV's: 28
 Number of Adults: 56
 Rally Fee per Adult: \$ 20.00

Dates (Start - Depart): December 24 - December 27, 1904
 Campground: Neverland Island RV Park
 Co-Host: Blackbeard
 Phone: 987-654-3210
 Email: blackbeard@pirate.com

Income

Rally fee x Number of adults: \$ 1,120.00
 Charitable Income (From Charity Chair): \$ 1,000.00
 Total Income: \$ 2,120.00
 Rally income (Income - Charitable Income): \$ 1,120.00

Expense

Total expenses (itemized to right): \$ 1,100.00

Rally Profit or (Loss): \$ 20.00

Rally Cost Per Individual: \$ 19.64

Expenses Itemized (Purchased food, misc items, rentals, etc.)			
#	Individual	Item	Cost
1	Tinker Bell	Fairy dust	\$ 200.00
2	Hook	Thursday dinner for me mateys	\$ 250.00
3	Smee	Saturday breakfast on the Rogar	\$ 150.00
4	Hook	Sunday apples and limes for scurvy	\$ 180.00
5	Crock	Replacement alarm clock	\$ 50.00
6	Peter Pan	Grub for Lost Boys	\$ 170.00
7	Hook	Cannon balls	\$ 100.00
8			\$ -
9			\$ -
10			\$ -
11			\$ -
12			\$ -
13			\$ -
14			\$ -
15			\$ -
Total Expenses:			\$ 1,100.00

Summary of Expenses to be Reimbursed by Individual			
#	Individual	Item	Amount
1	Bell	Transportation cost	\$ 200.00
2	Hook	Dinner food, meds, supplies	\$ 530.00
3	Smee	Breakfast food	\$ 150.00
4	Crock	New ticker	\$ 50.00
5	Pan	Snack food	\$ 170.00
6			\$ -
Total Reimbursements:			\$ 1,100.00

Fill in the grey areas only, yellow fields are calculated. 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 reimburseable rally expenses. Any charitable funds collected by the Charitable Project Chairperson will be turned in separately. Rally funds collected should be forwarded by check(s) via mail to the Treasurer (current Treasurer's name and address shown here) with a copy of this report and copies of all receipts seperated and totaled by individual. The final report and copies of the receipts can additionally be emailed to the Treasurer at floridaairstreamclub@gmail.com to expedite reimbursement. Should you have any questions when completing this form contact the Club 1st Vice President for clarification.

Florida Airstream Club Attachment 2 - Rally Planning Guide Flow Chart

