

NORTHERN CALIFORNIA UNIT

WBCCI

RALLY HANDBOOK



Rally Handbook Revision Committee:

Hedda Smithson, Kent Schroeder, Michael Minadeo, Pat Lazzereschi, and Vicki Gallagher.

Past President Approval:

Cam Murray
Deanna Bain
Claudia Marson

If you have questions, please contact the Rally Chair. Suggestions to update or improve this document are always appreciated; email them to the Constitution and Bylaws Chair.

Northern California Unit of WBCCI**Rally Handbook**

Thank you for volunteering to host a NorCal rally! The most important thing to remember as you start this process is that there is a great support team in this club. If at any time you are confused or overwhelmed or have a question, simply call the Rally Chair or any member of the leadership team and they will be happy to help. It “takes a village” to initiate a successful rally and everyone understands the work involved and are willing step in when needed.

The First Vice President chooses the sites for the year he or she will be President and the Rally Chair makes the reservations and works with the hosts. The hosts plan all the details of the rally.

Members sign up for a rally using the coupon (registration form) which is published in the Poppy showing all the costs for parking fees, rally fee, meals and activities. Anyone who is a WBCCI member can attend a rally. Guests (with any brand) are invited to two Buddy Rallies a year. Priority is always given to unit members and affiliates when space is limited.

Currently the Rally Fee is \$5.00 per person. This money is used to cover the expenses for the rally such as one night's parking for the hosts, decorations, goody bags etc. You should review the rally spreadsheet after the close of registration to see how much money is in the “rally fee” column total. The balance, after subtracting the one night of parking for the host(s), is the available budget for the rally.

The parking fees are the price the RV Parks charge per night for staying at the park and using the meeting rooms.

The Rally Chair assigns the sites in the park and the night the members will bring appetizers to Social Hours.

The hosts are reimbursed for the expenses they incur for the rally. Be sure to save all your receipts and put them in the Expense Claim Envelope.

The following pages provide detailed information on how to plan a rally.

Before the Rally

<i>Host Task Lead</i>		<i>Activity</i>	<i>Actions</i>		
	<input checked="" type="checkbox"/>				
(your name here)	<input type="checkbox"/>	Select Theme/Title	Choose photo, logo, or graphic for the Poppy.	Choose rally name and theme for the coupon.	Confirm with Rally Chair.
	<input type="checkbox"/>	Visit Rally Site	Check facilities, meeting room, bathrooms, showers. Confirm exclusive use of required space.	Ask if there is a charge for pets. Include in coupon	Obtain management contact information.
	<input type="checkbox"/>	Kitchen Facilities	Evaluate stove, oven, refrigerator, microwave, sink.	Determine location for morning PB&J. electric for coffee, toaster.	Arrange for delivery of PB & J supplies and any other equipment.
	<input type="checkbox"/>	Suitable Meeting Space	Evaluate condition of room & quantity of chairs and tables.	If AV equipment is required be sure power outlets are available.	Arrange for delivery of AV equipment, etc.
	<input type="checkbox"/>	Check out any local Restaurants you plan to use.	Confirm quality of food from catered or dine in locations.	Check to see if restaurant can accommodate group size.	Note price for use in establishing cost per dinner. Be sure to include tax and tip.
	<input type="checkbox"/>	Visit local Chamber of Commerce	Obtain handouts of local attractions and maps for welcome bag.	Learn available tours, activities to be included.	If time permits check out possible activities.
	<input type="checkbox"/>	Plan Activities E.G. Craft, Maintenance Seminar Tours, etc.	Determine dates and confirm speaker and subject.	Confirm location, equipment if any required.	Determine travel time to destination.
	<input type="checkbox"/>	Draft "What's Happening" page	List day & time for each activity planned.	Include coffee PB&J, social hour, meals, birthday, anniversaries time.	Include Board & General meetings into schedule, confirm with President.
	<input type="checkbox"/>	Prepare Coupon	Using template add rally details, nights, rally fee, meals(s), tours etc.	Forward information to the Poppy editor two months before rally.	Include coupon due date per Rally Chair.
	<input type="checkbox"/>	Poppy Information	Prepare promotional write-up and coupon two rallies prior to your rally.	Send to the Poppy editor.	If there are questions about details, talk with Poppy editor and Rally Chair.
	<input type="checkbox"/>	Talk up, Sell Rally at preceding Rally and Meetings	Report on planned activities.	State coupon due date.	Sell the sizzle

During the Rally

<i>Host Task Lead</i>	<input checked="" type="checkbox"/>	<i>Activity</i>	<i>Actions</i>		
	<input type="checkbox"/>	Plan to Arrive Early and or Phone from Home	Finalize reservations at restaurants or with caterers. Place WBCCI Caravan direction signs if needed.	Confirm all activities.	Coordinate with others to set up meeting room and decorate.
	<input type="checkbox"/>	Welcoming Members	Prepare welcome bags for each site. Add trinkets as available. Include schedule of activities.	Include local medical, shopping, restaurant menus, maps, guides, etc.	Mark off all guests as they arrive. Make new members welcome.
	<input type="checkbox"/>	Room Set Up	Evaluate for meals and activities.	For maintenance meeting.	For nightly activities.
	<input type="checkbox"/>	Social Hour and Announcements	Introduce new members and guests.	Review of next day's activities. Ask for summaries of enjoyed activities.	Thank all that have helped to make a great day.
	<input type="checkbox"/>	Meal Service	Coordinate the set up and serving of meals, desserts.	Coordinate Clean-up after service.	
	<input type="checkbox"/>	Notes of Daily Activities	Compile notes on activities to be used in rally recap for next Poppy.	Take pictures or make friends with those that do.	
	<input type="checkbox"/>	End of Rally	At the last Social Hour.	Thank all that contributed to the rally.	

After the Rally

<i>Host Task Lead</i>	<input checked="" type="checkbox"/>	<i>Activity</i>	<i>Actions</i>		
	<input type="checkbox"/>	After Rally Actions	Building & Grounds left in better condition than when we arrived.	Thank you notes to all that made the rally a success.	Provide next rally hosts with coffee maker, toaster and any unused gifts and option for using decorations.
	<input type="checkbox"/>	Write & Submit Rally recap	Provide write-up and photos to the Poppy editor. Submit at or soon after rally.		
	<input type="checkbox"/>	Expenses	Keep receipts. If advance funding is needed submit written request to Treasurer prior.	Fill out and submit an expense claim envelope. Deposit your check ASAP.	Confirm with Rally Chair on all expenses.

Checklist Details

Select Theme/Title

A rally theme isn't necessary but makes it more fun. Think about the location, its local attractions or topography, or the season. For example, the Fort Bragg Rally theme was "Silver Shells by the Sea". If you are the rally host and a co-host has not already been selected try to enlist a co-host.

Visit local Chamber of Commerce

The Chamber of Commerce can be an excellent source to obtain handouts for local attractions and maps that may be used for welcome bags. Learn about historical sites, available tours, and activities. Employees may also be a source of local points of interest that may otherwise not be noted.

Maintenance Seminars

Maintenance seminars are always appreciated, though not required. If a maintenance seminar is planned determine a topic and speaker. We continually gain new members who would gain important information even from a topic that has been covered in the past. Determine a location for the seminar and if any special equipment will be needed.

Draft a "What's Happening" Page

This should provide an overview of the rally. For each day list the time of all activities and tours planned. Include times for morning coffee and PB&J, social hour, and meals. The president or another designated person will usually introduce new members on the first day. Contact the president to include in the schedule the day and time of any board or general meetings. It always good to have a day or two of no planned activities. PBJ and Social Hour should still be held for those who want to participate.

Rally Coupon

Create the information needed for printing the rally coupon (registration form). This should include the parking fee, which you will get from the rally chair, the rally fee, price being charged for meals, and extra activities such as tours, pet fees, etc. When calculating meal costs be sure to include tax and tip. This information should be sent to the Poppy editor two months before the rally, along with the promotional article.

Newsletter Information

Prepare a detailed write up about the rally you are planning. This should include the meals and activities and the verbiage to sell and get people excited about the upcoming event. Directions to the site should also be included. Some have included GPS coordinates. Send the write up to the Poppy editor two months before the rally.

Talk up, Sell Rally at Preceding Rally

At preceding rallies, coordinate with rally hosts for a few minutes to talk about your rally and create some excitement for it. This can be done at any group get together and scheduled with other announcements.

Plan to Arrive Early

NorCal covers the cost for the hosts to come one day early. The cost is covered from the \$5 per person rally fee. Use this time to prepare the meeting room by setting up tables and chairs, decorating or finishing tasks that need to be done on site. Leave a table for the president for bulletin board, etc. If the rally park entrance is difficult to see, place the WBCCI Caravan direction signs at the entrance where they will be easily visible.

Welcoming Members

Guests should be greeted as they arrive and given guidance to their parking site if needed. Care should be given to new members to make sure they are welcomed and any questions they might have are answered.

Welcome bags are customarily provided by the hosts and should contain a schedule of the rally's events, points of interest or things to do in the area, local medical and emergency numbers including a veterinarian. Shopping and restaurants are always appreciated. It is the hosts' responsibility to make sure ALL members in attendance get a welcome bag!

Room Set-up

Decorate the meeting room using the rally theme. Arrange the tables and chairs to allow for all meals and activities. These may include maintenance seminars, a film, games, and/or socializing.

Social Hour and Announcements

The rally chair will have assigned guests with a night to bring appetizers which are usually scheduled about one hour before dinnertime each day. Appetizers are also provided on days when no club dinner is offered. This is a good time to announce the next day's activities or changes to the schedule.

Remember to remind members "*If you are on time, you are LATE!*".

Meal Service

It's our tradition to provide a welcome dinner on the first day of the rally. This can be prepared by the hosts, catered or done by various types of pot luck.... example: the hosts provide the meat and have the members sign up for a side dish, salad or dessert. If the hosts are planning a pot luck dinner they need to have a place for the members to sign up on the rally coupon showing what dish they will bring. Typically, there is also a dinner on Saturday night. It's the hosts' responsibility to establish the cost of the meals to be served, if you are having trouble with this task the rally chair can help. Remind members to bring their own service and beverage to the meals. NorCal has always been sure to leave things "BETTER" than we found them so clean up is very important and should be supervised by the hosts.

Notes of Daily Activities

One of the hosts usually provides the Poppy editor with a written recap of the rally. Make notes of each day's activities as a reference to writing the recap. Take pictures of activities, new member introductions, and anything else of interest. Pictures with members participating in activities are good to include with the recap for the Poppy.

Expenses

Fill out and submit the **Expense Claim Envelope** at the end of the rally or as soon as possible to the treasurer. Be sure to include ALL receipts for the rally expenses. Upon receiving the expense check, please cash it as soon as possible. NorCal does NOT pay for alcoholic beverages, though members may bring their own alcoholic beverages to Social Hour and dinners.

Write & Submit Rally Recap

Provide a post rally write-up and pictures to the Poppy editor. The sooner this is done, the fresher all of the events will be.

Rally Registration Process

A link to an automated *coupon* will be listed in the Poppy. Fill in the required information and **Submit** it to the registrar. Alternately, email the registrar – NorCalregistrar77@gmail.com with the needed information (typically name, dates, and any attendance at other rally events). It does not need to be exactly in the form of the coupon or necessarily pretty. Some folks scan or copy the completed coupon and email it, others just send the info. The coupon information may also be mailed through the post office.

Occasionally member registrations for NorCal rallies exceed the number of sites that the rally chair has reserved. If possible the rally chair will reserve additional sites to accommodate the requests. However, this is not always possible as the RV Park may not have additional spaces available. Requests to attend a rally will be accepted until the number of reserved sites has been filled. Additional requests will be placed on a waiting list.

The **priority** of the registrations is determined by the **date the registration arrives at the registrar's door** (i.e. the date/time of the electronic coupon, email OR the date/time of the arrival of the snail mail envelope, whichever is **FIRST**).

After submitting your rally reservation form mail your check to the registrar ASAP. Receiving the check ensures your registration. Remember checks will not be cashed until the day before the rally (typically the Monday before). Those not sending their checks before the cutoff date will drop to the last place and the first person in the waiting list will be moved to a confirmed position. Cancellations can be made almost until the time of the rally, but if you know you can't make it, you should notify the registrar as soon as possible. Since the club makes a deposit with the RV Park at the time of reservation (usually the previous year), refunds will be made based on the parks cancellation policy.

Guidelines for Rally Hosts

Hospitality and host prepared meals

The rally fees pay for one night parking for each rally host plus decorations, morning coffee, PB & J, goody bags and prizes.

When buying for the rally and yourself, have the clerk do a subtotal of the rally “stuff”.

Number your receipts in order by date. Keep a running total of what you spend on a sheet of binder paper.

Host prepared meals are funded by the amount collected from the participants.

Please check the latest spreadsheet for the numbers you need.

Example

Income:	Rally fees from 77 people @ \$5 =	\$385
	Wed welcome dinner 57 X \$7 =	<u>\$399</u>
Total income		\$784
Parking for 2 hosts @ \$42		<u>- \$84</u>
Starting balance		\$700

Spending for Host # 1			Dollar amount	Running Total
#1	Walmart	bread	\$7.16	7.16
#2	Raley's	food + serving pieces	49.69	56.85
#3	Walmart	jars	19.27	76.12
#4	Raley's	paper for decorations	18.00	94.12
#5	Costco	dried cranberries	5.99	100.11
#6	Costco	food & decorations	28.95	129.06
#7	Safeway	Chili mix	10.00	139.06
#8	Safeway	Beans	25.00	164.06
#9	Xanterra	Prizes	66.24	230.30
#10	Costco	Food	53.64	283.94
#11	Safeway	Food	11.32	295.26
Grand Total				<u>\$295.26</u>

Spending for Host # 2				
#1	Safeway	Food	\$15.00	15.00
#2	Safeway	Food	19.99	34.99
#3	Smart & Final	Food	15.06	50.05
#4	Smart & Final	Food	11.62	61.67
#5	Trader Joe's	Food	1.29	62.96
#6	Hobby Lobby	Decorations	4.78	67.74
#7	Smart & Final	Food	6.37	74.11
#8	Bel Air	Goody Bags	4.48	78.59
#9	Smart & Final	Food & Decorations	19.78	98.37
#10	Trader Joe's	Food	13.96	112.33
#11	Costco	PB&J	13.48	125.81
#12	Hobby Lobby	Paper Goods	10.71	136.52
#13	Costco	Food	15.16	151.68
#14	Pokerville Market	Decorations	5.07	156.75
Grand Total				<u>\$156.75</u>

Sample Rally Coupon**Arrive Wed Aug 3 - Depart Sun Aug 7, 2016****Registration Deadline July 1, 2016,**

Lassen RV Resort, 548-335 Old Hwy Rd,

McArthur, CA 96056 (530) 336-5657

Your Name _____

Your Cell# _____ RV Length _____

Circle nights parking M T W T F S S

If arriving after Wednesday 5PM indicate arrival
day ____ and circle time: 9-noon noon-5 5-10PM

Parking. ____ Nights @ \$35 per night \$ _____

Rates below are per personRally Fee ____ @ **\$5.00 pp** \$ _____**Wednesday:****Welcome BBQ Dinner** __ @ **\$7.00 pp** \$ _____Meat provided. Please select items you will bring
to the dinner☐ Side Dish ☐ Salad ☐ Desert**Thursday: Dutch Oven Potluck**

Please select items you will bring to the potluck

☐ Dutch Oven ☐ Side Dish ☐ Salad ☐ Desert**Friday:****Wine Tasting** ____ @ **\$10.00 pp** \$ _____**We need at least 30 people for this activity.**

(\$10 will go towards a wine purchase)

Lassen Resort providing complimentary light
appetizers.**Saturday:****Catered Dinner** ____ @ **\$19.00 pp** \$ _____

Includes cowboy poet entertainment

NOTE: Coupon must be received by the Host no later than mm/dd/yy,
otherwise call the RV park at xxx-xxx-xxxx to make your own

Sample Rally Schedule

Picnic in the Pines

WBCCI NorCal: June 11 - 15

Hosts: Tom and Deanna Bain/Tom and Hedda Smithson

Lassen Pines RV Resort

548-335 Old Highway Road, McArthur, CA

Wednesday, June 11

All Day Welcome and Settle In

4:30 Social Hour

6:00 Clam chowder dinner, salad, bread and dessert. Please bring bowl, service and drink.

Thursday, June 12

7:00 - 9:00 Coffee, PB&J

10:00 Line up for tour of North American CoGeneration Facility.
Suggested afternoon activities: picnic at Burney Falls or Hat Creek Picnic Park, plus golf, bird watching at wildlife refuge, or lounging at the pool.

2:00 Awning Repair 101 and Crafts activity (\$3 fee)

4:30 Social Hour - appetizers

6:00 Bring your own meat, service and drink for a barbecue. Salad, side dish and dessert will be provided. A travelog slide show will follow.

Friday, June 13

7:00 - 9:00 Coffee, PB&J

11:00 Line up for catered lunch at Fall River Mills Hotel (you choose pork or salmon).

24860 Main Street, Fall River Mills

1:00 Visit Fort Crook Museum for tour (see map).

4:30 Social Hour - appetizers

Dinner on your own (see list of restaurants).

7:30 Birthdays, Anniversaries, and dessert.

Saturday, June 14

7:00 - 9:00 Coffee, PB&J

9:00 Executive Board Meeting

10:00 General Meeting

11:00 Line up for visit to Crystal Lake Fish Hatchery.

Suggested afternoon activities: Burney Community Garage Sale, rig open house visits, horseshoe tournament, golf, fishing, or hiking.

4:30 Social Hour - appetizers

6:00 Catered dinner (bring service) - BBQ chicken and fixings followed by Bingo.

Sunday, June 15

Depart for home or for McCloud to begin Caravan to National.

Worksheet for Rally Hosts

Accounting Category and their descriptions. First number your receipts. Then refer to them as you enter your expenses. If you are buying for the rally and yourself, have the clerk do a subtotal of the rally “stuff”.

Hospitality The rally fees pay for parking one night for each host, the cost of the meeting room, morning coffee, decorations, goody bags and prizes. Check the latest spreadsheet to see how much you have to work with.

#	Name of store/brief description of items purchased	Cost

Food served at meals and purchased by the hosts. Put totals here from your receipts and add them up. Again refer to the “receipt number” for # column.

#	Name of store/brief description of items purchased	cost

Now transfer your totals to the expense claim. Thanks!

Food - provided by caterer. Secure the bill in plenty of time to have the check written in a timely manner.

Event - tours and/or speakers for which funds have been collected.

Sample Expense Claim Form

Thank you for your efforts to make NorCal the best!

The club is happy to reimburse you for the following:

Hospitality (peanut butter & jelly and/or decorations)

Meal - catered through an outside contractor

Meal - member prepared

Event - arranged with an outside contractor

Newsletter production and mailing

These materials may be looked at as a part of the annual audit. Therefore please check your math; number all receipts clearly.

Then present this Expense Claim to the treasurer for reimbursement in an unsealed envelope.

Thank you for depositing your check quickly

Your name: Bob Rallyhost Date 8/6/2016

	Budget category	\$ amount
#1	Table cloths & decorations	<u>38.79</u>
#2	Groceries	<u>78.24</u>
#3		
#4		
#5		
#6		

Total 117.03

Sign your name: Bob Rallyhost

WBCCI # 1234000 No. & date of check 5678 8/7/2016

Check signed by Tracy Treasurer