



Rally Planning Guide Northern California Airstream Club

Thank you for volunteering to host a NorCal rally!

Rally Hosts play an essential role in the success of our club. There are as many as nine rallies lasting four nights at various locations where we gather for fun, friendship, and adventure. This guide is designed to help in the planning process.

Remember: there is a great support team in this club. If at any time you are confused or overwhelmed or have a question, simply contact the **Rally Chair** or any member of the leadership team for advice. It “takes a village” to make a rally successful; everyone understands the work involved and is willing step in to help.

Responsibilities:

*The **First Vice President**, with advice from the **Rally Chair** decides when and where NorCal will rally during the year he or she will be President.

*The **Rally Chair** makes the reservations, negotiates a group rate for the parking fee, and collaborates with the **Hosts**.

*The **Hosts** plan the fun part - the details. As some have said “How would you like to plan a party with other people’s money?”

Procedures:

Hosts communicate with one another to plan the activities including meals for their rally. A visit to the area may be in store.

Hosts write a promotional article for the Poppy and provide photos and graphics to make the rally “not to be missed!” This information is due to the **Newsletter Editor** about two and a half months before the month of the rally. For example, the information about a May rally is due no later than February 15 for publication in the March Poppy. Registration for this rally opens March 1 and closes March 31.

The **Hosts** contact the **Rally Chair** to learn the cost of the parking fee.

Hosts collaborate with one another to provide the **Newsletter Editor** with coupon information such as parking and rally fees, costs of meals, activities, etc. The coupon includes the name and location of the rally, dates and appropriate images (if desired.) Provide the date registration closes. The coupon includes space for the name, cell phone number, e mail address and the BRN (Big Red Number) of the **Members**. Provide a spot to indicate this is a first rally and/or handicapped parking is requested. For an example of a rally coupon and a detailed set of instructions, see a recent issue of The Poppy. The coupon information is due the same time as the promotional article.

The **Hosts** provide information about the cost of the parking and rally fees, meals, tours, and/or events to the **Registrar** for the spreadsheet, and **Webmaster** for the JotForm.

Encourage **Members** to use the online JotForm to register for the rally or the Registration coupon published in the Poppy. Anyone who is a WBCCI member and/or owns an Airstream may attend a rally. Priority is given to

NorCal members and affiliates when space is limited. NorCal may hold one or two Buddy Rallies, where friends who own another type of RV may attend.

Requests to attend a rally will be accepted until the number of reserved sites has been filled. Additional requests will be placed on a wait list. The **Rally Chair** may be able to acquire additional sites. The priority of the registrations is determined by the date the **Registrar** receives the information (the date/time of the JotForm, e-mail OR the date/time of the arrival of the surface mail envelope.)

Members and/or guests who come to a rally for just one day do not pay rally fees but pay for meals and/or activities.

When the **Registrar** receives the rally registration via JotForm, e-mail, or surface mail, a spot at the rally is held. The **Registrar** enters the information from the members in a spreadsheet. The spreadsheet is shared with the **Hosts** and others as needed. Registration for a rally is complete when payment is received. The **Registrar** deposits the checks about a week before the start of a rally.

Refer to a current issue of the Poppy for the rally fee. Rally fees collected make up the rally budget that pays the parking for the **Hosts** the night before the rally begins. They arrive a day ahead to tend to last-minute details.

The rally budget also reimburses the **Hosts** for decorations, welcome bags, and other hospitality items. To be reimbursed for expenses incurred for the rally, **Hosts** must save all receipts and comply with the requirements from the **Treasurer**.

Hosts check the spreadsheet to determine the rally budget. If the dollar amount in the rally fee column is \$225 and the parking fee is \$50 per host, that would leave only \$125 to spend. **\$200 is guaranteed.** If the dollar amount is \$375 and the parking fee is \$50 per host, that would leave \$275 in the rally budget.

Hosts may request a “**Fun Fund**” for any amount up to \$150 to support activities that will enhance the rally experience such as games, raffle prizes, live music, etc. Use the money to buy small food items and/or beverages; do not purchase meals or alcohol for the group. Send a “**Fun Fund**” request to the **Treasurer**. Provide detailed plans for the use of the money. Keep records and receipts. Use the required form to request reimbursement or an advancement of funds.

Hosts collaborate with one another to decide how to spend the funds that will make the rally a success. Rallies are to be self-supporting; they are not designed to make money for the club. **Hosts** are encouraged to spend the entire rally budget. Avoid overspending.

The **Rally Chair** works with the rally site to assign parking spots and may provide information about bringing appetizers to Social Hours. About a week or two before the rally, the Rally Chair sends out site assignments.

Hosts communicate with one another to design and publish a schedule – “What’s Happening” to be included in the “welcome bag”. Some **Hosts** include their contact information in addition to the who, when, and where of the rally. Clearly list each date of the rally with what and when and where events will happen. Be sure to ask the **President** about the time for Executive Board, Business, and General Membership meetings. Members are asked to bring their own beverages and may be asked to bring their own “set ups” or “table service”. Be sure to include this information. For an example of a “What’s Happening”, attend a rally or two to see patterns.

The **Treasurer** will provide each **Host** with a Worksheet and an Expense Claim Envelope at the beginning of the rally. This is what they look like:

Worksheet for Rally Hosts
(Sample)

Name of Host Happy Camper

Number your receipts and match them to the line items. Refer to them as you enter your expenses.

Hint: If you are buying for the rally and yourself, ask the clerk to do a subtotal of the rally “stuff.”

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.

#	Name of store or vendor; Brief description of items purchased	Cost
1	Smart & Final – table covers and decorations	\$38.79
2	Grocery Outlet – food items	78.24
3		
4	Etc.	
	Total	\$117.03

Expense Claim Envelope
(Sample)

Thank you for your efforts to make NorCal the BEST!

Rally Host: Your parking fee for the night before the rally begins is “comped” in your registration for the rally. The Club is happy to reimburse you for the following:

Host expenses: decorations, welcome bags & their contents, door prizes, etc.

Meal: catered through an outside contractor – may be paid directly

Meal: member prepared

Event: arranged with an outside contractor – may be paid directly

Membership: badges, ribbons, etc.

The receipts may be looked at as a part of the annual audit. Put your receipts in order by date and number them clearly. Please check your math.

Then present this Expense Claim Envelope with the receipts and worksheet to the treasurer for reimbursement in this **unsealed envelope**.

In which budget category did you spend money? Please circle.

(Rally host expense) (Catered meal) (Other meal) (Event) (Membership)

Your name Happy Camper Date xx/xx/xxxx Total \$117.03

Sign your name Happy Camper BRN 0xxxx No. & Date of check: XXXX, xx/xx/xxxx

Check signed by Tracy Treasurer **Thank you for depositing your check quickly.**

Here is a checklist with *background information. **Hosts** may use it as needed.

Before your Rally

<i>Host Task Lead</i>	☒	<i>Activity</i>	<i>Actions</i>		
<i>(your name here)</i>		*Select Theme/Title	Choose photo, logo, or graphic for the Poppy.	Choose rally name and theme for the coupon.	Confirm with Rally Chair.
		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.
		Look at Kitchen Facilities	Evaluate stove, oven, refrigerator, microwave, sink.	Determine location for *Morning Hospitality.	Power outlets for for coffee maker, toaster
		Visit potential 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.
		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 meal. Include tax and tip.
		*Visit 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.
		*Plan Activities: Craft, Tours, Maintenance Seminars, etc.	Determine dates and confirm speaker and subject.	Confirm place, equipment if any required.	Determine travel time to tour destination.
		*Draft "What's Happening" page	List day & time for each activity planned.	Morning Hospitality, social hour, meals, birthday, anniversaries time.	Include Board, Business and General meetings in schedule. Confirm with President.
		Prepare Coupon	Establish rally details, nights, rally fee, meals(s), tours etc.	Forward information to the Poppy editor no later than the deadline	Include coupon due date per Rally Chair.
		*Write article for the Poppy	Prepare write-up in a timely manner	Send to the Poppy editor.	
		*Talk up <i>your</i> Rally any time you can!	Promote the planned activities.	Remind due date for coupon	Sell the sizzle

* "Morning Hospitality" refers to Coffee and PB&J. The club owns a commercial Keurig coffee maker and toasters that can be brought to rallies for social interaction in the morning. Hosts buy K-Cups, peanut butter, jam, bread for toast, and/or other morning snacks.

During your Rally

<i>Host Task Lead</i>	☒	<i>Activity</i>	<i>Actions</i>		
		*Arrive Early	Finalize reservations with restaurants, caterers or event sites	Confirm all activities.	Coordinate with others to set up and decorate meeting room
		*Welcome Members	Prepare a welcome bag for each Airstream. Use a list or label the bags with names & site #'s.	Include local medical, shopping, restaurant menus, maps, guides, etc.	Mark off all guests as they arrive. Make new members welcome.
		*Set up room	Evaluate for meals and activities.	For maintenance meeting.	For nightly activities.
		*Host Social Hour and make Announcements	Introduce new members and guests.	Review of next day's activities. Ask for summaries of enjoyed activities.	Thank all who have helped to make a great day.
		*Supervise Meal Service	Coordinate the set up and serving of meals, desserts.	Clean-up after service.	
		*Take Note 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.	

After your Rally

<i>Host Task Lead</i>	☒	<i>Activity</i>	<i>Actions</i>		
		Do a walk around of rally location	Building & Grounds left in better condition than when we arrived.	Say thank you to all who made the rally a success.	Provide next rally hosts with Morning Hospitality equipment and any unused gifts, decorations, etc.
		*Write & Submit Rally recap	Provide write-up and photos to the Poppy editor. Submit at or soon after rally.	Submit to Poppy editor no later than the deadline.	
		*Ask for reimbursement for Expenses	Keep receipts. If advance funding is needed submit written request to Treasurer in a timely manner.	Fill out and submit an expense claim envelope. Deposit your check ASAP.	Confirm with Rally Chair on all expenses, if needed

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, for a rally in Fort Bragg, the theme was "Silver Shells by the Sea". If you are the rally host and a co-host has not volunteered, find another to help you and have fun.

Visit Chamber of Commerce

The Chamber of Commerce is an excellent source for literature about local attractions and maps to put in the welcome bags. Learn about historical sites, available tours, and activities. Local residents may share some of their favorite points of interest.

Maintenance Seminars

Maintenance seminars are always appreciated. 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 "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 hospitality, social hours, and meals. The president or another designated person will usually introduce and welcome new members. Contact the president to include in the schedule the day and time of any board, business or membership meetings. It always good to have a day or two of no planned activities.

Write Article for the Poppy

Prepare a detailed write up about the rally you are planning. Describe the meals and activities. Use language to sell and get people excited about the upcoming event. Driving directions may be included. Send the write up to the **Newsletter Editor**. Respect the deadline established by the **Editor**.

Talk up *your* Rally any time you can!

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.

Arrive Early

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.

Welcome Members

Members 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. Answer questions they might have.

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!

Set-up Room

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.

Host Social Hour and Make Announcements

The Rally Chair may assign people a night to bring appetizers for a Social Hour, usually about 5:00 or 5:30 PM whether or not a dinner follows. Announcements regarding rally activities may be given during Social Hour.

Supervise 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**.

Take 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.

Write & Submit Rally Recap

Provide a post rally write-up and photos to the **Newsletter Editor**. The sooner this is done, the fresher all of the events will be. Respect the deadline established by the **Newsletter Editor**.

Ask for reimbursement for Expenses

Fill out and submit the Expense Claim Envelope to the **Treasurer** as soon as possible and no later than the end of the rally. Be sure to include ALL receipts for the rally expenses. Deposit the reimbursement check as soon as possible. NorCal does NOT pay for alcoholic beverages. Members provide their own drinks at rallies.

Rally Planning Guide Revision Committee:

John Bibby, Lori Bibby, Pat Lazzereschi, Michael Minadeo, José Ortiz, Kent Schroeder, and Hedda Smithson

If you have questions, please contact the Rally Chair.

Suggestions to update or improve this document are always appreciated; contact the Constitution and Bylaws Chair.

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