

Rally Host Guidelines and Responsibilities



OAC Rally Host Guidelines and Responsibilities

First, thank you for your interest in being a Rally Host for the Oregon Airstream Club. Rallies are the primary activity that bring us together as a club. Rallies enable us to build friendships and to enrich our lives by enjoying the great outdoors with a broad-based membership who share like interests and our love for everything Airstream. There are two basic ways to become a Rally Host: (1) ideally a year or more in advance, communicate with your OAC Rally Coordinator and indicate your desire to Host a Rally at a future time and location you prefer, or (2) respond to a request from your Rally Coordinator to Host a Rally that has been scheduled without a Host (or has had a Host cancellation).

Hosting a Rally is not intended to be a cumbersome task. As Rally Host there are a few basic things that you will be expected to do. Most of these tasks are centered around organization and communication. You will also not be alone. There are many experienced members who are more than happy to provide guidance and share their experience...all you need to do is ask! In addition, there will be Rally Host training, including JotForm protocols, offered on-line each year prior to our scheduled Rallies.

Co-Hosting a Rally is one of the best ways to gain experience and confidence while working under the mentorship of an experienced Rally Host. Working directly with the Rally Host, you will learn by contributing your efforts as agreed with your Rally Host. Everyone has something to contribute and being a Rally Co-Host is one of the best ways to learn while doing. If you have hosted a rally previously, why not ask a newer member to co-host with you.

No two Rallies need be alike. Make your Rally your own by planning, organizing, and proposing events and activities that match your personality and utilize the resources, activities, and attractions at or near your Rally location.

As a Host, assuring your Rally participants enjoy the opportunity to mingle, make new friends, and enrich existing friendships is a key responsibility. This begins with the very first communication (usually through email) with members that have signed up for your Rally. This welcoming message should include a brief overview of the Rally schedule, any guidance regarding arrival/departure times, an overview of meals (if offered), and a list of participants. Many Hosts provide a

printed schedule, a printed listing of site assignments, and a printed reminder about meals, if planned, that can be distributed on day 1 of the Rally. Greeting each camper as they arrive at camp is also a great way for folks to feel welcome. In addition, saying goodbye at the end of the Rally, is a great way for folks to let you know what they liked and how the Rally went for them.

Facilitation of communications during your Rally is most often accomplished through arranging BYOB Happy Hours, with or without camper contributed appetizers. Communicate your intentions to your fellow campers. You may know of a fun 'ice breaker' game to start the conversation at a happy hour, you may choose to break a large group into smaller groups (rotated daily) for happy hours, the choice is yours.

As Host, reaching out to new people and introducing them to others sets an example of how we try to welcome everyone. We want everyone to feel they are part of the group.

Take a few photos during your Rally and, if you are so inclined, share the photos with captions and/or a small write-up with your OAC newsletter personnel. OAC members love to see themselves and others having a great time and our newsletter is a great way to share.

Finally, as a Rally Host, provision of meals during a Rally is completely voluntary. Some Hosts find this to be an enjoyable activity while others do not.

- Potluck meals are a popular way to “provide meals” while sharing the meal preparation efforts with your fellow campers.
- Arranging a catered meal (Food Truck, etc.) has also been utilized to organize a meal without having to do it yourself. (Always check with the campground officials to be sure this option is permitted).

The Rally Host is never expected to bear the cost of meals; these costs should be apportioned to each Rally participant who elects to participate in Rally meals. Meal plans should be communicated in detail and campers should be asked if they wish to participate several weeks prior to the Rally. This enables the Host to determine estimated costs and to acquire supplies and/or services needed.

The Rally Host must identify and communicate all meal associated costs when you communicate your meal plans and directly manage reimbursement contributions from your Rally participants who choose to participate.

Meal costs are no longer included in the Rally Fees.

Health and food safety protocols must always be followed. Obtaining a State approved food handler's license is strongly recommended if you are going to prepare meals for your Rally. Refer to www.oregon.gov or similar website for the State where your Rally will be held.) *See Appendix A for general guidance on food safety.*

The OAC owns a variety of food service equipment items available for use by Rally Hosts. These items are in the OAC storage unit in Wilsonville, OR. If interested in use of these items, please contact any OAC Board Member for more information; contact information for board members is listed on the OAC website <https://airstreamclub.org> Items used must be cleaned and returned promptly for use by others. See Appendix B for a list of available OAC food service items.

Basic Rally Host Responsibilities Include the Following Tasks:

- Manage Rally Logistics and Communications
 - Email Campers (Early and Often)
 - Develop a Rally Plan
 - Become Familiar with Area Attractions and Recreational Opportunities
 - Plan Group Activities (Hikes, Bike Rides, Etc.)
 - Share Unique Campground Logistics (if any)
 - Assign and Communicate Individual Camp Sites (advise campground management and let them know you will be the on-site Host for the Rally)
 - Communicate Happy Hours Plans (with or without Host and/or camper provided snacks/appetizers)

- Manage Rally Participation Record via JotForm
 - Please do not Delete any Entries
 - Add Wait List Individuals and Note the Date of Addition
 - Note Cancellations by entering the cancellation date and other information in the “Notes” section on Jotform

- Stay in Touch with your OAC Rally Coordinator
 - General Status of Your Rally
 - Reservation Adjustments, if Needed (Additions or Cancellations)
 - Reservation Questions (Don’t Call the Campground)
 - Any General Guidance Desired

Optional Rally Host Responsibilities include the following tasks:

- Develop and communicate Rally Meal Plans (Type, Costs, and Logistics)
 - Potluck Meals (With Host and Camper Provided Contributions)
 - Catered Meals (Check with Campground Regarding Rules/Restrictions)
 - Host Provided Meals (Campers “Opt-in” and Pay Host)
 - Hybrid Host Entrée with Camper Potluck Sides/Deserts
 - Group Restaurant Reservations (Campers “Opt-in” Through Host)
 - Other Creative Options...

Rally Hosts Should Avoid Doing These Things:

There are certain things that Hosts might be inclined to do but experience has shown that these actions, although well intended, may create extra work, for the Host, the Rally Coordinator, the Treasurer, and others.

- Don't stress (ask for help/guidance if you need it)
- Please do not add or cancel any reservations with the campground (unless you made them). Ask your Rally Coordinator for assistance.
- Deleting names or other Information from JotForm creates confusion, and we lose the historical information that is helpful. Highlight and/or make notes instead.
- Don't encourage independent reservations from OAC members as a means to bypass a Rally Wait List or to "crash" a full Rally. This practice is often not fair to other campers and can cause a multitude of issues for the Host and Rally Coordinator. However, if fellow Airstreamers unexpectedly show up at a campground during a Rally, try to engage them and let them know who we are. If possible, invite them to participate in Rally activities. This could result in a new club member. As a minimum, it communicates positive intentions and a friendly outreach.
- Don't promise refunds for campers who may cancel their Rally reservations. Please communicate any cancellations promptly to your OAC Rally Coordinator and OAC Treasurer. Your Rally Coordinator and Treasurer are responsible to determine refunds in accordance with the OAC published Cancellation Policy.

APPENDIX A

A Word About Food Safety

Credit -Terri Warren

Providing food for a Rally can be rewarding and enjoyable, but if you wake up at 2:30 AM violently ill and you look around at all the other trailers and with their lights on too, it is no longer fun but a nightmare instead. With a few simple principles, you can keep your food safe and tasty and your rally on track.

The basic rule is keeping cold foods cold and hot foods hot. Remember these numbers: 40 and 140. Cold food needs to be kept colder than 40 Degrees and hot food at least 140 or higher. They can be in the middle between 40 and 140 for two hours (or one hour if the temp is greater than 90 degrees outside).

When calculating this time, however, think it through carefully. You start shopping and you pick up the chicken breasts first. It is 20 minutes until you leave the store. Then you drive 30 minutes to the campground. Then you start distributing it to the trailers or to coolers, requiring another 20 minutes. The time can go quickly, so keep these actions in mind as you calculate your two-hour window.

Once you've cooked things, two hours is plenty of time to serve and still have your foods in the safe zones.

The good news is that many foods can be safely kept, ignoring these temperatures: fresh fruits and veggies, eggs, bread, canned foods that have not been opened, things like mayo that have never been opened.

The tricky things are foods that you originally find in refrigeration at the store or things that you've cooked for consumption at the Rally.

Don't take up valuable cooler space with stuff that just doesn't need to be kept below 40 degrees.

Let's talk about keeping stuff cold first.

Be sure you have lots of coolers available. Ask Rally attendees to bring an empty one if you don't have enough yourself. You've got the list of participants, use it! People love to help; they just need to be asked. Blocks of ice keep longer than cubes but sometimes are not as convenient to use. An empty clean carton or

plastic jug of milk can be filled with water and frozen for your cooler. Frozen gel packs are great too; you just need to remember to freeze them well before you need them so you can pop them in the cooler.

Bacteria present on raw meat and poultry products can be easily spread to other foods by juices dripping from packages, hands, or utensils.

When transporting raw meat or poultry, double wrap or place the packages in plastic bags to prevent juices from the raw product dripping on other foods.

When storing in the refrigerator or cooler, try to keep things that are potentially drippy at the bottom, not on the top where it could drip onto other things.

Always wash your hands before and after handling food, and don't use the same platter and utensils for raw and cooked meat and poultry.

Soap and water are essential to cleanliness. Wash your hands often.

Try to pack your cooler food in the reverse order of when you will need it - first food packed is the last to be used. It is good to have some ice or gel packs on the top and some on the bottom as well. You can also use frozen orange juice cans if you are preparing breakfast, for example, to help keep things cool.

For food that you aren't going to use until later in the Rally, freeze it, if you can, to serve as "cooler coolers". Keep your coolers in the shade at the campground. Put them under a tree or even under the trailer, if they will fit, just not out in the sun.

Remember to keep things that you didn't originally need to keep cool but have since opened, like mayo, in the coolers now. (I keep coming back to mayo because it has frequently been implicated in cases of food poisoning.) I've also been completely amazed at how much our trailer refrigerators hold! Between the refrigerator and the freezer, I can pack a large amount of what I need right in my trailer. Remember the principle of asking when you need help. Other people have lots of room in their refrigerators and because you are preparing food for the Rally, they will likely have brought less and have more room for your stuff. If others assist with refrigerator space, now you have food all over the place in other trailers - the trick is remembering who has what! Good to write it down.

Change out the ice often as it melts. If you find your coolers "losing their cool", ask for help - someone can go get ice for you. You don't have to do it all!

When your camping adventure has ended, if you have food in a cooler that no longer has ice or the gel has melted, discard it. There is just no point in taking a chance.

Now let's talk about keeping food hot.

When cooking meat, it is very helpful to bring a meat thermometer. Ground beef should reach a temp of 160 for safety, chicken 165, and beef roasts 145. Things like casseroles with ground beef should also be at 160. Most of the time, when you are grilling foods, you are going to get them hot enough if they look browned and steaming but it never hurts to check.

I am a huge fan of chafing dishes. Get them lit and heating an hour before you need them. Traditional chafing dishes have Sterno and then a layer of water that heats and then the tray for the food. Remember that the water must get hot to keep the food in the food tray hot, and that can take a while so get them going before you need them.

Not only is your food safer, but also it tastes so much better to serve things hot if they are supposed to be hot.

The use of chafing dishes goes a long way towards keeping food above that critical temp of 140 degrees.

In addition to chafing dishes, the club owns some terrific big roasters. They can keep things warm as well, and you can certainly cook a turkey in one! You can also use crockpots.

As a Rally Host, you should also keep an eye on foods that have been provided by others which may have also been left out during the cocktail hour. Remember the safety timeline of two hours maximum out of refrigeration or hot temperature range. If you see foods that that are not properly maintained at safe temperatures, put them away in a discrete manner. Again, it just isn't worth the risk.

If you keep in mind the 40-140 danger zone and keep an eye on your times, you'll be fine.

Don't forget to have fun. When you are having fun, your rally participants will too.

APPENDIX B – OAC EQUIPMENT INVENTORY (12-4-2022)

Quantity	Description	Category
2	Air Pots - 2.5L	Appliance
1	Belgian Waffle Maker Electric	Appliance
3	Chafing Pan	Appliance
1	Coffee Pot - 14 Cup	Appliance
2	Coffee Pot - 42 Cup	Appliance
1	Coffee Pot - 60 Cup	Appliance
1	Electric Skillet	Appliance
2	Griddle (Electric)	Appliance
1	Toaster (4 Slice)	Appliance
2	Turkey Roaster (Electric)	Appliance
14	Bowls (Cereal Size)	Cookware
8	Mixing/Serving Bowl	Cookware
3	Strainer (Plastic)	Cookware
1	XL Stock Pot	Cookware
1	XXL Stock Pot	Cookware
1	XXXL Stock Pot	Cookware
2	10X10 Shade Canopy	Equipment
1	48 Qt. Ice Chest	Equipment
2	5 Gal. Water Cooler	Equipment
7	6' Tables	Equipment
1	75 Qt. Ice Chest	Equipment
6	Assorted Blue Tarps	Equipment
23	Black & White Checked Cloth Tablecloth	Equipment
7	Black & White Checked Vinyl Tablecloth	Equipment
10	Blue/Green Design Cloth Tablecloth	Equipment
1	Camp Chef 2 Burner Stove	Equipment
11	Club Flags	Equipment
2	Club Posters (Vinyl, in Mailing Tube)	Equipment
1	Fish Fryer 10 Quart (Propane)	Equipment
3	Light/Bug Zapper (Rechargeable)	Equipment
1 Bin	Misc. Decorative Outdoor Lights	Equipment
2 Bins	Outdoor Lights (Heavy Duty)	Equipment
3	Pig Tail In-ground Stakes for Signs	Equipment
6	Red Hand Flags	Equipment
2	Welcome Banners	Equipment
4	White Boards (1 Large, 3 Small)	Equipment
4	Work Lights (Rechargeable)	Equipment