

Rally Cost Worksheet

The rally fee should cover the cost of activities included and any park use or related costs. 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 the rally coordinator if you need assistance with determining the appropriate rally fee or cancellation policy.)

Arrange for collection of rally fees - Discuss with the Rally Coordinator the best way to collect rally fees. ACI guidelines require all rally fees to be deposited directly to INWAC accounts (checks payable to INWAC), 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 INWAC Treasurer. The Treasurer will make reimbursements promptly to the rally host.

Rally room or group shelter fee	_____
Additional rentals, ie BBQ.	_____
Meals:	
Food	_____
ICE	_____
Plates, Napkins, Cups	_____
Decorations	_____
TOTAL meal cost	_____
Event Tickets (group admissions, concert tickets, etc.)	_____
Misc. Expenses ie favors (please itemize in detail on separate sheet)	_____
Total anticipated expenses	_____
Divided by number of campsites = Rally Fee	_____