

# **Inland NW Airstream Club**

## **Rally Planning Guide**

### **5/1/2022**

Rallies are the main activity of our Inland NW Airstream Club ('INWAC'). That's what we're all about, bringing members together to travel, learn, share, have community and to HAVE FUN!

INWAC sponsors several rallies a year of varying sizes. We require that each rally is approved by the INWAC board to make sure we are following the INWAC guidelines and for liability purposes. We provide this guide so that every member understands what rallies are and, hopefully, how to host one!

#### **Rally Hosts and Co-Hosts**

The Rally Host ('Host') is responsible for planning and contracting with the rally venue (park, campground), arranging possible activities and meals, registering guests and working together with the Board to finance and promote the rally. It is highly recommended that the Host enlist a co-host(s) in order to share the work of planning and hosting, and as backup in case a situation develops that precludes the Host's attendance.

#### **Board Approval**

A Host should discuss rally ideas with the Rally Coordinator who can help put the pieces together. When a Host has enough details put together, they should create a general rally proposal for Board approval. This includes dates, venue, amenities, activities, itinerary, costs, etc., (*see rally proposal/venue worksheet*). Please submit rally proposals to the Board for review and approval before any expenditures are made. If this creates an issue in the reservation process for a given venue, please consult the Rally Coordinator. Allow enough planning time to put all the logistics in place. It is preferable to have most rallies scheduled by December of the prior year to be included in the following year's brochure that is to be sent to members each January.

#### **Rally Details**

- **Select a Venue**

It's always nice to visit someplace new as well as returning to old favorites. Potential rally sites should be convenient and offer services within a reasonable distance. Boondocking is fine but consider hook-ups, particularly electricity for air-conditioning, in the warmest seasons. When you have selected a venue it is the host's responsibility to be the point of contact with the venue.

## ● Select a Date

Consult the current calendar and contact the Rally Coordinator to find the best date for your rally, keeping in mind the dates of other club and regional events. Contact the venue to find availability, amenities, site cost, restrictions, pet policies, and deposit/refund policies. (See Rally Proposal/Venue Worksheet)

## ● Scope out the venue

If you have not been to the venue or INWAC has not had a rally there previously, consider taking a trip to scope out the venue (if possible), inquire of other members who may have been there recently and always read reviews to be aware of any concerns others have experienced. You don't need to be an expert on the region around the rally site but it is a good idea to know the location of the nearest medical facility, drug store, grocer, and other services. Know the travel distance from the Spokane/Coeur d'Alene area, as well as the Tri-Cities, and research what activities and attractions are nearby.

## ● Select a Theme - if you'd like

Although a theme isn't necessary for a successful rally, it often adds to the fun and marketing of the rally.

## ● Set a Rally Price (see Rally Cost Worksheet)

First, determine the nightly cost of the venue per site, then consider things like:

- Is there an additional charge for pets?
- Is there an additional charge for a rally room or picnic shelter?
- Are there any tickets to activities, tours, museums, or events?
- Will you be preparing or purchasing any meals or food for the rally?

## ● Promoting the Rally

The rally should be placed on the INWAC calendar and open to registration according to the INWAC policies. If the rally is not included in the brochure for the year, ask the Rally Coordinator to email the information to the INWAC members and to list it on the website and social media. Pop-up rallies are welcome, but are not considered to be formal INWAC rallies subject to the conditions in this guide.

## ● Gather Local Information

While it is not necessary, it is nice to prepare a rally bag for the attendees. This could include some brochures, maps, and information for activities around the rally location so attendees can explore on their own. In most cases, with a phone call or visit to a local chamber of commerce or visitor's bureau, you will be supplied with a variety of information at no cost, i.e., brochures and maps.

## • **Registrations - REQUEST, RESERVE, RESPOND**

The club's rally schedule will be sent out to the membership in January of each year with the new season's rally offerings. The web master will load the rally registration information into Jotform. The membership has a couple of weeks to register for these rallies via Jotform, then affiliates are sent the information and given approximately two weeks to register via Jotform. . In February all the rallies are posted to our website and open for all Airstream Club members across the world to register.

### **Registration Process: (revised 2023 to include Jotform)**

Hosts are sent the registration requests from Jotform for each rally they are hosting. Hosts will then respond to each Jotform registration request in the order it was received in Jotform with the rally's venue registration procedure and contact info. Rally venues may differ in the process they require for group event registrations so the Host of the rally must be THE contact for a member registering for a rally. The rally coordinator will help the host work through how to set up the registration with the venues for rallies.

After the members have received the registration instructions and contact information for the rallies they requested in Jotform they should follow the directions promptly and then respond to the Host via email letting them know that they have completed their registration. \*\* Verbal reservations, 'Hey put me down for that rally' will not be accepted. We wish to be consistent to reduce confusion for both members and Hosts.

In Summary:

### **Reservation process: REQUEST, RESERVE, RESPOND**

1. REQUEST - Members request registration through Jotform.
2. RESERVE - The Host of each rally emails the requesting member instructions on how to reserve their spot for the rally or adds them to a wait list if that rally is full. The member is responsible for following through with the venue reservation promptly.
3. RESPOND - The member must email back to the Host when instructions have been completed, ie; deposit at a venue, registration with a venue, and/or mailing a check to the Host.

Record Keeping - The Host must stay in contact with the venue to make sure the registrations they have match the member reservations at the venue. The Host should also keep written record of all registrations and confirm with participants as the rally approaches, providing an itinerary and directions to the venue.

## Collection Of Fees

Determine how the fee or reservation costs will be collected. If there are additional cost for items, such as a meal, an event or museum ticket, etc., the monies must be sent to the Host and then deposited to the INWAC's bank account. *International guidelines require that all funds collected be deposited directly to the local club's bank account with checks being made payable to the Inland NW Airstream Club rather than an individual member.*

The INWAC Treasurer will provide deposit slips that the Host can use to deposit funds collected into the INWAC's bank account. At the close of the rally, the Host is required to provide the INWAC Treasurer with a full accounting of all funds received and all funds dispersed in the planning and execution of the rally. The financial report can be a simple spread sheet or even a simple statement listing the funds collected and the expenditures made. Please keep all supporting receipts for items purchased and venue fees paid for the rally and submit with your financial report. The INWAC Treasurer will make reimbursements for rally expenses from the INWAC's account. The INWAC will retain any funds remaining from the fees collected after reimbursements are made.

## Insurance

Legal liability is an issue for INWAC rallies. Since INWAC rallies are Airstream Club International events, the ACI carries liability insurance for INWAC. If the rally site requires a certificate of insurance, the Rally Coordinator will contact ACI, and they will arrange to have one provided for the venue.

## During The Event

Hosting a rally can involve a lot of activities (read this as meaning that it involves some work). Please provide an itinerary, a schedule of the plan for the rally i.e., arrival, departure, mealtimes, happy hours, ...ALTHOUGH, not every rally needs a full schedule or meals.

- Don't be afraid to solicit volunteers to work with you - people love to help. Plan to greet attendees as they arrive.
- Try to put new members in sites toward the center of the group when assigning sites at a rally if you are able, so that they do not feel left out.
- Be available to offer assistance and answer questions that people may have.
- Make sure the rally area is left cleaner than when we all arrived.

***Most importantly, BE FLEXIBLE and HAVE FUN!***