



AIRSTREAM CLUB INTERNATIONAL CARAVAN HANDBOOK

**The official handbook for Airstream
Club International Caravan Leaders**

Created by the WBCCI Caravan
Committee

Contents

FORWARD	3
PREFACE	4
CHAPTER 1 Aims and Objectives of the WBCCI Caravan Committee	5
CHAPTER 2 Definitions and Classifications of Club Caravans	6
General Caravan Requirements	7
Local Club Caravans	7
Region Caravans.....	8
National Caravans	10
Contractor Caravans	11
Special Situations	12
International Caravans	13
CHAPTER 3 Duties of the Caravan Committee Chair	18
CHAPTER 4 National Caravan Fund.....	19
CHAPTER 5 Caravan Training	21
CHAPTER 6 Planning and Scouting	22
CHAPTER 7 Caravan Finances	27
Important financial guidelines	27
A. Budget.....	27
B. The Kitty Fee	32
C. Financial Considerations.....	32
D. Finances During the Caravan	34
E. Reporting and Documentation After the Caravan	35
CHAPTER 8 Communication	36
CHAPTER 9 Dismissal Process and Documentation	39
CHAPTER 10 Invocations, Blessings and Prayers.....	41
CHAPTER 11 Promotion of the Caravan.....	42
CHAPTER 12 Travel Guide	44

Travel Guide Contents.....	46
Typical Activity Schedule	47
CHAPTER 13 Communications on the Caravan.....	48
CHAPTER 14 Completion of the Caravan	52
Critique Sheets	52
Caravan Media	52
End-of-Caravan Reports.....	52
CARAVAN BASICS.....	54
CARAVAN TEAM DESCRIPTIONS	59
CARAVAN GLOSSARY.....	62
CARAVAN STARTUP KIT LINKS.....	64

FORWARD

The goal of a WBCCI caravan is to make possible the concept of Fun, Friendship, and Adventure which is the basis of our organization. No two Caravans or Caravan Leaders are alike. What works well for one Caravan or Leader may not work for another. Therefore, the flexibility exists to plan, organize, and operate a WBCCI Caravan in a manner that best suits the style of the Leader and the capabilities of the participants.

The purpose of this Handbook, as revised and updated, is to provide information, requirements and guidelines that will be helpful to WBCCI caravan leaders and members interested in caravans as they institute, organize, and conduct a successful club caravan, whether it be a local club, region, national or overseas caravan. The items covered herein are the results of caravan leadership experience. Every effort has been made to offer guidelines which are flexible and can be adjusted to fit the particular caravan or circumstances of the caravan. In addition, there are some requirements which apply to all national caravans, as well as all other numbered caravans, which are also presented in this handbook.

The Caravan Committee and the International Relations Committee wish to extend their thanks and gratitude to the many club leaders who have been helpful in supplying material for this Handbook and also to those who have given their time as instructors at the Caravan Training sessions. A special thank you to those who have participated as leaders in the caravan program goes without saying.

WBCCI Caravan Committee

WBCCI International Relations Committee

First Edition 1973

Revised Edition 1978

Revised Edition 1985

Revised Edition 1990

Revised Edition 1995

Revised Edition 2000

Revised Edition 2005

Revised Edition 2010

Revised Edition 2015

Revised Edition 2021

PREFACE

In 1951, the first Wally Byam caravan was originated and conducted by company founder Wally Byam. From this beginning, Airstream, Inc. sponsored Airstream Wally Byam Caravans with salaried staff personnel. Although some of these caravans were conducted within the United States, most were into Mexico, Panama, Canada, Jamaica, Europe, Africa and around the world. Before they were discontinued in 2004, over 260 of these caravans were conducted.

The Wally Byam Caravan Club was formed in 1955 in Halifax, Nova Scotia, under its first president, F. E. "Pop" Riley, to foster travel by trailer and goodwill among all nations on a people-to-people basis. In 1962, it became international with the organization of local clubs in Canada and later in Mexico. The name was legally changed to Wally Byam Caravan Club International, Inc. (WBCCI). In order to expedite internet search results, the club is now called the Wally Byam Airstream Club (WBAC).

Since 1955, club membership grew from 55 Airstreams to more than 18,900 at one point. As the club grew, it became necessary to create more manageable and smaller local clubs, eventually leading to the adoption of regions to provide for more efficient administration. Regions were represented on the WBCCI Board of Trustees. In addition to local club, regional, national and special-event rallies, an International Rally is held each year to convene the membership for business, pleasure, entertainment and good fellowship.

The WBCCI International Officers and Board of Trustees, realizing the need for expanding club caravans, formed the WBCCI Caravan Committee in 1972 when it was recognized that only a few of the local clubs were actively conducting local-club caravans. Those that had conducted caravans acclaimed them very successful and enjoyable.

A club caravan handbook was prepared and published in 1973 by an active Caravan Committee. It is now being updated and revised again to present new methods and details for caravan planning, organization and operation as a result of additional leadership experiences. In keeping with the times, the handbook will be produced in digital form only.

This is a creative and rewarding program. It will succeed only through the efforts of the local club, region and international officers, and their desire and ability to promote caravans for club members through volunteer, trained leadership. It can be an exciting future for all members of the WBAC, and it will open up entirely new horizons for adventure, fellowship and fun.

CHAPTER 1

Aims and Objectives of the WBCCI Caravan Committee

The WBCCI Caravan Committee is an international standing committee composed of a committee chair and committee members appointed by the committee chair. These members include the caravan committee treasurer, immediate past committee chair, other caravan leaders with the experience and skills needed to assist the chair. The WBAC Executive Committee approves the appointment of the chair of this committee.

General duties of the caravan committee are:

- to foster a continuing interest in international, national, region, local club and intra-club caravans,
- to administer and approve national, region, and intra-club caravans,
- to develop and maintain the caravan handbook of the international club,
- to establish and conduct a training program for caravan participants and caravan leaders, and
- to manage and disburse the national caravan fund in accordance with international policy.

In order to carry out these broad aims and objectives, the WBCCI Caravan Committee has prepared this Club Caravan Handbook for use by local club, region and national caravans as a guide for planning, organizing and implementing a program of various caravans. The judicious use of the handbook should result in a caravan that is well organized, operates smoothly and is enjoyable for all participants. The WBCCI Caravan Committee will assist, wherever possible, any local club or region in the planning of a caravan program that will result in a well-rounded program for its members.

CHAPTER 2

Definitions and Classifications of Club Caravans

A group of WBAC members organized to travel over a planned route for the purpose of seeking fun, friendship, and adventure under the sponsorship and responsibility of the appropriate WBAC organization, i.e., local club, region, national, or international committee, is called a CLUB CARAVAN. There are several types of club caravans, as defined below:

An INTRA-CLUB CARAVAN is a club caravan sponsored, organized and conducted under the authority and responsibility of the executive officers of a WBAC intra-club. An intra-club caravan may be limited to members of that intra-club and may or may not have a kitty fee.

A LOCAL CLUB CARAVAN is a club caravan sponsored, organized, planned, and conducted under the authority and responsibility of the executive officers of a WBAC local club. A local club caravan may be limited to local club members and may or may not have a kitty fee.

A REGION CARAVAN is a club caravan sponsored, organized, planned, and conducted under the authority and responsibility of the executive committee of a WBAC region. Region caravans will be open to all members of WBAC.

A NATIONAL CARAVAN is a club caravan sponsored, organized, planned and conducted under the authority and responsibility of the WBAC Caravan Committee. National caravans will be open to all members of WBAC.

An INTERNATIONAL CARAVAN is a club caravan sponsored, organized, planned and conducted under the authority and responsibility of the WBAC International Committee.

Leaders of all national caravans will complete training as developed and authorized by the caravan committee. Leaders of all other caravans are encouraged to complete this training.

The chairman of the caravan committee must approve all intra-club, region and national caravans.

It should be noted that a caravan not meeting the following criteria, but approved by the sponsoring intra-club, local club, region or national organization will still be a WBAC sanctioned caravan. It will, however, not be qualified for listing in the annual membership directory. The use of the caravan handbook will still be a valuable aid for the leader of such a caravan.

General Caravan Requirements

All club caravans have common elements and should follow the requirements in this handbook:

- Approval by appropriate authority
- Travel guide - numbered caravans
- Kitty fee - numbered caravans
- Budget - caravans using a kitty fee
- Financial review - caravans using a kitty fee
- Final statement - caravans using a kitty fee
- Statement of “Unusual Conditions” - numbered caravans

Local Club Caravans

Local club caravans are initiated by a group of members of a local club. Local clubs may have a caravan chair, who would assist members in the organization of the caravan. The type of caravan may be quite varied, depending upon the circumstances. A very common type is the local club caravan to the International Rally. The local club caravan may be limited to local club members or other WBAC members. Local club caravans may be a cooperative venture between several local clubs. If so, one club should be the sponsor and be responsible for leadership, planning and execution. The executive board of the club should approve the local club caravan and include it with the activities in the report to WBAC club office.

The criteria for assigning local club “LC” numbers to caravans are as follows:

Encompass six or more nights not including nights spent at organized rallies.

Camp in three or more geographic locations, not including organized rallies.

Include seven or more trailers and motorhomes, including the leader(s).

Use the kitty-fee method for handling financial matters.

Adhere to provisions in the current club caravan handbook, the bylaws and established policy and fund-management practices of the WBAC.

A local club caravan may qualify to be a WBAC numbered caravan. If the caravan meets the requirements, an “LC” number may be requested. The caravan leader should complete a Caravan Local Club Number Application form [Startup Kit #4](#) and return it to the caravan chair with an initial itinerary and kitty fee estimate. Caravanners who complete a qualified WBAC numbered caravan will have that number appended to their listing in the next WBAC membership directory.

Local club caravans should be publicized in the local club newsletters with a short story and contact information as soon as possible. It is recommended that notice be made at least three months before the event. They may also be announced through local club social media, email and discussion at rallies or meetings.

The local club caravan will follow the general procedures herein, and may utilize the general forms included as exhibits. It may be limited in number if parking is a problem along the route. Notification of acceptance or a welcome letter should be sent to each caravanner immediately after receiving their application and registration fee. Caravan data, schedules, rules and kitty fee estimates should be made available to each caravanner prior to or at the rendezvous for the caravan. A local club caravan must be planned with care since this may very well be the first caravan for many of the members. A well-planned and executed caravan will result in more and better local club caravans. A local club may, at times, conduct a “buddy” caravan (see Bylaws Article IV, Sec. 11). “Buddies” are not members of WBAC and are therefore not covered by the club liability insurance. They should not be assigned jobs of responsibility while on the caravan.

The caravan must be self-supporting, with each person paying their share of the expenses. The kitty fee is based on two persons in an Airstream, with an allowance made for one person or for more than two persons. Expenses of the leader are a part of the kitty fee. This includes scouting, travel, parking, office, telephone, postage, plaques and miscellaneous expenses in connection with the caravan.

If the registration is not up to the minimum number of Airstreams, it may be necessary to recalculate the kitty fee. If this is done, the leader should consult with the caravan chair or executive board of the local club if a problem is foreseen.

Region Caravans

A region caravan may be proposed by the region executive committee or a local club president. If preliminary response indicates the desirability and feasibility of such a caravan within the region it should be scheduled.

Because of the broad audience of a region caravan, it should qualify to be a WBAC numbered caravan. If the caravan meets the requirements outlined in this chapter of the Handbook, an “R” number should be requested. The caravan leader, region caravan chair or region president should complete a caravan number application [Startup Kit #3](#) and return it to the caravan chair, with an initial itinerary and kitty fee estimate.

Caravanners who complete a qualified WBAC numbered caravan will have that number appended to their listing in the next WBAC Membership Directory. The region caravan will be open to any WBAC member and should be publicized in the Blue Beret with a news item and registration form at least four months prior to the rendezvous date.

Caravans that meet established criteria will be assigned a region (R) number. These caravans will be listed in the annual membership directory and the caravan number will follow each caravan participant's name in the directory.

The criteria for assigning "R" numbers is as follows:

Encompass 9 or more nights, not including nights spent at organized rallies

Camp in three or more geographic locations, not including organized rallies

Include 9 or more trailers or motor homes, including the leader(s).

Use the kitty-fee method for handling financial matters.

Adhere to the provisions of the current club caravan handbook, the bylaws & established policy and fund-management practices of the WBAC.

A region caravan must have a descriptive name, characteristic of the proposed caravan such as "R-231 Exploring East and West of the Colorado" or "R-229 Branson Christmas Express."

The caravan will follow the general procedures herein and may utilize the general forms included in this handbook. It may be limited in number if parking is a problem along the route. Notification of acceptance or a welcome letter should be sent to each caravanner immediately after receiving their application and registration fee. Caravan data, schedules, rules and kitty fee estimate should be made available to each caravanner prior to or at the rendezvous for the caravan.

The caravan must be self-supporting financially, with everyone paying their share of the expenses. The caravan cost should be carefully computed, using the explanation in chapter 7 "Finances." Any deficit will have to be made up, preferably by an increase in the kitty fee, with an explanation to the caravanners. This is normally not necessary but may occur in an unforeseen situation.

A region caravan must be planned with care to assure a well-executed caravan. Many of the caravanners will be strangers, and every effort should be made to show the best of the area for your guests. A brief description of the historical portions of the caravan route with some geological information and discussion on the major flora and fauna are usually well received by the caravanners.

If registration is fewer than the minimum used to compute the kitty fee estimate, it will be necessary for the region officers to adjust the fee or cancel the caravan, with the region responsible for any costs incurred by the leader.

National Caravans

National caravans are authorized by the WBAC Caravan Committee. These caravans are open to all WBAC members. They may be limited in size because of the parking facilities or other features inherent in the makeup of the caravan. Themes for these caravans are varied, covering hobbies, historical, scenic and other similar subjects.

Caravans that meet established criteria will be assigned national (N) numbers. These caravans will be listed in the annual membership directory and the caravan number will follow each caravan participant's name in the directory.

The criteria for assigning "N" numbers is as follows:

- Encompass 9 or more nights, not including nights spent at organized rallies
- Park in three or more geographic locations, not including organized rallies
- Include 9 or more trailers or motor homes, including the leader(s).
- Use the kitty-fee method for handling financial matters.
- Adhere to the provisions of the current club caravan handbook, the bylaws & established policy and fund-management practices of the WBAC.

Leaders for national caravans are volunteers and are selected by the WBAC Caravan chair. Since these caravans are of the highest order, the leaders should have considerable experience in leadership or with local or region caravans or rallies. They shall have completed the caravan leader training course within five years of the caravan.

Schedules for the publicity of a national caravan are outlined in Chapter 8. Caravan leaders should review and comply with this information so publicity and registration information can appear in the issues of the Blue Beret and be placed on the club web page well in advance of the caravan. The name of the caravan should be representative of the theme of the caravan. A national number such as "N-2021-A Cajun Country" or "N-2021-G Southwest Adventure Caravan" will be assigned to the caravan. Caravanners who complete a national caravan will have that number appended to their listing in the next WBAC Membership Directory.

All online applications are automatically sent to the caravan leader. All applications are accepted in order of the date stamp and placed on a list maintained by a caravan leader.

The caravan leader should email each new applicant shortly after receiving their application, welcoming them to the caravan and informing them of their status. The applicants should also be informed that if they are on the standby list and if they are willing to join a caravan at the last minute there is always a chance that they will be asked to join the caravan.

Caravan leaders should periodically email all caravanners on the list confirming their status on the list. This accomplishes two things: it lets them know that the caravan leader has not forgotten them or misplaced their application, and it reminds them that they have a commitment to the caravan and perhaps they should review their travel plans. If their status has changed it should prompt them to update the caravan leader who can then update the caravan list.

National caravans are self-supporting financially, with each member paying their share of the expenses. In case caravan registration does not meet the minimum number, the kitty fee may be adjusted by the leader and approved by the caravan chair. Consideration may also be given to eliminating some paid activities and/or subsidizing certain costs and leader's expenses, however the caravan chair must approve all requests for compensation to be made from the funds available to this committee.

National caravan leaders may apply to the WBAC caravan chair for funds to cover extraordinary expenses incurred while organizing a national caravan, i.e., trip or tour reservations or advance deposits for parking. The caravan chair must approve any such advances from the national caravan fund and advances must be repaid through the caravan chair to the fund by the caravan leader as soon as the kitty fees are collected from the caravanners.

Expenses incurred by leaders while scouting prospective national caravans that do not materialize may also be paid from these funds. No such funds will be used for this purpose unless such caravans were previously authorized by the caravan chair, nor shall they be paid without the chair's express approval. The national caravan fund is under the control of the caravan standing committee chair, treasurer and the immediate past caravan chair.

Contractor Caravans

While the caravan program seeks to conduct caravans using club members as unpaid caravan leaders, it may also work with commercial entities to provide contractor-led caravans. Contractor caravans may be provided when it becomes possible to offer travel opportunities which cannot be provided under the caravan program for any number of reasons. These may include locations where club caravan leaders do not have access, where it is necessary to include financial elements which are not possible under the caravan program structure, or

where it involves contracting with paid leaders. These will be provided as member benefits and will be reviewed by the caravan chair, but authorized through the club executive committee. They will include, as recommended by the caravan chair, appropriate elements of the caravan program.

While these may be offered through the club web page and advertised in the Blue Beret, they are encouraged, but not required to follow the guidelines in this handbook.

Special Situations

WBAC expects to operate caravans for many years to come. Some of these caravans include conditions which may not suit all club members. In addition, some unforeseen conditions may cause the cancellation of a caravan.

We will operate caravans in a manner that adheres to the local rules in the jurisdictions we operate, and you should expect to do so or you should not participate. Each member participates on caravans at their own risk, which includes but is not limited to health, financial and activity/content risks. Participants will be required to sign an acknowledgement of the following:

Health: Travel during flu season or during a pandemic can be done, but participants assume a health risk. Similarly, some caravans operate in high or low temperatures and/or high altitudes, and these entail health risks that participants assume.

The caravan leader will inform participants of any required protective equipment prior to start of the caravan. Each participant must provide the appropriate protective equipment, e.g., a mask, to be worn as specified either by local authorities or by the caravan leader.

Financial: If a caravan is fully or partially canceled, the club cannot guarantee a full refund; you assume risk for deposits or other money that cannot be recovered.

Activity/Content: A caravan may not be able to include all the originally planned activities that were planned. This is because local rules may change so they are not allowed, or vendors may decline to offer the same activities as planned or done in prior years. Some activities may require physical exertion or access restrictions that could hinder participation by some participants.

Other Conditions: Participants should be aware that caravans may not always have full hook-ups, internet- or cell-phone connectivity and many campsites may be in isolated locations. Caravan routes may involve narrow, unimproved or poorly maintained roads.

International Caravans

WBAC international caravans are conducted under the directions of the International Relations Committee which oversees their planning, organization, and manner in which they are conducted. The WBAC Executive Committee is the final approving authority, after which a number is assigned the caravan, i.e., O-34. At conclusion of the caravan the leader reports the caravan number and names of participants to the Caravan Committee Chair for that number to appear after each caravanner's name in the next and subsequent issues of the WBAC Directory. International caravans typically do not take Airstreams and instead use rental RV's in the countries being visited.

International caravans are open to all WBAC members, however, the number of participants will normally be limited depending on the number a leader will take, availability of rental RV's, parking space in international countries, etc. Applications for international caravans will be made on the WBAC webpage. The applications will be received by the caravan leader on a first - come, first - served system, followed by the same method for determining standby status.

Necessary communications, planning and publicity needs to begin at least 12 months in advance of rendezvous in order to allow time for publication of the coupon and article describing the caravan in the Blue Beret, 10 or 11 months in advance, and the membership determined at least eight months before the departure date. The coupon will be published three times in the Blue Beret and only those completed applications received with the required deposit by the published deadline will be considered for participation. Applications may include provision for cancellation fees, the amounts depending upon the date of the cancellation and resulting administrative and other costs incurred by the leader. Caravanners should be encouraged to buy cancellation insurance to cover already invested money that would be non-refundable if they have to cancel before or drop out during the caravan.

International caravans are somewhat different in purpose and arrangement from other WBAC caravans. They are for the enjoyment and pleasure of meeting new people and learning about the culture in foreign countries as well as seeing new sights and being good ambassadors for America. The caravan needs to be set up and run so as to enable caravanners to do some of these things on their own, as well as participating in group functions which may be scheduled for certain times and places. Members may also have various reasons for wanting to leave the caravan for a few days while international, including researching ancestors or just wanting to go someplace not on the itinerary. Such requests need to be handled by the leader on an individual basis so as not to jeopardize the integrity of the caravan. International caravans fulfill the Wally Byam Creed of caravanning: "To play some

part in promoting international good will and understanding among peoples of the world through person-to-person contact.”

Leaders are selected for their experience as a leader or member of other international caravans, proven ability as a leader, completion of a Caravan leadership Training Course. Since leaders may not be personally acquainted with countries to be visited, and scouting international routes is not an authorized expense, they must be able to communicate and work closely with individuals and tour agents international and elsewhere in preparation for the caravan. The primary sources of information are their own previous experience, the advice and assistance of International Caravanning Association (I.C.A.) members and others abroad, and knowledge gained from other WBAC members who have caravanned or otherwise visited abroad.

International Caravans typically do not take Airstreams international, using RV's either rented or bought in countries being visited. International caravans of five to eight weeks use rental rigs (cars and trailers or small motorhomes). Inasmuch as international caravan leaders are not required to scout the route it is important too that a prospective leader meet with a recent leader of this type caravan to ascertain conditions that they encountered regarding campgrounds, vehicles, insurance on vehicles, host escorts, and handling money; plus recommendations on what to take in the way of equipment and what not to take.

Leaders need to work closely with whomever they arrange for air transportation, RV's, etc., and plan far enough ahead to meet due dates for all payments. A good way to pay for this is to have caravanners send a check for the amount payable directly to the appropriate agency a couple of weeks ahead of the actual due date. By checking with the agency a leader can then be assured that the correct amounts are paid the agencies when due and precludes a leader having to deposit these often large amounts in a caravan bank account, and probably having to pay a tax on the interest that such deposits would accrue.

Airlines going international require individual caravanner names and deposits for a group reservation as much as eight months in advance of the departure date. The balance of the airfare is to be paid about six weeks before departure. Rig rental fees also have to be paid in advance to ensure their availability as required by the agency providing that service.

International caravans are self-supporting with each caravanner paying a proportionate share of the expense. A kitty fee is normally assessed each caravanner and it is then used to pay authorized expenses and for things in which the entire group is expected to participate. The kitty fee needs to be set high enough to cover all such expenses and still provide some leeway for miscellaneous things that may come up from time to time. It is always better to have a surplus at the end of the caravan and refund it to the caravanners than to run short and have

to assess them an additional amount during the caravan. Airfares, rig rental, and other things such as food, fuel and oil, etc. are not included in the kitty fee.

Procedures pertaining to various phases of planning, publicity, and operation of an international caravan are generally as contained in this publication and WBAC 'International Fiscal Procedures', to be obtained from the WBAC office by international caravan leaders. Other information may be obtained from WBAC office and the International Relations Chairman. Contact with International Caravanning Association (I.C.A.) members and others in countries to be visited is essential in the planning stage and is desirable during the caravan when host rigs may accompany the caravan. If a WBAC leader requests that an in-country 'Host Escort' and/or 'Caboose' accompany the caravan their fuel and oil, and possibly campground fees and other things, are expected to be reimbursed from the kitty, the overall amount to be determined by the WBAC leader. If they are not requested to accompany the caravan and choose to accompany it anyway it is up to the caravan as to whether or not they are offered any payment or caravan treats.

In addition to those costs to be included in the kitty fee estimate listed in Chapter 7, international caravan leaders need to add the following and delete 'Scouting' which is not an authorized expense for international caravans:

- Preparation expenses incurred by personnel abroad,
- Gifts from the group for hosts international,
- Presentations for foreign dignitaries, and
- Group RV ferry crossing fees.

WBAC Policy states: "The leader(s) of an International Caravan shall not profit personally from leading a caravan above the normal expenses, discounts and from passes, as outlined in Chapter 7 of the Club Caravan Handbook. The chairman of the International Relations Committee is directed by the Executive Committee to see that any quantity discount, savings interest earnings or surplus to be returned to the participants of the caravan. Any normal caravan operating deficit shall be the responsibility of the caravan participants by assessment of an additional kitty fee. Therefore, to keep international caravan leader expense authorizations in line with those of other WBAC caravan leaders, except for 'Scouting' authorizations listed in Chapter 7 of this WBAC Policy 'Club Caravan Handbook' shall apply equally to international caravans. These include travel mileage (payment for gas and oil) on the caravan and at other times when on caravan business, parking, dinners, entertainment, etc. Although there is no firm policy as to whether or not a leader must also pay the kitty fee or has to accept any or all of these authorized expenses, a leader's decision in this matter must be plainly stated to all members of the caravan in the first letter/bulletin sent out so they know exactly what they will be paying for in this regard.

In addition to WBAC leaders expense authorizations, certain perks may be given by international airlines and others as a means of encouraging international travel in groups of

30 or more individuals. Those 'Perks' that an international caravan leader may receive are to be at no cost whatsoever to other members of the group and cannot be traded off to anyone else under penalty from the airline, etc. They may include one 'tour conductor's' round trip airline ticket international for each 15 to 20 people in the group, a gratis rig if there are 15 to 20 being rented, and hotels sometimes give the leader a room at no charge or at a discount. WBAC international caravan leaders are allowed to accept these things if offered and they are looked upon as a bonus for the year or more spent planning and leading and international caravan. However, perks rules vary as to the minimum number of participants that may be required for the leader to receive any, depending upon the amount of other business anticipated at the time a caravan is going and coming. Caravan members are to be told as soon as it is known whether or not the leader will be getting any of these benefits.

Communication with other people about arranging for campsites, sightseeing tours, etc. international must be accomplished in a timely manner and preferably in writing, including written confirmation of all telephone calls made and received. A leader needs to keep the International Relations Committee Chair advised of any change in agreed upon procedures, unusual problems in arranging for the caravan, lack of applications that might result in having to cancel the caravan, etc. Tour agents, I.C.A. personnel and other international contacts begin planning for WBAC caravans at an early date to reserve air transportation, rig rentals, campsites, bus tours, etc. In many cases this involves having to advance money for deposits that is normally repaid from the caravan kitty. If a caravan is planned and then canceled for any reason it is imperative that all personnel and tour agencies involved be notified immediately, by telephone and/or in writing. This is necessary not only as a courtesy but also to minimize the cost of non-refundable deposits, etc. being charged to WBAC since there will not be a caravan kitty to pay them.

The leader may appoint a 'council' of three members of his caravan if in his judgment one is required to help solve a serious problem. Their recommendations are to be considered by the leader who then has to make a final decision about the matter. It would be a rare circumstance for a WBAC member to be requested to leave the caravan but if it does happen the leader must immediately give a full written report of the incident to the International Relations Committee Chair with an information copy to WBAC office.

It is customary for caravans going international to take gifts from the group for individuals international who have been and are especially helpful with the caravan. These gifts are usually selected by the leader and paid for from the kitty. Other smaller items are usually taken by individual caravanners to pass out to people they meet and with whom they want to leave some memento. Items from the caravanner's home area, especially hand crafts, are always welcome as are caravan plaques for those interested. Personal cards with the caravanner's name and address are also good to have along to pass out on the caravan.

International caravans are covered by the club liability insurance. All other insurance is the responsibility of individual caravanners; this would include trip cancellation, liability, loss of personal items, health insurance while international, etc. Caravanners are especially encouraged to be sure and have adequate health insurance coverage while on the caravan, however, before buying more, they should make sure they really need it and are not already adequately covered.

International caravans using rental RVs are to preserve their identity as an activity of WBAC by displaying a suitable window decal on the rear window. These are numbered from one through the number of rigs going on the caravan for individual identification as well as that of WBAC. Caravan leaders are to purchase the required quantity from WBAC prior to leaving the United States with the cost being a caravan expense.

The International Caravanning Association (I.C.A.) is closely allied with WBAC, both in assisting and hosting WBAC international caravans abroad and in sponsoring I.C.A. caravans coming to North America from international. I.C.A. is a world-wide organization with its HQ in England. It was founded in 1969 as the result of members of the 'Caravan Club' of Great Britain taking a cross-country Caravan America tour of the United States as guests of the Wally Byam Foundation. Membership in I.C.A. is not required of WBAC members taking international caravans, however, for WBAC caravanners to use 'Caravan Club' sites as we often do in Great Britain everyone is required by British law to be either a paid regular member or a 'temporary member' at no cost to the WBAC caravanner. Either can be arranged by I.C.A. personnel in Great Britain and membership in I.C.A. can be arranged for anytime in the U.S/Canada by the WBAC International Relations Committee.

CHAPTER 3

Duties of the Caravan Committee Chair

The president of WBAC shall appoint the best-qualified member to be the Caravan Committee Chair for the following year. This person will be responsible for the selection of caravan leaders and will assist in the planning and operation of the caravans.

The committee chair will, through the caravan committee:

- establish rules, regulations and guidelines for conduct of caravans,
- encourage, promote, coordinate, assist and publicize all caravans,
- conduct the caravan training seminars at the annual international rally and as requested by members, and
- conduct or assist other caravan leaders in conducting training at other events during the year.

The region and local club presidents may appoint a caravan chair who will encourage, promote, publicize and/or conduct region and local club caravans,

CHAPTER 4

National Caravan Fund

The WBCCI National Caravan Fund was set up in 2000 to promote WBCCI National Caravans, assist caravan leaders in the development of National Caravans, and to provide funds if caravans were canceled. The Caravan Fund has been maintained

Due to the sudden onset of the 2020 pandemic and the economic stress it caused, the caravan fund was depleted to pay unrecoverable deposits and fees. The club does not have sufficient resources to cover another financial risk. Temporarily a new fee structure of three percent of the kitty fee, with a cap of \$100 per rig, will be implemented to reimburse the caravan fund. When the caravan fund is in the target range, these fees will be re-evaluated.

Cancellation Fee

There is a \$100 cancellation for all caravans. The cancellation fee including any non-recoverable expenses should be charged to a participant if:

- They have made a deposit and are on the confirmed, or “go list” and choose to cancel for any reason.
- They have made a deposit and are on the confirmed, or “go list” and choose to move to a subsequent year.

Most caravan leaders ask for a deposit from potential participants on a standby list (the first five rigs is a common approach.) The cancellation fee should be charged to someone on the standby list if they have made a deposit and are asked to join the caravan by the leader and decline. The fee should not be charged to someone on the standby list if they ask to be removed from the standby list or be moved to a subsequent year.

The [Bluebook Policy 16.6.5 Caravans](#) section J. provides the current policy direction for the fund:

The National Caravan Fund is under the control of the Caravan Committee Chair, the Caravan Committee Treasurer, and the immediate past Caravan Committee Chair, with advice, when requested, from the Caravan Committee. Charges and deposits to this fund will be authorized by the Caravan Committee Chair. (7/22/17)

1. The Caravan Committee Chair, or an Appointee, is authorized to invest monies of the National Caravan Fund in interest bearing accounts and/or certificates issued by any National Bank, State Bank, Trust Company, Savings Bank, or Savings and Loan Associations, chartered under the laws of the United States of America, or any state in the United States whose deposits are insured by the Federal Deposit

Insurance Corporation or by the Federal Savings and Loan Insurance Corporation. The total amount of funds on deposit in any one financial institution shall not exceed the insured amount. The Caravan Committee Chair is also authorized to purchase Treasury Bills, Treasury Notes, or Treasury Bonds issued and guaranteed by the United States Government. (7/22/17)

2. A financial statement of the National Caravan Fund shall be submitted by the Caravan Committee Chair as part of the required IBT reports to the International Board of Trustees. (7/22/17)
3. The Caravan Committee Chair is directed by the Executive Committee to see that any quantity discount, savings interest earnings or surplus is returned to the participants of a caravan. Any normal caravan operating deficit shall be the responsibility of the caravan participants by assessment of an additional kitty fee. (7/22/17)

CHAPTER 5

Caravan Training

One of the duties of the WBCCI Caravan Committee is providing training opportunities for potential caravan leaders and any WBAC member.

A series of eight videos can be watched any time. The videos can be shown at rallies, during local club or regional caravans, provided remotely, or any time and place a group of potential leaders expresses interest. Optimally, the training would be supplemented with live web-based sessions that will include input from experienced caravan leaders and provide time for questions and answers.

The [Start-up Kit](#) provides examples of financial and other reporting forms, as well as other important information needed by leaders. Some of the included items are a kitty fee budget template, an authorization letter for opening a bank account, where to purchase decals and plaques, liability insurance and final reports.

The training video subjects are:

- Introduction
- Planning
- Scouting, Finances
- Communication
- Promotion
- Operation
- Completion

A roster of those who have completed the training will be maintained by the caravan committee chair as a list of potential leaders.

The materials and examples provided in these sessions will provide the basic knowledge for planning, programming, operating or participating in a successful caravan.

It is recommended that each local club and region caravan chairperson take these training sessions, along with other local club members who show an interest in leading caravans or want to know more about how caravans are organized and run.

All national caravan leaders must have completed this training within five years of leading their first national caravan.

CHAPTER 6

Planning and Scouting

Planning a caravan is a vital step and is a lot of fun. Whether starting a new caravan or taking over one that has been run for years, careful and thorough planning is crucial. A caravan leader should choose a route, location and activities about which they are passionate. With great interest comes more enjoyment for both the leader and the caravanners.

After choosing a theme or area, a leader must determine whether they want to lead this caravan alone, with a **co-leader** or with an **assistant leader** (See glossary). If leading with a co-leader or assistant leader, it is important to others with whom the leader can work well. Caravan leaders are encouraged to have a co-leader or assistant. It gives new caravan leaders a chance to learn from experienced leaders and provides an opportunity to share the workload. It also provides for a backup in case of emergencies. Note that use of a co-leader will likely necessitate an increase of the kitty fee.

Next a leader must decide whether the caravan will operate as a local club, region or national caravan. A review of the requirements in Chapter 2 will aid in this decision.

With a theme or area selected, the leader will develop a list of potential activities to include for the group and the location for those activities. This list will assist in determining the length of stay at each stop. Travel distance between stops is a very important part of caravan planning. Ideally travel days are between 100 and 200 miles. Travel days in Alaska may often be longer, while travel days on the Blue Ridge Parkway or on the Cajun Caravan are necessarily shorter.

With a rough outline of activities, stops, time at each stop and travel distances, campgrounds can be identified in each area. Some campground locations or activity locations will make bus travel desirable. Another important consideration in planning is campground size and transportation needs might limit the number of rigs you can take. The leader should have preliminary discussions with both the campgrounds and transportation companies to identify these considerations.

With the preliminary caravan itinerary in hand, the leader is ready to travel; now is the time for **scouting** (see glossary). There are many ways to scout, including use of the many apps and websites that are available, contacting visitor centers or chambers of commerce at each stop, and asking others familiar with the area for recommendations. The caravan should take advantage of ranger-led activities at national, state or provincial parks. If possible and economically feasible, each stop should be visited. Driving the actual routes, eating at the restaurants, visiting and if possible, camping in the campgrounds, using the laundry facilities

and shopping for groceries should all be included in the scouting. While there, the leader should collect campground and city maps, brochures, etc. as they will assist in later detailed planning. Any plays, concerts, annual festivals or other local activities may help the leader establish the best timing for the caravan. The venues will have information and availability for events.

In scouting, a leader may also identify train or boat trips to include for the group, as well as optional activities for caravanners on free days, when no activities are scheduled. These optional activities can include fishing, hiking, golfing, etc.. The leader should plan ahead and provide business cards when meeting each campground owner/manager and each vendor. When leading a longer caravan, such as Alaska or Viking, it may be impossible to visit each stop. Email, websites and the phone become the best means of scouting.

During scouting, it is anticipated that changes will occur in the itinerary. A campground initially chosen may not be suitable, a concert, festival, or activity may have extended some stops or some travel routes may not be suitable. A leader should not hesitate to change the plan as they learn more. Scouting might change the timing of the caravan and additional considerations may be needed (hurricane season, onset of very cold weather, seasonal closing of venues, etc.)

During scouting the leader can determine which campgrounds, restaurants and activities will give **comps** (See Glossary) for the leaders (businesses may refer to them as **wagon masters**) and which ones require deposits. Completion of a vendor/venue form for each vendor will assist the leader in detailed planning and budgeting later. [Startup Kit #25](#) Vendor and campground deposits timing will assist the leader in scheduling payment requirements for the kitty from caravanners. The form of and timing for payment will help the leader establish timing for and later manage the caravan bank account (See Chapter 7).

Campground reservations should be made well in advance as they can book up quickly. The leader should investigate how far in advance reservations can be made at various types of campgrounds. National, state or provincial park campgrounds have specific reservation windows on recreation.gov, reserveamerica.com or www.pc.gc.ca (in Canada). Private campgrounds may be reserved by contract and the owners can advise best timing to ensure availability. Caravans in remote areas may require one-night stays, but these are not recommended. In addition, it is recommended that a caravan not include two campgrounds without hookups electricity in successive stops.

With scouting complete, the activities, route and number of rigs can be finalized. The leader is ready to begin detailed planning. The start of the caravan should include group activities that get the caravanners out of their rigs and foster the process of getting to know each other. If possible, the caravan should begin with an exciting activity or fabulous meal. **Fandangos or**

GAMS (See Glossary) should be scheduled within the first week if possible to ensure that all caravanners meet each other. Free time at the beginning of the caravan should be avoided, since those are normally spent individually or with existing friends. A leader should vary any groupings as often as possible, to facilitate forming new friendships.

The leader should include a free day about every 5-7 days or at each longer stops. Avoiding or minimizing any activities, such as GAMS, driver's meetings or campfires, on the free days will allow caravanners to plan their own activities for the entire day, including any optional activities and dinner at a local restaurant.

Campfires, group meals, cookouts, picnics, ice cream parties and other social activities should all be included in the schedule. The leader should establish the location and details for the opening banquet and closing banquet, contact the vendors and make reservations as early as possible.

Many caravans provide a decal and plaque [Startup Kit #13](#) as a memento of the caravan. A gift representative of the caravan may also be given. Other caravan leaders can be a valuable resource in finding suppliers for these items. When doing so, it is important to comply with the license agreement the club has with Airstream, Inc.:

- The use of the Airstream name is not allowed anywhere without prior approval from HQ unless you are referring to Airstream Club International, which is fine.
- The use of the Airstream logo or any interpretation of it is not allowed.
- Illustrations or personal pictures of an Airstream travel trailer or likeness of one can be used, providing it is not for commercial or monetary use.

Once scouting and initial planning are complete, specific details are developed for each day. The leader should create a calendar, write a short description of your caravan and establish the kitty fee as discussed in Chapter 7. As soon as the leaders are ready to announce the caravan, the caravan data sheet [Startup Kit #5](#) is sent to the Caravan Committee Chair at caravanchair@wbcci.net and the caravan coordinator at caravan@airstreamclub.org for approval. When approved, the caravan will be posted on the caravan section of the club website (<https://airstreamclub.org/current-members/caravans>) by the caravan coordinator. This is also an appropriate time for the leader to begin developing the travel guide (See Chapter 11).

As applications are received, the leader should create a spreadsheet with those who have applied. This spreadsheet should include the date of registration and will become the basis for the go list and the standby list. As additional applications are received, they will be added

to the standby list and cancellations will allow movement up the list for names on the standby list. Include as much information as possible on this spreadsheet, including phone numbers, email addresses, mailing addresses, length of Airstream, senior pass numbers and any other information important in booking finalizing arrangements for the caravan.

A few weeks before the caravan begins, the leader will send each caravanner an Medical Emergency Information Form [Startup Kit #12](#) and ask each of them to fill it out and bring it with them in a sealed envelope with their name on it. The leader will collect the envelopes at the welcome meeting at the start of the caravan. This envelope will only to be opened by the leaders in case of an emergency or other medical need.

Include in the travel guide an alphabetical roster of your caravanners and number the rigs 1 through X (X being the number of rigs on the caravan). Include the WBAC numbers on the roster. The Rig # will be printed on the label that is applied to the spine of the individual travel guides along with the caravanner's name and WBAC number. The Rig # will be used throughout the caravan as an identifier. Include the roster in the travel guide. The Rig # designates which rigs will attend which GAM in the GAM schedule. [Startup Kit #15](#), [Startup Kit #16](#), [Startup Kit #17](#). It may also be used to divide the group into smaller tour groups, example first half is Group A and second half is Group B, or odds and evens. Grouping methods should be varied so caravanners are in different groups each time.

While working on the travel guide, stay in close contact with the caravanners, making sure their correct email, mailing address and **mobile** phone numbers are on the roster. A few months before the caravan begins, the leader send each caravanner a data sheet to complete. [Startup Kit #6](#). On the data sheet may include:

- Preferred caravan jobs (parker, deparker, meal team, etc.). (See Glossary)
- Musical Instrument(s) played and/or singing talent
- Solar, generator, grill, quick-shade, CB or other equipment they will be bringing
- Optional activities or special interests, outside the kitty fee, that may need to be facilitated (fly fishing, games, history, geology, golfing, etc.)

The leader should to put all caravanners in their phone contact address book, including an email and mobile phone number for each participant, this will facilitate group emails with information before the caravan begins. Send several emails before the caravan to keep the group informed and excited about their trip. It is extremely important to remind caravanners of any activities that may require more physical exertion than would normally be expected, such as a bicycle ride, horseback ride, zip line, rafting or boat trip. Also inform caravanners about clothing for expected temperatures or activities, altitudes, dry camping, special equipment that may be needed, such as generators, CB Radios, binoculars, tables, grills, plug adapters, chargers, etc.

Using the mobile phone numbers furnished on the data sheet the leader will also be able to set up a group text for communication with caravanners during the caravan. Test the group text before using it on the caravan. This will be invaluable during the caravan but use requires obtaining correct mobile phone numbers before the caravan begins. There are several good group-texting apps available the one you selected must work on Androids and iPhones. There is a cost for most group text apps but it is well worth it.

Mobile phone GPS is becoming more accurate, however will require a reliable phone signal. Not all plans or service providers have the same coverage areas. The leader may want to suggest that caravanners use GPS while on the caravan. A GPS is not reliable in some areas of travel, in that case, caravan leaders need to strongly advise caravanners to follow directions in the travel guide.

Even though reservations have been secured at campgrounds and with vendors, it is highly recommended that stay in frequent contact with those businesses. A call to each one of them several months before the caravan begins is **extremely** important. Make another call to each vendor just before the caravan begins. It is also advisable to call each vendor a week before the event and the day before the event.

CHAPTER 7

Caravan Finances

Important financial guidelines

1. The leader or organizer of any WBAC caravan (local club, region or national) shall not profit financially through the operation of the caravan.
2. The leader or organizer of any WBAC national caravan is not expected to be “out of pocket” for deposits, etc., that must be made well in advance. A request from the caravan leader can be made to the WBAC caravan committee chair for advance funds from the WBAC national caravan account that will be repaid once funds in the caravans account are available.
3. The leader or organizer of a local club or regional caravan is not expected to be “out of pocket” for deposits, etc., that must be made well in advance. A request from the local club caravan chair can be made to the local club president to request funds from the local club. A request from the region caravan chair can be made to the region president to request funds from the region. These advance funds will be repaid to the local club or region once funds for caravan are available.
4. If the WBAC caravan committee chair along with the national caravan leader determine that the caravan should be cancelled, with just cause, each registered caravanner may receive 100% of the kitty fees paid to date with no cancellation fees charged.

The finances of the caravan are the direct responsibility of the caravan leader, from initial expenditures to final disbursement. A simple accounting system may be implemented using a spreadsheet program such as Excel or Numbers. All income should identify the source and all expenditures should identify the item or service purchased and **must** be supported by a receipt and/or a check number at all times.

A. Budget

One of the most important responsibilities is the preparation of the budget, which will eventually determine the kitty fee. [Startup Kit #1](#), [Startup Kit #2](#) The **one thing to remember is that it is the caravanner’s money and must be spent carefully and wisely**. When creating a budget, ask for good estimates and quotes from prospective vendors. The budget must be determined carefully so the resulting kitty fee is adequate to ensure a smoothly run caravan. It is always better to return residual kitty money at the end than to have to ask for more to cover unanticipated costs.

When building the budget, it is important to include a contingency for unexpected costs. Approximately 80% of the budget will be based on actual prices agreed upon with the various vendors (RV parks, caterers, entertainers, activities) or spent during the planning and scouting phase. The other 20% will be estimates for events that may occur during the caravan (cookouts, firewood, tips, and contingencies).

All caravans are self-supporting, with each participant paying their share of the total expenses. The budget should reflect only those items of expense which are common to all caravanners. The standard is two people in an Airstream, but make adjustments where there is only one person or more than two.

RV

Camping is usually the largest cost item in the kitty fee but also the easiest to budget. costs are those which were agreed upon with the RV parks, state, provincial, national, or private campgrounds during the planning/scouting phase. They usually have set fees but may offer “large group” discounts like Good Sam Club, AAA, CAA or offer comp sites for the leaders. Each final agreement should be confirmed in writing. Because of the large number of sites being rented, a reservation fee is usually required.

NOTE: When camping in fields, fairgrounds, or other large parking area. If no fee structure is set, it is a good practice to offer a contribution.

For facilities not familiar with rental of their parking area, here is a proposed starting point, per rig, for negotiations:

Paved or gravel area	\$5-10
Cleared smooth farmers field	\$8-12
Level grassed area	\$10-15

The more amenities offered (electric, water, sewer/dump) and the more popular the area, the higher a price should be expected.

Food

Food costs can be another major expense. Whether it is an opening/closing banquet, dinner show or just a travel day event, firm prices and reservations should be solidified during the planning/scouting stage. Make sure that seating your group together is not a problem. Formalize all these aspects in writing. Make sure taxes and tips are included in the vendor’s contract and in your budget.

Cookouts prepared by a caravan cooking team (breakfast, lunch, or dinner) are popular and a great social opportunity. The food for these meals is usually purchased locally and paid out of petty cash.

Planned ice cream socials and other such snack-eating events must also be considered when budgeting for food. Figure one such social event per stop to arrive at an overall estimate.

Note: Remember to take enough **cash** with you on the caravan to cover cookouts, gratuities and other cash expenses. Save receipts for all cash expenditures.

Activities

Once you have planned, priced, and scheduled the activities for the caravan, it is simply a matter of entering those amounts into the budget. These activities may include entertainment, walking tours, bus/jeep/boat/train tours, high-adventure activities, bike rides, museums, local historic docents, as well as any other group activity planned for all the caravanners.

Like everything else, if there is an agreement with a vendor, make sure it is in writing. Remember to include tax, gratuities, and any other related expenses in your budget. Frequently, local guides or park rangers will be available to give a presentation and either do not wish to or are not permitted to charge a fee. When this happens, offer to contribute to a local/appropriate charity or association of their choice. \$50-100 for an extended presentation should be considered and be a budget item.

When there is a ranger presentation at a park it is an act of good will to send a donation to the park with a thank-you letter to the park supervisor, complimenting the ranger. Park addresses and names of supervisors can be found on park websites.

Scouting/Planning Costs

The scouting cost is based on mileage traveled with the Airstream at a rate-per-mile as authorized by the sponsoring WBAC authority. Scouting cost is typically expensed in the caravan budget over a 1-3 year period.

Note: National caravans use “up to” the current year’s IRS standard mileage rate (business) for the allowed recovery amount. See <https://www.irs.gov/tax-professionals/standard-mileage-rates> for past years’ rates. You can also use actual fuel receipts instead.

Mileage reimbursed for scouting is based on the mileage your Airstream travels on a caravan route, plus other mileage required to get to and from the proposed caravan route. Usually, this latter mileage may not be warranted as a legitimate charge if leaders were meandering to get there, or after the completion of scouting went on a personal trip, or one otherwise not associated with scouting the caravan. Mileage from the caravan leader’s home to the starting point and from the end point back to

their home may be calculated using an online map application. The point here is that every effort should be made to keep the mileage directly connected with the subject caravan.

Additional mileage is allowed within the area of anticipated stopovers when such travel is necessary to decide for programs, secure service, or to visit government or other officials in arranging for the caravan stopover.

Airstream parking, truck parking, tolls and miscellaneous related items should also be included in the caravan scouting costs. However, any leader's hotel, motel and meal expenses are **not** to be considered in the kitty fee and are **not** a budget item since they are a part of everyday living.

Equipment Expense

Many seasoned caravan leaders have established a basic set of equipment that they always carry to aid them in running an efficient caravan. These items often include:

- a portable speaker system
- cooking equipment such as large pots or grills with utensils
- extra water hoses
- pressure-reducing valves
- sewer hoses
- hose connectors
- parker flags
- WBAC direction signs

Note: These staple items should be pro-rated over the course of many caravans and not be charged to one specific caravan.

When similar items are purchased exclusively for a particular caravan, those items may be auctioned off at the end of the caravan and only the net amount included in the final kitty fee. Any rental equipment cost should also be listed under caravan equipment in the budget, e.g., speaker system.

Administrative Expenses

- **Office Expenses** should include such items as postage, copying services, stationery, envelopes, file folders, computer supplies, faxes, bank and check supplies, bank fees, cell phone costs above the normal and other charges relevant to the caravan.
- **Caravan Plaques** are based on a price quoted by a vendor Include the cost of caravan identification decals to be placed on participating Airstreams and vehicles as part of this expense. [Startup Kit # 13](#)

- **The Travel Guide** cost should be estimated at containing as many as 60 to 80 pages. Costs may include printing, dividers, and other essential components in order to facilitate a complete guide.
- **The Caravan Journal** may be created if the caravan members decide to have a memory of the trip by a written journal or a DVD of their photos. This task is usually performed by a volunteer skilled in journalism and/or DVD video formatting as the Leaders will have their hands full running the caravan. If a video or DVD is to be created, it should be edited and condensed to less than one hour in length and mailed to the caravanners after the complete of the caravan. Make extra copies of these for the caravan media facility, the caravan committee and for future reference.
- **Gifts to the caravanners** representative of that caravan are traditionally handed out at the opening meeting/dinner. Examples are: tumblers with a Kokopelli for the Southwest Adventure, Oyster Festival trays on the Southeast Spectacular, hats or Christmas ornaments with a caravan design.
- **A Caravan Fee** of 3% of the kitty fee to a maximum of \$100 per rig is paid to the WBCCI National Caravan Fund to provide funds if caravans are canceled.
- **Leaders' expenses** while on the caravan are divided equally among all participating rigs. Expenses normally include:
 1. Airstream travel mileage for movement between stops plus such other minimum mileage as may be required to get to and from the proposed caravan route. Typically, this is from point A – home to point B – caravan start and return after the caravan. If the route is not the shortest distance, it is expected a variance of cost will be made. A GPS program may be used.
 2. Vehicle mileage when used at stops in conjunction with the business of the caravan.
 3. Camping fees when complimentary parking fees are not offered and tolls for bridges, toll roads, etc.
 4. Meal allowance when complimentary meals are not offered.
 5. Costs of tours or activities when not complimentary.

Note: In many cases, vendors such as restaurants, camping facilities and tour operators offer complimentary free access or “comps” for caravan leaders. If these are offered, they should be used to cover the leaders' expense resulting in no charge to the caravan members. During scouting, caravan leaders should inquire whether comps could be expected. In many cases, they are offered based on the number of participants involved and may even result in more than one free pass. If this is the case, the extra comp(s) should be applied to the kitty fee, thus reducing the amount that everyone pays for the activity.

- **Contingency** As mentioned earlier in this chapter, it is better to return funds at the end of a caravan than it is to ask for more money from the participants along the way. As such, the contingency is a necessary catch-all item for unforeseen expenses. A good method to calculate this number is to use 5 to 15% of the total of all of the above amounts. The amount should not only be relative to how you feel about the accuracy of the estimates but also the length of the caravan, the number of airstreams you anticipate being on the caravan and the potential for nature to interfere with your well laid plans. As a new caravan leader or if leading a new caravan, when preparing the budget, think on the high side of your contingency.

B. The Kitty Fee

The total of all the items in the budget, camping and parking, food, activities, scouting costs, equipment expense, administrative expense, leaders' travel, and contingency should be used to determine the kitty fee. This is the caravanners' money that is entrusted to the caravan leaders to be used wisely and to enable the caravanners to enjoy a caravan. Any excess is to be returned to the participants as a refund. [Startup Kit #1](#), [Startup Kit #2](#)

The number of rigs on a caravan are a factor for final determination of the kitty fee. The amount charged each rig for campgrounds, food, activities and other fixed costs should remain constant and not vary with the number of participating rigs. Variable costs such as scouting, leaders' costs, and certain administrative costs will increase or decrease per rig based on the final number of rigs.

The leader should determine the minimum number of rigs that would allow the caravan to run. Adding all budgeted fixed costs and variable costs then dividing by the minimum number the result should be the kitty fee.

C. Financial Considerations

Registration Fee

Registration for a caravan is made through an online application on the club website (airstreamclub.org). A non-refundable \$25 application fee will be charged per application. This fee will not be retroactively charged to members who have already registered. The administrative fee will be charged when the payment is made. No handling fee will be charged to use the credit card.

Deposits

Typical caravan deposits range from \$200.00 to \$500.00. When a deposit is paid, a prospective caravanner is less likely to cancel because they are indicating they are serious about participating.

Payments

Consider collecting one or two payments from the “go list” participants. These payments, together with the deposit, will comprise the entire kitty fee monies. Payment information should be included in the informational email sent when the caravanner is notified of acceptance on the caravan. In addition, payment reminders to caravanners should be emailed no later than 45 days prior to due dates. Include in the email the exact name that the check should be made out to and the precise address where the check should be sent. Payments can be made by credit card by calling the club office. A follow-up email and phone call must be made if a payment is not received by the due date. It is appropriate to respond with an email when payment is received.

Cancellations

There will be a \$100 cancellation fee for all caravans. The cancellation fee including any non-recoverable expenses should be charged to a participant if:

- They have made a deposit and are on the confirmed or “go list” and choose to cancel for any reason.
- They have made a deposit and are on the confirmed or “go list” and choose to move to a subsequent year.

Most caravan leaders take a deposit from potential participants on a standby list (the first five rigs is a common approach.) The cancellation fee should be charged to someone on the standby list if they have made a deposit and are asked to join the caravan by the leader and decline. The fee should not be charged to someone on the standby list if they call the caravan leader and ask to be removed from the wait list or be moved to a subsequent year. An additional cancellation fee can be charged if there are up-front costs that will not be returned by a vendor. If someone does cancel, these deposits can be switched to a replacement. However, if no replacement is found, the caravanners who cancelled will need to cover this cost. This should be made very clear when they send their kitty fee in. If there are cancellations even after the caravan begins, remaining caravanners should NOT be expected to pay more to make up the difference.

Bank Accounts for Caravans

All caravan leaders must set up a bank account for their caravan. It is expected that all bank accounts for U.S. Caravans will be with U.S. Bank. The U.S. Bank branch in Jackson Center,

Ohio will handle all accounts and banking for caravans using the caravan EIN tax number. Each caravan will have its own separate checking account, checks, debit or credit cards and monthly statement. Monthly statements will be posted online with no “account minimums” or monthly banking fee required. To set-up your account, contact the WBAC office via caravan@airstreamclub.org. They will then contact the local U.S. Bank branch in Jackson Center, who will then contact you to set up your account. It is an option to move existing accounts to U.S. Bank.

Once the caravan account is open caravanners may send their payments to the WBAC office for deposit. If the leaders are traveling this procedure will assure that payments will be received at the earliest possible date. Payments may also be made electronically either with debit or credit cards or by account-to-account transfers. There will be no charge for payment with a personal check, credit or debit card, or bank account transfers. Some caravan leaders may request direct mail by check and must specify if that process will be used.

It is recognized that use of U.S. Bank though Jackson Center may not be available for non-US caravans or caravan leaders at this time. Those caravans will use similar banking resources available to them and follow guidance obtained from the club office in Jackson Center. Foreign dollar amount and US dollar amount equivalent must be noted in your records.

It is recommended to have someone else's signature on the account in addition to your own for drawing checks in case of emergency.

D. Finances During the Caravan

All caravans must follow the WBAC bylaws and policy regarding financial management. [Policies 16.6.2 Financial Data Guidelines](#)

Once the caravan begins, the budget becomes a thing of the past and the actual costs are what is important. Use the budget as a tool to see how the caravan is doing financially, to see if finances are on track and if there will be a surplus at the end of the caravan. It is essential that a summary of the budget either be sent to the caravanners before the caravan or provided in the travel guide. This will allow them to know how their money is spent. Typically, the budget is shown with columns for both one person in a rig and two in a rig. Since the leaders have opened a business checking account or other accounts and received a debit or credit card, finances are in place to operate your caravan. Banks and credit unions issue monthly statements and have online banking to assist with the required bookkeeping function.

Money must be available on the caravan in the form of cash for tips, donations, repaying caravanners for purchasing food, firewood, or any number of other expenses. Count the cash often.

Original receipts and a record of all expenditures and income are necessary to be able to account for these funds at any time. Keep up daily with your bookkeeping to ensure that all income and expenditures records are maintained.

You **must** have at least two members of the caravan review the financial records and report their findings in writing to the members of the caravan. When there is a refund owed to the caravanners, an explanation of the amount needs to be included. This refund should be sent in a timely manner after leaders have returned home and all expenses are known.

E. Reporting and Documentation After the Caravan

Final caravan reports are required to be sent to the caravan committee chair. They include:

1. Caravan final report that was prepared and sent to the caravanners. [Startup Kit #11](#)
2. List of participants in the caravan. [Startup Kit #20](#)
3. Income and expense report prepared for the caravan committee to file the applicable IRS forms. [Startup Kit #19.](#)
4. An electronic copy of the travel guide.
5. An electronic copy of the caravan journal or electronic media.

Note: Copies of financial records including all source documents (electronic or paper) shall be retained by the caravan leader for 7 years.

If this is the leaders' final time to lead this caravan, all property purchased with caravan funds should be passed on to the next caravan leader or to the caravan committee chair.

CHAPTER 8

Communication

Effective caravan communication flows in several directions.

National Caravans

From club office or the Caravan Committee Chair to leaders

Current updates and new information are emailed periodically to leaders by the committee chair.

From caravan leaders directly to the club office (caravan@airstreamclub.org)

A two-sentence description of the caravan for inclusion in the Blue Beret. Deadline for submission/edits is 45 days before publication on the first of each month.

As soon as the leaders are ready to announce the caravan, the caravan data sheet [Startup Kit #5](#) is sent to the Caravan Committee Chair caravanchair@wbcci.net and caravan coordinator caravan@airstreamclub.org for approval. When approved, the caravan will be posted on the caravan section of the club website (<https://airstreamclub.org/current-members/caravans>) by the caravan coordinator.

The Caravan Data Sheet requests this information:

- Caravan Number:
- Caravan Name:
- Start Date:
- Starting Location:
 - ◊ Name
 - ◊ Street Address
 - ◊ City
 - ◊ State, Zip Code or Province, Postal Code (required for website posting)
- Stop Date:
- Stop Location:
- Total Number of Nights:
- Number of Stops:
- Leaders & WBAC #
 - ◊ Home phone:
 - ◊ Cell phone:
 - ◊ Email:
- Co-Leader & WBAC #

- ◇ Home phone:
 - ◇ Cell phone:
 - ◇ Email:
- Maximum RV Units/With Leader:
- Kitty Fee w/2:
- Kitty Fee w/1:
- Guest Fee:
- Deposit Amount:
- Dates of Payments (if applicable)
 - ◇ 1.
 - ◇ 2.
- Cancellation Fee: \$100 plus any non-recoverable costs
- Leaders' discretion after (date):
- Caravan Website:
- Blue Beret & Caravan Website Text:
- Statement of Special Conditions:

From leaders to caravan participants

The following information should be emailed to all participants:

- Method(s) of communication to be used on the caravan (cell, text, e-mail, CB, etc.)
- Event posting of caravan description and details on airstreamclub.org (through club office)
- Informational statements: This includes prayer policy, high altitude, dry camping, no-internet zones, mountain roads, etc.
- Subsequent emails after registration regarding status (on the caravan list or standby list), emails requesting additional information from caravanners, including the required medical information form, emails with updates, clarification, additional details regarding the caravan
- Itinerary with overnight stops with a recommendation that caravanners share this information with their emergency contact(s).
- Campground pet policies
- A printed version of the "travel guide" containing all relevant information for the caravan will be distributed to caravanners at the rendezvous point. See Chapter 11 of the Caravan Handbook for more details on the travel guide.

Region and Local Club Caravans

Region Caravans

The following region caravan publicity is prepared in conjunction with the appropriate region representative and forwarded to the BLUE BERET (email to: blueberet@airstreamclub.org) 45 days before the publication date:

- a brief description (two sentences) about the essentials of the caravan, and
- appropriate reservation information (link to website, PDF, form to print).

This information can also be forwarded to the various local clubs in the region for use in newsletters and for a presentation at the club meetings. Region caravans are posted as an event to airstreamclub.org by the *region webmaster*.

Local Club Caravans

Once the caravan is approved by the appropriate local club officer the caravan leader submits a description of the proposed caravan and how to register:

- to the local club newsletter editor for distribution to the members and
- to the webmaster for posting the event to airstreamclub.org.

The caravan may be featured on the local club website using “Adlets.” The local club webmaster should visit the following URL for information on highlighting local club event: <https://airstreamclub.org/sites/default/files/2021-07/ITC%20Adlets.pdf>.

Additional information can be distributed via a handout at meetings, including an attractive map showing the route, including images and links to interesting features along the way. An enthusiastic presentation at the local club membership meeting will also be helpful.

Note: Local club caravans are not listed in the Blue Beret.

CHAPTER 9

Dismissal Process and Documentation

Although it is never a pleasant situation, a caravan leader has, on occasion, the ability and responsibility to dismiss a member of the caravan.

The main point to remember is that dismissal is a very rare occurrence and should be used as a last resort, only after all other avenues have been exhausted. If the dismissal is due to misconduct, there must be a fair process.

- Substantively fair – there must be a valid reason for termination.
- Procedurally fair – the process in determining dismissal must be fair.

The action by the caravan leader should be progressive in nature, with the understanding that the measures taken should be corrective rather than punitive. The leader should also consider the gravity and circumstances of the misconduct. The leader can take into account the actions of the caravanner as well as any complaining caravanners.

Unless there are extreme circumstances involving imminent danger, requiring the immediate dismissal of a caravanner for the protection of other caravanners or the caravan as a whole, the following steps should be followed:

- Verbal warning for minor transgressions
- Written warning for consistent misconduct
- Final warning for persistent misconduct

Keep in mind these are only guidelines and exigent circumstances may exist to expedite the process at any stage. The following considerations may be added to your process as seen fit:

- Discuss concerns with the caravanner and complaining parties. In cases of complaining parties, it is better to keep them separated from the caravanner even during discussions.
- Determine whether the caravanner's actions jeopardize the caravan as a whole or is the problem a personal dispute between an individual and a small group of other participants that can be rectified through physical separation.
- When appropriate, review caravan rules and procedures with the caravanner.
- Contact the caravan chair and inform them of the circumstances and actions planned.
- When appropriate, give the caravanner latitude to rectify the situation or their behavior to conform to the caravan rules and/or procedure.
- Inform the caravan chair of the circumstances and actions taken.

Remember that whatever process is used, should be fair and consistent for all caravanners. The leader must be vigilant in not taking sides, never having favorite caravanners or promoting cliques among caravanners.

Once dismissal of a caravanner is imminent the leader should:

- Document in writing the misconduct that caused the member to be dismissed, including all steps taken in the process to rectify the situation or rehabilitate the member dismissed.
- At the end of the caravan, send the dismissed member a refund in the amount of the standard refund issued to all caravan members including any money not spent due to the member's absence and any pre-paid fees that were recovered. Any cover letter should simply address the financial end and **not** revisit the dismissal in any way.
- Immediately send a copy of all documentation of the dismissal to the Caravan Committee Chair.
- Try to recover any prepaid fees for the dismissed member throughout the remainder of the caravan and document such efforts.

The dismissed member may choose to challenge the caravan leaders' decision to dismiss them or question the amount of refund. It will be the dismissed member's burden to file a grievance via the standard WBAC grievance process. The documentation created by the leader will be used to support the dismissal.

CHAPTER 10

Invocations, Blessings and Prayers

The club embraces diversity and tolerance among members. Our constitution and bylaws address this topic in two ways:

- First: The bylaws of the club, in its order of business, require any invocation to be non-sectarian (not faith-based).
- Second: The club code of ethics states “To be ever mindful of what we say or print with respect to its effect on other of our diverse membership so as to avoid disharmony and ill feelings among club members of differing ethnicities, religious beliefs or orientation and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.”

These two things direct tolerance and empathy for the diverse membership of the club. This applies specifically to international club sponsored events, i.e., national rallies, caravans and intra-club activities.

For this reason, caravans which will include religious prayers, invocations or blessings must include this information in the description of the caravan. In addition, those who register for those caravans must again be informed in writing, prior to the caravan.

All caravans may instead choose a non-religious form of invocation or blessing. [Startup Kit #18](#)

CHAPTER 11

Promotion of the Caravan

Good promotion of a caravan will succeed in filling the minimum number of rigs required to be financially feasible. Caravan promotions should be planned far enough in advance of the event to be presented several times to the members. Promotions should attract attention and be brief, but cover the important points. They should be both welcoming and enthusiastic.

The Blue Beret magazine – A short description of each caravan is published in the Blue Beret each month. National caravan publicity is coordinated with the caravan committee chair, whose representative writes articles each month for the Blue Beret. Leaders or caravan participants can also write articles for the Blue Beret, describing their caravan. This should be coordinated with the caravan committee coordinator, email: caravan@airstreamclub.org.

The Wally Byam Airstream Club website airstreamclub.org is an excellent resource for publicity. It allows viewers to see detailed information about caravans, have direct contact with caravan leaders via email, as well as register and pay for a caravan online.

On the WBAC website each caravan has:

- a separate event listing,
- a pin drop at the starting location on the [caravan map](#),
- an online registration form link for each caravan listed on the [Caravans events webpage](#), and
- special situations: includes high-altitude, dry-camping, no-internet zones, mountain roads, prayer policy, etc.

International Rally

Caravan leaders staff booths at designated times, usually early in the International Rally schedule, with displays and brochures advertising caravans. Caravan leaders should be available during the rally to meet potential caravanners and answer questions. If there are unstaffed caravan tables, they should provide materials with QR Codes linked to the caravan website (if possible), website addresses and any additional useful information.

Sign-up sheets can be used to gather contact information for those interested in a caravan. This allows leaders to send out additional caravan information to those on the sign-up sheet, but can be confusing as people think they have signed up to be on the caravan. It must be emphasized that online applications **must** be completed in order to officially sign up for a caravan.

Print Media - Optional

Brochures can be created by leaders describing their caravan, registration information, costs, etc.

Optional on print media - QR code linking to the caravan event on airstreamclub.org

Social Media – Optional

WBAC Caravan Facebook (FB) group – [Airstream Club WBAC Caravans Public Group](#)

Individual private or public caravan FB page or group – [Sample of Private Group](#)

CHAPTER 12

Travel Guide

A clear well-organized travel guide (called Drivers Manual in the past) is critical in planning a caravan. You should be somewhat proficient in Apple Pages and Numbers or its Microsoft equivalents, Word and Excel. If you have been on a caravan in the past, look at that caravan's travel guide. If you are taking over a caravan contact the former caravan leader or the caravan committee chair for an electronic copy.

Developing the travel guide is an ongoing process. The travel guide will help everyone know:

- what to do each day
- what activities are planned
- how to get to activities
- what is expected of participants

Start creating the travel guide early in the process, then add or change as the caravan approaches. Establish a printing timeline to insure the guide is completed before you must leave for the caravan. If possible, obtain a store purchasing card for Office Depot/Office Max through the Family Motor Coach Association (FMCA), so you receive a substantial discount for printing.

A good travel guide will have:

- an interesting cover
- a welcome letter from the leaders
- pictures and short bios of every caravanner and their pets
- addresses and phone numbers for each caravanner
- expectations and assignments of caravan jobs ([go to Caravan Team Descriptions](#))
- a simple "Get Acquainted Meeting" (GAM) chart. [Startup Kit #15](#), [Startup Kit #16](#), [Startup Kit #17](#)
- a day-by-day schedule with addresses and directions to each campground and activity ([go to Typical Activity Schedule here](#))
- a calendar for the entire caravan
- addresses for nearby grocery stores, hospitals, veterinarians, laundromats etc.
- a critique sheet (form to receive feedback) [Startup Kit #14](#)
- a budget ([go to Chapter 7, A. Budget](#))

If the budget allows, dividers make a printed travel guide more readable. Write the guide, proofread the guide, then ask a friend to proof it. A well written, accurate guide contributes to a smooth-running caravan. Your guide will change many times in the months before the caravan begins. Be flexible as you write and rewrite. Include GPS coordinates and addresses

for each campground and activity. List the available facilities at each campground. Does each campsite have full hookups (electric, water, sewer)? WIFI? Cable? Is there a laundry at the campground? Is the caravan dry camping/boondocking with no hookups? Your caravanners need all of this information.

Travel Guide Contents

Welcome	Recommended
Caravan Basics	Recommended
Map of Route with Stops	Recommended
Calendar or Itinerary	Required (go to Typical Activity Schedule here)
Schedule by Stop	Recommended
Emergency Medical Form	Required
Mail Stops	Recommended
Groceries, medical, fuel at each stop	Recommended
Biographies with photos	Required (photos with pets recommended)
Roster with email and phone	Recommended
Team Descriptions	Required (Link to Caravan Team Descriptions)
Work Assignments for Caravanners	Required
GAM Schedule	Required Startup Kit #15 , Startup Kit #16 , Startup Kit #17
Driving Instructions and Routes	Required
Estimated Optional Activity Costs	Recommended
Caravan Budget	Required Startup Kit #1 , Startup Kit #2
Critique Sheet	Required Startup Kit #14

Typical Activity Schedule

May 21st	Tuesday	3:00 pm	Get Together / Bring Travel Guide
		4:30 pm	Leave for Dinner at Harrah's
May 22nd	Wednesday	9:45 am	Leave for Nantahala, raft or watch
		5:00 pm	GAM #2
			Dutch Dinner at Nantahala Brewery Warehouse
May 23rd	Thursday	8:30 am	Leave for Museum of the Cherokee Indian
		11:30 am	Lunch at Granny's Kitchen
		1:00 pm	Oconaluftee Indian Village
		5:00 pm	Drivers' Meeting
		6:00 pm	GAM #3
May 24th	Friday	before 11 am	Leave for Asheville

CHAPTER 13

Communications on the Caravan

Texting, Citizens Band (CB), Family Radio Service (FRS) and Amateur Radio Operations (HAM)

Communications with and among all caravan participants is vital to building a strong group and positive memories while on the road. Nothing is better than personal one-on-one conversations. Caravan leaders are encouraged to talk with all participants and encourage everyone to expand their interactions beyond a small group of friends.

There are times when the leader will need to distribute information quickly to the entire caravan group. Fortunately, there are a growing number of reliable technology tools that caravan leaders can use to provide relevant and real-time information to the group. The caravan leader will choose the methods that work best for the caravan.

The caravan leader will provide participants with information regarding communication methods to be used on the caravan. This information should be provided well in advance of the start of the caravan.

Cell Phones:

Cell phones are one tool for communicating with your caravan members. Group texting apps are available for smartphones to send up-to-date information to everyone simultaneously. It is important to ensure the selected app can be used on iPhone and Android platforms.

While cell phones are useful, they cannot be the only communication tool. Some people do not have a cell phone; others have plans that do not include texting; or you may be in an expensive “roaming” area. In addition, cell coverage is not universal and the caravan may be camping in places without reliable cell service.

Two-way radios may help. There are three types that may be beneficial to caravans: Citizens Band (CB), Family Radio Service (FRS) and Amateur Radio (HAM).

CB Radios:

CB radios are used for short-range communication situations. They are extremely helpful when traveling in small groups to a new campground or to an activity.

CB radios are inexpensive, easy to use, and require no special licenses to operate. CBs are normally equipped with 40 channels, a squelch control to reduce background noise, and

volume controls. A CB antenna with a magnetic car-top mount helps extend range; handheld units are convenient but usually have limited range. Some handheld units can be connected to the car-top antenna with a coaxial cable extension (often included with these models).

WBAC uses CB channel 14 as the preferred communication channel for caravans in the U.S. Leaders ensure all caravanners know both the primary and a secondary channel in case local interference prevents the group from using channel 14.

CB Radio Procedures:

Before you attempt to transmit, listen to ensure the channel is open. Adjust your squelch and volume controls until you hear some noise. Then reduce the squelch slowly. Stop when the noise disappears. Reducing it further will reduce the sensitivity of your receiver and your ability to hear calls from a distance.

When making a call say: "Break 14" (or the channel you are using), Then ask for information. When responding to calls say: "Go ahead, break" and then exchange your information.

To talk, the microphone button must be depressed. To hear others talking, the microphone button must be released (not depressed).

Caravans do not use call handles;" the name of the person you are calling will suffice. In some cases, the title of the person may be used, i.e., "Caravan Leader" or "Caboose." (See Glossary)

Keep your message clear and concise and avoid the use of "10 codes."

When arriving at a caravan or rally parking site, do not use channel 14 for personal conversations as this will block its use for information distribution. Use channel 14 as a call channel and then switch to another channel for your conversation - preferably above channel 20. When traveling in a caravan, listen to the assigned channel for information and instructions. Use other channels for conversations with friends.

Be courteous. Never use profanity on the air.

The caravan leader will review the caravans CB procedures at the beginning of the caravan. The leader will also designate the primary and backup channels that will be used for the caravan.

Monitor channel 19 (in the U.S.) for road conditions and weather situations. Channel 9 is known as an emergency channel. Many police and emergency responders monitor this frequency. Never transmit on channel 9 unless you need emergency assistance.

Caravans traveling in countries other than the United States should check to make sure that CB radios purchased in the USA are legal there without a license from that government.

Family Radio Service (FRS Radio)/Walkie Talkie/Two-way Radio

FRS is the Family Radio Service. Like CB, no license is needed to operate an FRS radio in the United States. Caravans outside the USA should check to see if these radios are legal in that country.

The advantages of FRS radios are sound quality and significantly less malicious interference from people outside the caravan. This is because FRS radios use FM instead of AM technology. FRS radios transmit using much lower wattage than CB radios. While the range of CB radios may be three or four miles, FRS radios are usually reliable for a mile or less.

Size is another advantage of FRS radios. They are small, handheld, battery-powered units that employ CTCSS, an embedded sub-audible tone used to filter out transmissions from people not in your group.

FRS radios are inexpensive, and no license is required to use them. They may be purchased at Walmart, outdoor stores or online.

FRS radios are perfect for parkers to assist communication while parking in a campground and for co-leaders to discuss developing situations while traveling to a venue.

Amateur (HAM) Radios:

A license issued by the Federal Communications Commission is required to transmit on an amateur radio frequency. Operators must pass an exam on radio electronics, radio law, and operating procedures to earn the respective rated licenses.

One of the reasons for the license requirement is that a HAM radio can have a transmitting range of thousands of miles. This can be helpful when a caravan is in a remote area without reliable cell service. It is important to recognize that operators have levels of licensing and that equipment will vary from operator to operator.

The caravan leader will know from the caravanner data sheets who has a HAM Radio. HAM radio can be an important non-traditional method of communication during a caravan. It is the leader's responsibility to communicate with the operator of the radio to understand the capabilities and limitations of the radio and its operator.

CHAPTER 14

Completion of the Caravan

Critique Sheets

There are two types of critique sheets: the single-stop critique sheet and the end-of-caravan critique sheet. The single-stop critique sheet has two advantages. First, it allows the caravanners to give their opinion about that stop while it's still fresh in their minds. Second, it enlightens the leaders to any flaws in their general approach that can be corrected immediately rather than being repeated throughout the entire caravan. Also, since most seasoned leaders plan and budget the next year's caravan stops and events while they are on site, they can adjust future stops.

The Caravan Critique Sheet [Startup Kit #14](#) is in the travel guide; bring it to the caravanners' attention at the orientation meeting and tell them to turn it in at the final banquet. The answers given will indicate what the caravanners want in the way of a caravan. These suggestions and indications can then be incorporated in the leaders' file so that the next caravan may be improved because of this information.

Caravan Media

The traditional binder-type caravan journal is a formality that is fading in most caravans with the advent of social media. Most caravans now set up a caravan Facebook page and all photos and comments are being posted there on a daily basis. There are usually a few volunteers at the orientation meeting that will volunteer to act as the administrator and set up the Facebook page and share with everyone on the caravan. Caravanners can add their own photos and comments to immediately share that information with all their friends and family.

A caravanner may volunteer to create a memento of the caravan using photos contributed by other caravanners. These may be shared via thumb-drive, YouTube or cloud storage

End-of-Caravan Reports

If the caravan qualifies for a local club, region or national caravan number, a final report [Startup Kit #20](#) must be sent to the caravan committee chair indicating the names and WBAC numbers of all of those who completed the caravan. This will ensure that an indicator of their caravan participation will be included with each caravanner's name in the WBAC membership directory.

NOTE: Local club or region caravan leaders must also complete a written report to the sponsoring local club or region president.

The leader should forward a copy of the travel guide and the media to the caravan committee chair. These documents will be used to help provide information to other caravan leaders as they develop caravans in the future and will be placed in the caravan media files for reference. National caravans must also file the Income and expense report [Startup Kit #19](#) at the conclusion of all numbered national, region and local club caravans, showing the kitty fee refund. The form is submitted to the caravan committee chair to show compliance with the kitty fee requirement. It is advisable to make the final accounting sheet, indicating receipts, expenditures and balances (preferably in the order of the kitty fee estimate) available to caravan participants. This will remind the caravanners that their money has been well spent.

CARAVAN BASICS

THIS IS YOUR CARAVAN – LET’S HAVE FUN!!

ALCOHOL & SMOKING – Alcohol may be consumed at socials and cookouts, but please be discreet. Please, no smoking at events or meetings. Be aware that on the Indian reservations, it is illegal to possess alcohol.

CARAVAN JOBS – There are a multitude of jobs which help the caravan flow smoothly. Remember to volunteer for one of more if able. The *Caravan Team Descriptions* document was sent with the Welcome letter in March.

CARPOOLING – Take turns driving and share the cost. Get to know new friends and reacquainted with old friends. Parking is limited at many of the places we tour.

CB USAGE – The caravan CB channel in the U.S. is 14. Turn to this channel when touring. As you approach a new campground, leave channel 14 open for parking instructions. If you need to contact your travel companions, switch channels to talk. Truckers in the U.S use Channel 19. A CB is useful when traveling in small groups from campground to campground.

CELLPHONES – Group Text messaging may be used during the caravan to communicate unexpected changes in the schedule. The caravan leaders will use the phone number(s) on your application. Cell phones should be turned to silent mode during meetings, tours or events.

CLOTHING/PERSONAL EQUIPMENT – Wear comfortable walking shoes/boots and layer your clothing as temperatures will vary during our tours. Be prepared for temps between freezing (higher elevations) and 95 degrees. We will do our best to keep you informed of any extreme weather conditions. Bring a daypack for carrying water bottles, sun screen, bug spray, binoculars, maps, rain jackets, etc.

COOKOUTS – Cookouts or group meals will be scheduled during the caravan and paid for by the kitty fee. A Cooking Team of 2 – 3 couples will plan, purchase, cook, serve and clean- up. Each individual is responsible to bring their own plate, utensils and beverage unless otherwise announced.

EMERGENCIES – Please notify the leaders of any emergency or problem. If you are in camp and need help, turn on your rig lights and blow your horn. Each caravanner must fill out a Medical Emergency form and put in a sealed envelope with their name and WBCCI# on the outside. The Leaders will collect medical forms at the Welcome meeting. These will only be opened in case of a medical emergency and returned to you at the end of the caravan.

EQUIPMENT – The following equipment is recommended:

- Generator if cannot boondock 3 nights in a row
- CB Radio
- Barbecue Grill
- Flashlight
- Fuses for electrical system to include water pump and power jack
- Fire Extinguisher – up to date – in tow vehicle & trailer
- 2 non-toxic water hose (1 spare)
- Y water connection with shut off.
- Water pressure regulator
- Sewer hose minimum of 10 ft with proper attachments to dump
- Wheel chocks/leveling blocks
- Highway hazard safety triangles
- 50 ft. electrical extension 10 or 12 gauge
- Electrical adapters; 50A male to 30A female, 30A male to 50A female, 30A male to 20A female.
- First Aid Kit

FACEBOOK GROUP – The caravan may have a Facebook Group under the name of the caravan. The purpose will be to communicate within the Group and with friends and family. This will be a “Closed” Group which means participants must either be invited to join or if they request to join must be approved by a member of the Group. There will be at least one administrator who will be a member of the caravan. Anyone who is member of the caravan and has joined the FB Group can post stories and/or photos to the Group.

FANDANGOS (GAMS) – Get Acquainted Meetings (GAMs) allow everyone to get to know their fellow caravanners in a small group gathering. Meet at the host’s trailer or other specified place with your drink and a snack to share. Host/hostess provide plates and napkins and the meeting location/greetings. The schedule for FANDANGOS will be in the Travel Guide and explained at the Welcome Meeting.

FINANCES – All WBCCI caravans are self-supporting. Expected expenses are estimated and the kitty fee is based on that estimate. The leaders administer the kitty. The financial records are available upon request. A detailed cost explanation and final accounting after the caravan has ended will be sent to each participant.

FIREARMS – If a firearm is in your possession, you are responsible for knowing the laws of each state and will be responsible for any violations.

FUELING UP – If possible, fill your tow vehicle prior to moving day. This limits the need for fuel stops with trailer in tow.

GENERATORS – Generators should be used only at hours and in locations that do not disturb other units or gatherings of caravanners. Most campgrounds will post hours when generators are allowed. **Balloon Fiesta safety rules state non-internal generators must be 24” off the ground while in operation.**

IDENTIFICATION – Please wear your WBCCI badge when outside your rigs and at all tours and venues. WBCCI numbers must be displayed on rigs if they are not permanently affixed. This helps with parking, social get-togethers and if Emergency personnel are summoned for help. We encourage flags at the campground but be aware the winds are very strong in many areas.

LEAVING THE CARAVAN – Please notify caravan leaders in writing if you plan to leave the caravan for any reason. There will be no refunds for prepaid activities. Out of courtesy please notify leaders if there will be a late arrival, early departure or expect any guests.

MAPS – Current routes between campgrounds are detailed in the Travel Guide and will be discussed during the travel meetings. Often the GPS directions are not current for the roads we travel. **Please trust the written driving instructions.** The best commercial map available for the caravan route is Indian Country Guide Map from AAA. If a member, please stop by and pick up a couple.

MAIL – There are three mail stops: Alpen Rose campground in Durango, CO, Cottonwood RV Park in Bluff, UT, and USA RV Park in Gallup, NM. The addresses are found on the list of Mail Stops. Be sure to include “**Hold for WBCCI Southwest Adventure Caravan**” in the address. The assigned Mailperson for the caravan will secure the mail from the office and distribute.

MIRRORS/HITCHES – When not towing, hitching bars should be removed for people’s safety. Fixed towing mirrors should be shortened anytime the trailer is disconnected from the towing vehicle. Removable towing mirrors should be detached. Not only is it dangerous to drive with extended mirrors when not towing, in many states it is illegal.

PARKING – The Parking Team will direct each rig to their assigned site at each campground. This duty will be assigned on a rotating basis to everyone, unless one is physically unable to assist. Parkers are not expected to park your vehicle for you!

PETS – Pets are welcome but must be under control at all times. No pets are allowed at caravan events or meetings. Please clean up after your pet and leave them in your RV or your vehicle while on tours. Keep pets on a leash or crated except where dog parks are provided. Dispose of their waste in the proper receptacles. Certified Service Animals are exempt from most of these rules. There are a few long days away from the campground so the name of a dog walker will be made available, but all reservations are up to each individual.

Be aware that some campgrounds prohibit certain “aggressive breeds”, i. e. Pit-Bull Terriers, Doberman Pinchers, German Shepards and Mastiffs.

ROADS AND CARAVAN ROUTE – The caravan route will be reviewed at the Travel meeting before each move. As a general rule, the surface conditions of roads on which we will travel are good. Although some of the secondary roads are narrow, all are safe. (if there are exceptions to this rule, the Leaders will let you know in advance). Please remember we are traveling in mountains and there might be steep grades, sharp curves and may not always be guard rails.

TIPS AND GRATUITIES – All tips and gratuities for kitty-fee events are paid by the Leaders, and as such are included in the cost of the caravan activity. Should you feel that a server, tour guide or other individual gave far above average service nothing says you can’t give an extra tip.

TRASH - Every stop will have trash disposal. Most campgrounds request that we use plastic bags. Please do not dispose of loose trash or paper wrapped trash unless so directed.

TOURING ON YOUR OWN – Individual sightseeing is encouraged, BUT please, do not miss scheduled functions. Most tours and meals are based on a specified attendance, so there are normally no refunds.

TRAVEL DIRECTIONS – These are included in the Travel Guide. Your GPS may show a different route that you are welcome to follow. When we know a route that you should definitely not take, we will point it out.

TRAVE GUIDE – The Travel Guide is a 3-ring folder that will be handed out at the Welcome dinner. It contains general information about caravanning, the caravan schedule, travel directions between campgrounds, maps, Fandango schedule, and team assignments. Please refer to it daily, most questions are answered with the information in the Guide.

TRAVEL MEETINGS – There will be a travel meeting prior to each move. Directions for traveling to the next stop and a description of scheduled activities will be discussed. These are usually, but not always, held the evening before the move. Please bring your Travel Guide.

TRAVELING – Arrival times for each site will be listed in the Travel Guide. Please adhere to the time schedule. The Parking Crew needs time to get organized, set up and many times grab lunch. Early arrivals will not be parked until the designated time of arrival. Travel in groups of up to 4 but do not convoy. As you have often heard, if you can read the numbers on the rig directly ahead of you, you are too close. If 4 or 5 vehicles pile up behind you, pull over when you can do so safely, and let them pass. If someone has trouble along the way it is a good idea

for one of the other rigs to stay with them to give assistance. Please keep the leaders posted about your condition and let them know if there will be a late arrival at the next stop.

WATER – Always fill your tank before you leave for the next stop. Carry a full tank of water and use often to keep it fresh. High altitudes mean drink plenty of water. A good rule of thumb, drink two or three times more than usual.

WATER HOSE CONNECTIONS – If you hook up to the pressure line, a pressure reducer may be necessary for use between the Y and the Airstream at some locations. High pressure can damage plumbing.

WELCOME MEETING – The Leaders will hold a meeting on the first day of the caravan to welcome caravanners, hand out the Travel Guides, and explain how to use them. They will go over the calendar and caravan route and take questions.

X Y Z – If you have any issues with the caravan, a venue, restaurant or activity, talk to the caravan leaders, not the vendors or your neighbors. We are always open for suggestions and ideas.

CARAVAN TEAM DESCRIPTIONS

Early Crew: The Early Crew will leave early with the Leader, usually one to two hours before the rest of the Caravan. The Early Crew will try to stop along the route to enjoy the drive. The Early Crew will consist of 2-3 rigs of **Parkers** and, at times, a **Cooking Team**.

Parkers: Teams will be assigned for each new campground. They will assist the caravan leaders at the next campground. The **Parkers** will have Red Flags and may be on CB channel 14 to help or assist caravanners during arrival. They will greet the arriving caravanners, direct them to their parking site and determine when and if all caravanners have arrived.

Parkers will need time to set up their own rigs after arriving before they are able to assist other caravanners. **For this reason, it is important that the other caravanners DO NOT arrive prior to the appointed time.**

Article Editor: Writes an article about the caravan with photographs. Seeks stories from other caravanners to include in the article. Edits the material and puts it into publishable form. The **Editor** coordinates with the person in charge of the Blue Beret at WBCA headquarters to have it published.

Cooking Team & Social Team: There will be scheduled cookouts or group meals along the Caravan route. A **Cooking Team** is expected to provide an entire meal. They will determine the menu, purchase the food, set up for the meal, cook, serve, and clean up. Money from the kitty will be given to the **Cooking Team** to purchase the food. KEEP IT SIMPLE! At Cookouts, each Caravanner will supply their own plate, utensils and drink referred to as “set-ups”. The Leaders will have salt, pepper, dish soap, trash bags, paper towels, serving gloves, serving containers and some cooking containers.

Evening get togethers will be planned by a **Social Team**. They purchase, prepare, serve and clean-up after the event. It can be anything from a campfire, storytelling, a sing-a-long, line dancing, game night, ice cream social, or casual let’s get together and chat over cheese and crackers. Whatever the committee feels will be fun, be creative! Funds are provided by the kitty.

Celebration Team: The Celebration Team will be in charge of recognizing birthdays or anniversaries during meetings, meals or group social events. Celebrating Mondays or any other small event is encouraged with a group cheer or handclap. Again, be creative and make it fun! They can coordinate with the leaders on the appropriate time to celebrate, i.e. at driver’s meetings, group dinners, etc.

Campfire Tenders: This person(s) will take the lead to arrange and manage a campfire at appropriate group gatherings where campfires are allowed.

Deparkers: The primary responsibility for this job is safety. Deparkers will establish a departure position where caravanners may stop for inspection before departing the campground. Deparkers check tow vehicles, trailers and motor homes for inadvertent mistakes such as: lights not working, tongue jack down, hitch pin not in, stabilizers down, steps down, TV antenna up, vents open, torsion bars not latched and pinned, storage doors open, sewer cap not secured, etc.

Equipment Wrangler: Responsible for having the sound system in working order and available for use at all meetings. This includes making sure the batteries are fully charged.

Final Banquet Team: Will organize and direct the program for the final banquet/luncheon. This team should include a Master/Mistress of Ceremonies. The most important thing is to have FUN FUN FUN.

Financial Review: A **Review Committee** of 2 to 3 people will review the financial records toward the end of the caravan. The committee will give an oral report of their review to the caravan.

First Aid / Medical Advisors: Available to offer advice on minor injuries or medical issues. The depth of that advice will be dependent on their degree of medical education and their licensing status. The closest emergency service locations and phone numbers for each stop may be found in your Travel Guide.

Mail Person: Responsible for checking at the appropriate campground office for caravan mail and to distribute the mail to the appropriate recipient.

Mechanical Advisors: One or more person(s) with mechanical ability will offer advice and/or assistance for any repairs that may be needed during the caravan.

Music Makers: For those with musical instruments with them or those who love to sing, time can be set aside for jam sessions at campgrounds. These sessions will be up to the participants and the caravan schedule.

Photo Team: If the caravanners elect to have a Photo Journal/Slideshow, a **Photo Journal Editor** will be needed. Individuals who share their photos of the caravan with the Editor are members of the **Photo Team**. The **Editor** prepares a photo journal/slideshow to show a draft version on the final day of the caravan.

Social Media: People who volunteer to be the **Social Media Guru(s)** will set up a closed Facebook Group that is available to the caravanners and their family & friends. They will post and encourage/assist others to post photos, comments and or stories on the Caravan's Facebook Group. They may also have a mini workshop for those who want training on social media.

Weather Guesser: This person will be prepared, at each travel meeting, to report on the latest weather conditions in the areas the caravan is visiting. If there are any weather alerts they are to inform the Caravan Leaders as quickly as possible.

CARAVAN GLOSSARY

ADLETS - A section of the microsite on airstreamclub.org in which upcoming events or information are highlighted. For more information click [here](#).

ASSISTANT LEADER – an individual who assists the Caravan Leader in planning and conduct of the caravan. This individual may be expected to lead the caravan in the event the Caravan Leader is not available. Comps received by the caravan will be shared with the Assistant Leader to help offset the leaders cost of the travel.

BLUEBOOK - governing documents for the WBAC, including the Constitution, Bylaws, and Policies. These documents may be found at <https://airstreamclub.org/rules-road/blue-book>

BOONDOCKING – camping overnight or for a lengthier period in a location which does not offer normal campground amenities (water, electric, restroom, etc.). Boondocking may offer only a place to park, or it may offer reduced amenities. The Caravan Leader will identify when Boondocking is included on a caravan and provide a description of the amenities offered at that location.

CABOOSE - see Caravan Job Descriptions

CARAVAN IDENTIFICATION DECALS - a visual indication, typically placed on caravan participants tow vehicle and / or Airstream, which is unique to the caravan. This is included to assist Parkers, Deparkers, and leaders in quickly locating or identifying caravan participants.

CB “10 CODES” - Ten-codes, also known as 10-codes or ten signals, are code words used by many police officers to aid with voice communication. Despite their usefulness, the exact meaning of ten-codes often varies between jurisdictions and locations. In addition to law enforcement, ten-codes are frequently used on Citizens' Band (CB) radio. One of the most frequently used ten-codes, 10-4, has become popular enough to sometimes be used in everyday language. These codes are not used in caravan communications

CLOSING BANQUET – meal hosted by the Caravan Leaders on the final day of the caravan. Costs are typically included in the Kitty Fee.

CO-LEADER – an individual who works with the Caravan Leader in planning and conduct of the caravan. This individual may be expected to lead the caravan in the event the Caravan Leader is not available. Travel expenses for the Co-Leader are fully covered by the Kitty Fee.

COMPS – the term is applied to meals, camping, tour fees, and other caravan costs which are provided to a group, typically based on number of participants. Caravan Leaders can

negotiate Comps to reduce the overall cost of the caravan, typically by applying them to leaders' meals, camping, tour fees, etc.

DEPARKER – see Caravan Job Descriptions

DRIVERS MEETING – gathering of caravan participants, at least one per Airstream, for the purpose of discussing travel plans, routing information, departure and arrival times, Parker and Deparker assignments, upcoming meal assignments, etc.. Held throughout the caravan, these are typically held the afternoon or evening before a travel day and are included in the caravan schedule / itinerary included in the Travel Guide. All are welcome to attend.

NON-NUMBERED CARAVAN – travel events sanctioned by a WBAC intraclub, region, or local club, but not meeting the full requirements contained in the Bluebook for a WBAC Numbered Caravan (see Chapter 2).

OPENING BANQUET - meal hosted by the Caravan Leaders on the first day of the caravan. Costs are typically included in the Kitty Fee.

PARKER – see Caravan Job Descriptions

QR CODES - A **QR code** (abbreviated from **Quick Response code**) is a type of matrix barcode (or two-dimensional barcode) first designed for the automotive industry in Japan. A barcode is a machine-readable optical label that contains information about the item to which it is attached. In practice, QR codes often contain a link to a website or application.

SCOUTING – traveling to evaluate roads, campgrounds, restaurants, activities, etc. on a planned caravan. The traveling may be in person, by communication with others familiar, and / or virtually (see Chapter 6).

WAGON MASTER – term normally used for the leader of commercially run caravan, including a Contractor Caravan (see Chapter 2). WBAC caravans which follow the requirements and guidelines in the handbook do not use this term.

CARAVAN STARTUP KIT LINKS

1. [Kitty Fee Budget Template_0.xlsx](#)
2. [Instructions for Budget Template _0.docx](#)
3. [Application for a Region Caravan Number_0.docx](#)
4. [Application for a Local Club Caravan Number_0.docx](#)
5. [Caravan Data Sheet_0.doc](#)
6. [Caravanner Data Sheet_0.doc](#)
7. [Liability Insurance.docx](#)
8. [Procedure to obtain a Checking Account with US Bank.docx](#)
9. [Sample Liability Insurance Certificate_1.pdf](#)
10. [Financial Reporting Requirements for a Caravan.docx](#)
11. [Example of Financial Review Report.docx](#)
12. [Medical Emergency Information.docx](#)
13. [Where to purchase Plaques & Decals.docx](#)
14. [Caravan Critique Form.docx](#)
15. [GAM for 25.xlsx](#)
16. [GAM for 30.xlsx](#)
17. [GAM for 36.xls](#)
18. [Guiding Principles for Prayers and Blessings.docx](#)
19. [Final Report-Income and Expense.xlsx](#)
20. [Final Report Participants.doc](#)
21. [Sample Pet Guidelines](#)
22. [Service_Animal_Booklet_2014\(2\).pdf](#)
23. [Procedure to Lead a National Caravan Approved and Information published on club website and in Blue Beret.docx](#)
24. [Procedure to Lead a Numbered Local Club or Region Caravan.docx](#)
25. [Airstream Caravan Venue Form.docx](#)