



NEAC RALLY GUIDE - Rallies are a main activity of our organization – it’s just camping! That’s what we’re all about. Our Club hosts several rallies a year and always welcomes more. If you have never planned a rally, these guidelines will give you some idea of what is involved and will provide links throughout that you can reference for more information. You can start as co-hosts with more experienced rally hosts and build from there. In fact – there are rally mentors who can work with you and help make your rally a success! **Note** – if you haven’t created an account on the Airstream Club International site/NEAC site – please do, so you can take full advantage of all available resources, including [INFORMATION FOR RALLY HOSTS](#).

GETTING STARTED

The following outline should help you compile the kinds of information you need to get started on building a rally. It’s not everything you need to think about, but a really good start! Once you’ve reviewed this guide, remember you can submit your rally ideas directly from the [NEAC Website](#) (or paste this link into your browser: <https://form.jotform.com/240143865156052>). That information, like that on the final page of this guidebook, is the required starting point to build your rally and help our Webmaster position and promote your rally correctly!

The Baker’s Dozen Rally Outline - here are the topics that will be covered in detail below:

1. Select a Theme	8. Promote the Rally
2. Identify Hosts & Co-Hosts	9. Scope out the Site
3. Select a Date	10. Collect and Account for all Fees
4. Select a Place	11. Understand Insurance
5. Take some Promotional Pictures	12. During the Event
6. Set a Rally Price	13. After the Event
7. Get NEAC Board Approval	

1 - Select a Theme (review some rally ideas [here](#))

A good theme adds to the fun both in the planning stage as well as during the event. You can focus a rally on almost any topic – practically anything goes! If you think it’s worth doing – someone else most likely will too! Reviewing current and past rallies can help inform you of prior approaches, locations, and creative ways to develop a rally flier! A few ideas could include:

- A favorite area with hiking, scenery, fishing, etc.
- Sharing technical expertise on maintaining your Airstream
- Searching/reviewing good local breweries for tastings
- Collections of artists, musicians, etc. to share talent
- Anything else you can think of!

2 - Identify Hosts and Co-Hosts

It’s highly recommended to enlist a co-host for rallies in order to share the burden of planning and hosting, and as backup in case a situation develops that precludes your attendance. If you’ve never hosted but want to, it’s equally highly recommended to partner with a more seasoned host to learn the ropes by doing! NEAC has [several members who are willing to help mentor you](#) to get started!

3 - Select a Date

Rallies can occur throughout the year. Keep in mind the dates of other events which may impact the attendance of the rally. Allow enough time to handle all of the logistical things to be taken care of. You can always check with [NEAC's Rally Master](#) to discuss date options.

4 - Select a Place

People enjoy variety. It's always nice to visit someplace new as well as returning to old favorites. Potential rally sites should be convenient and offer useful services within a reasonable distance. Dry camping is fine but consider hook-ups, particularly electricity for air-conditioning in warmer seasons. When you have selected a location it is a good idea to have one individual point of contact to work with at the location.

5- Take some promotional pictures

If NEAC has not held a rally at your rally's location recently, take several nice electronic pictures of the location. We need these in order to promote the rally with the Airstream Club. You can use them on your rally flyer, on [Facebook](#), and more.

6 - Set a Rally Price

The rally fee should be based on the **activities/meals included** and any **park use or related costs INCLUDING tax if charged**. Base the price on the number of anticipated participants and the events included. At a minimum, most public facilities will charge a use or permit fee for the use of group areas. While it is not feasible in all cases, it is encouraged that individuals pay their own campsite fees. See **"Collecting and Account for All Fees"** below for more detailed information about the financial aspects of a rally.

7 - Get NEAC Board Approval

Please feel free to discuss your rally ideas with one or more [Board members](#) for their input. When you have enough details to put together a general rally proposal (dates, venue, venue amenities, rough agenda, costs, etc.) please [submit your rally proposal to the Board through our website](#) for review and approval before any expenditures are made. If this creates an issue in the reservation process for a given venue, please consult the Board. **The Club can't be responsible for expenditures made prior to Board approval.** If approved, NEAC's Treasurer will work with you on any deposits or other financial transactions with the site.

8 - Promote the Rally

There are several ways to promote the rally. A well-promoted rally will ensure a successful event that will be well attended. Contact the [NEAC Webmaster](#) to have the rally listed on the NEAC and WBCCI calendars & websites, The Quipper (NEAC's newsletter), NEAC's FaceBook Group page and in the Blue Beret. **Please see "For Hosts of NEAC Events" page at the end of this document.** This is the collection of critical information needed for the Webmaster to help promote your event which you can capture in the online form and include in your rally flyer.

9 - Scope Out The Site

So there will be no surprises when the event date rolls around, it is a good idea to know a little about the territory. Are **pets** allowed or not and if so – any special rules? Survey the campsites so you can assist placing anyone with special needs and hold a specific site for them. Most campsites have something about the area posted on their website which is great to point attendees to. You don't need to be an expert on the region around the rally site but it is a good idea to know the location of the nearest medical facility, drug store, grocer and other services.

10 - Collect and Account for all Fees

Upon Registration, member attendees will submit payment in multiple ways – whether physical checks made out to NEAC and sent to the rally host, a host’s Venmo account, and **coming soon**, NEAC’s own Venmo account which can be done through the NEAC website. Their payment may consist of rally fee, campsite fee or both depending on predetermined proposal plans. International guidelines require that all funds collected be deposited directly to the NEAC’s bank account. Within 7 days after the conclusion of the rally, the host is required to provide the Unit Treasurer with a full accounting of all funds received and all funds dispersed in the planning and execution of the rally. The financial report is a simple spreadsheet or even a simple statement listing the funds collected and the expenditures made. A standard [spreadsheet](#) is available to the host for planning and tracking. If you prefer drafting things out first, there’s a [PDF version](#) you can print. Please keep all supporting receipts for items purchased and venue fees paid for the rally and submit with your financial report. The NEAC Treasurer will make reimbursements for rally expenses from the Club’s account in a timely manner following submission of report.

11 - Understand Insurance

Since this is actually an official WBCCI sanctioned event, the WBCCI specifically carries liability insurance for this. If the rally site requires a certificate of insurance, we will contact WBCCI and they will arrange to have one provided to the venue.

12 - During The Event

Hosting a rally can involve a lot of activity (read this as meaning that it involves some work.) Here are a few considerations FYI:

- Don’t be afraid to solicit volunteers - people love to help.
- Greet attendees as they arrive.
- Be visible and available to offer assistance and answer questions that people may have.
- Be clear about **pet policies** – especially at food activities where they may be more aggressive or non-pet owners may be less comfortable.
- Capture and encourage attendees to capture pictures & stories to share!
 - Rally Hosts will be provided with a QR Code that you can include on your rally form and/or print to have at your happy hours, meals, or other central area so participants can scan the code with their phone, upload photos they’ve taken, and/or share fun stories/experiences for future use in the Quipper, our Website, or Facebook Group page – we encourage rally hosts to actively participate and encourage their guests to do the same in this fun sharing of “just camping” content to share with fellow Club Members!
- Make sure the rally area is left cleaner than when we arrived.
- Most importantly, **have fun**. That’s what rallies are all about.

13 - After the Event

As you’ve been tracking expenses with receipts and using the spreadsheets provided by NEAC, complete your final report and send to our [Treasurer](#).

Thanks so much for hosting or co-hosting a rally! It’s core to what we do and it doesn’t happen without great volunteers like yourself!!

The following “For Hosts of NEAC Events” document helps outline the information our Webmaster needs to properly help promote your event. Much of the information is the same as you’ll find on our online form to suggest a rally idea. Whether using this form or its online equivalent, it’s important to be sure you have this minimum amount of information to get started.

For Hosts of NEAC events

Step 1 – Confirm a location and dates for the event (Rally, Rendezvous, gathering, meal, etc.) and communicate the information to the **2nd VP/Event Calendar Coordinator**

Information is then sent to the **Webmaster** to be added to the "[Save the Date](#)" page

Step 2 – Finalize plans for the event and create a rally registration coupon. Be sure to include all the information below. This gets sent to the Webmaster. If you want the coupon to appear in the club newsletter, also send it to the newsletter committee.

Title of the event:

Event Name:

Club: New England Airstream Club

Start date mm/dd/yyyy

End date mm/dd/yyyy

Event Phone:

EVENT WEBSITE URL: (if applicable)

Link text (for the URL):

Event Summary (5 lines MAX):

[Use this as a brief summary (5 lines MAX). Put the remainder of your Event information into the "Body" section.]

Event Location Name:

Event EXACT Address:

State / Province:

City:

Zip / Postal Code:

Registration Deadline mm/dd/yyyy

FEATURED IMAGE (if you have an image you want to appear) Optional

Body (Description of the event is expanded on here):

FEATURED RESOURCES (You can include any attachments, such as the **registration coupon**, maps, an itinerary, etc.) Optional

TEASER IMAGE (if you have an image you want to appear)

Contact Name:

Contact Title: eg. Host or Co-Hosts

Contact Email:

Contact Phone: