



Rally Planning Guide Northern California Airstream Club

Thank you for volunteering to host a NorCal rally!

Note: This document refers to NorCal rallies that have host(s). If there is no host, the rally is an informal gathering i.e. unhosted. No rally fee(s) are collected to register.

Rally Hosts play an essential role in the success of our club. There are as many as nine rallies lasting four nights at various locations where we gather for fun, friendship, and adventure. This guide is designed to help in the planning process.

Remember: there is a great support team in this club. If at any time you are confused or overwhelmed or have a question, simply contact the **Rally Chair** or any member of the leadership team for advice. It “takes a village” to make a rally successful; everyone understands the work involved, and are willing to step in and help. All you have to do is ask.

Responsibilities:

- *The **First Vice President**, with advice from the **Rally Chair**, decides when and where NorCal will rally during the year he or she will be President.
- *The **Rally Chair** makes the reservations, negotiates a group rate for the parking fee, and collaborates with the **Hosts**.
- *The **Hosts** and **Apprentices** plan the fun part - the details. As some have said “How would you like to plan a party with other people’s money?”
- *The **Registrar** receives and processes all rally registration submissions.
- * The **Treasurer** pays the RV Park, rally vendors, reimburses the **Hosts** and **Apprentices** for claimed rally-related expenditures, and pays any refunds to members after the rally is over.

Resources: An inventory of supplies and equipment available for rallies is included at the end of this document.

Procedures:

Hosts communicate with one another to plan the activities including meals for their rally. A visit to the area may be in store (optional) to scout out tours, things to do, caterers, etc. **Hosts** may recruit other NorCal members who have not previously hosted a rally to volunteer to assist as an **Apprentice** - the goal for an **Apprentice** is to learn about hosting, and to host a rally in the future.

The **Hosts** contact the **Rally Chair** to learn the cost of the parking fee, number of sites reserved, and to confirm NorCal’s use of the available facilities for planned meals or other rally activities (i.e. Clubhouse, gathering location, etc.). Note the **Hosts** or **Apprentices** do not contact the RV park directly prior to the rally dates without permission from the **Rally Chair**. Only the **Rally Chair** communicates with the RV park to avoid confusion or contractual issues.

Hosts and/or **Apprentices** collaborate with one another to write an article and information sheet for the Poppy. Include photos and graphics to make the rally “not to be missed!” This information is due to the **Newsletter Editor** about two and a half months before the month of the rally. For example, the information about a May rally is due no later than February 15 for publication in the March Poppy. Registration for this rally opens March 1 and closes March 31.

The article is typically a one-page narrative about the rally; with information about the immediate area, planned activities, meals, costs, etc. A separate “Information Sheet” provides all instructions necessary for members to register for the rally. This is similar to what we used to call a paper coupon, although NorCal no longer accepts a paper coupon for rally registration. All rally registration is now done online using the JotForm. See past issues of the Poppy on the NorCal website for great examples.

The **Hosts** or **Apprentices** also provide the rally article and information sheet information to the **Rally Registrar** and **Webmaster** in advance. The **Registrar** uses the information to create the rally spreadsheet. The **Webmaster** uses the information to create the JotForm.

Any WBCCI member or Airstream owner may attend a NorCal rally. If space is limited, priority is given to NorCal members and affiliates. NorCal may hold one or two Buddy Rallies each year, where friends who own another brand of RV may attend. Members can contact the **Rally Chair** and **President** to request designating an upcoming rally on the schedule as a Buddy Rally.

Rally registration JotForms are submitted electronically to the **Registrar**. The **Registrar** adds members to the rally spreadsheet in the exact order received. The **Registrar** sends an email reply to members confirming their registration status for the rally. Members don’t send payment via check or Zelle until an email reply from the **Registrar** is received confirming a spot at the rally. Once a confirmation email is received from the **Registrar**, payment via check or Zelle is due. Registration is not complete until payment is received. Zelle payments are immediate. The **Registrar** deposits any checks about a week before the start of a rally. The **Registrar** may deposit the checks earlier upon request by the **Treasurer** if funds to support the rally are needed earlier.

Once all rally sites are filled, the **Registrar** will reply via email with a position on the waitlist. The **Registrar** will also notify the **Rally Chair** and **Webmaster** when all sites are filled. The **Rally Chair** may be able to add more sites, if the **Hosts** confirm they can accommodate more people. The **Webmaster** may add a notification on JotForm that the rally is full - any additional registration requests will be waitlisted.

Hosts are always guaranteed a site at the rally, regardless of when their registration is received. **Apprentices** are guaranteed a site at the first rally they volunteer to co-host.

The **Registrar** manages the rally waitlist. Members will be notified in waitlist order if a site opens up due to cancellation. If a member on the waitlist declines the site, the **Registrar** moves down the waitlist until the site is filled.

Members and/or guests who come to a rally for just one day do not pay rally fees, but pay for any meals and/or activities they participate in.

The rally fee is currently \$10.00 per person. Children under 18 are free. The rally fees collected make up the rally host budget. This includes the free parking for the **Hosts** the night before the rally begins, in addition to other hosting expenses detailed below. **Hosts** and **Apprentices** normally arrive for the rally a day ahead (Tuesday) to complete final preparations for the rally.

The rally budget also reimburses the **Hosts** and **Apprentices** for decorations, welcome bags, and other hospitality items. **Hosts** and **Apprentices** must save all receipts, and comply with the requirements from the **Treasurer** in order to be reimbursed. **Hosts** and **Apprentices** must coordinate expenses to avoid exceeding the available budget.

Hosts receive a free night parking if they arrive on Tuesday night. If there is only one **Host**, they receive two free nights parking (Tuesday and Wednesday). **Apprentices** may receive free parking on Tuesday night if (a) there is only one host, or (b) if one of the two **Hosts** gives their free night to the **Apprentice**. **Hosts** shall notify the **Registrar** and **Treasurer** if a free night is given to an **Apprentice** to ensure proper accounting.

The **Registrar** will share a link to the rally spreadsheet stored on a cloud share drive for **Hosts** and **Apprentices** to view. **Hosts** should check the spreadsheet frequently to stay updated on any changes to the rally budget, and how many are signed up for meals, tours, etc. Last minute changes do occur. **Hosts** are guaranteed a \$200 budget by NorCal, even if the rally fees collected are less. Examples: If the dollar amount in the rally fee column is \$225 and the parking fee is \$50 per host, that would leave only \$125 to spend. In this case NorCal makes up the difference to guarantee a minimum host budget of \$200. Alternatively, if the dollar amount is \$375 and the parking fee is \$50 per host, that would leave \$275 in the rally budget. **Hosts** can always count on at least \$200.00 minimum budget for planning purposes.

Hosts may request a “**Fun Fund**” for any amount up to \$150 to support activities that will enhance the rally experience such as games, raffle prizes, live music, etc. The money may be used to buy small food items and/or beverages; however meals for the entire group or alcoholic beverages are prohibited by WBCCI rules. Send a “**Fun Fund**” request via email to the **Treasurer** prior to the start of the rally. Provide plans for the use of the money. Keep records and receipts. Use the required form to request reimbursement, or an advancement of funds.

Hosts collaborate with one another to decide how to spend the funds that will make the rally a success. Rallies are intended to be self-funded; they are not designed to make money for the club. **Hosts** are encouraged to spend the entire rally budget. Avoid overspending.

The **Rally Chair** works with the rally site to assign parking spots and may provide information about bringing appetizers to social hours. About a week or two before the rally, the **Rally Chair** sends out site assignments to registered attendees via email.

Hosts communicate with one another to design and publish a daily schedule – “What’s Happening” to be included in the “welcome bag”. Some **Hosts** include their contact information in addition to the who, when, and where of the rally. Clearly list each date of the rally with what and when and where events will happen. Be sure to ask the **President** about the time and location for Executive Board, Business, and General Membership meetings. Members are asked to bring their own beverages, and may be asked to bring their own “set ups” or “table service”. Be sure to include this information. For an example of a “What’s Happening”, attend a rally or two to see patterns.

Hosts communicate to the **Registrar** if refunds are available to members who cancel their registration. Refunds may include unspent host expenses for rally fee, meals, and events.

The **Treasurer** will provide each **Host** with a Worksheet and an Expense Claim Envelope at the beginning of the rally. See page 5 for sample Expense Claim Envelope and Worksheet for Rally Hosts.

Rally cancellation and refund policy:

Our overall goal is to return unspent prepaid rally funds to members whenever possible, in accordance with this policy.

If cancellation occurs while rally registration is still open, the member can expect a full refund.

If there is a waiting list, and the cancellation is a 100% match with the members taking over the vacancy, then members can expect a full refund regardless of when the cancellation occurs.

After registration is closed, and if there is no wait list, members can expect a refund for any expenses not already incurred, or recouped from various vendors. The rally fee (\$10.00 per person) is not refundable at this point.

The **Registrar** calculates refund amounts based on input from the **Rally Chair** and the **Hosts**. The **Rally Chair** contacts the Park to determine refunds for any vacant sites (this varies widely depending on the Park's cancellation policy). The **Hosts** let the **Registrar** know the refund available for any meals, tours, activities, etc.

The **Registrar** provides the list of refund amounts to the **Treasurer**. The **Treasurer** refunds the members via check or Zelle (depending on their payment method). Regardless of when a member cancels, all refunds are processed when the rally is closed out; approximately one week or so after the rally concludes.

The **Hosts** coordinate and communicate with the **Registrar** regarding refund policy from their various vendors or caterers. Information the **Registrar** needs from the **Hosts** in advance:

- Minimum headcount or fee required for caterers, vendors, activities, etc.
- Cutoff dates for headcount or refunds.

Examples: (1) **Hosts** are working with a vendor who needs a minimum of \$140 for the event to take place, let the **Registrar** know, because it impacts the refund. If less than the minimum is collected, no refunds. (2) A Caterer needs a minimum of 60 meals, and only 55 signed up - no refunds.

Expense Claim Envelope (Sample)

The Club is happy to reimburse for the following:

Rally fees collected pay for host expenses: 1 night parking, decorations, goody bags, door prizes, and hospitality

Meals - catered through an outside contractor.

Meals - member prepared.

Events - arranged with an outside contractor

The receipts may be reviewed during the annual audit. Put your receipts in order by date and number them clearly. Please check your math.

Submit this **Expense Claim Envelope** with the receipts and worksheet to the Treasurer for reimbursement.

Host Name: _____ Date: _____ Total: _____

BRN # _____ Treasurer's Check No. and Date: _____

Worksheet for Rally Hosts (Sample)

Host Name: _____ Rally Name _____

This form is to be submitted for processing reimbursement of expenses incurred during the planning and conducting of rallies by rally hosts. All reimbursable expenses must be accompanied by valid receipts.

All receipts should be numbered 1 through 10 (and so forth) and referred to in the expense list below. Check the host rally spreadsheet (provided by the Registrar) to determine the rally budget. List all items, including food¹, and cross-refer the receipts to the # column.

#	Brief description of items(s) purchased	Amount
1		
2		
3		
4		
Total		

¹ Note: food (provided by caterers) and events (tours/speakers/etc) for which funds have been collected, please secure the invoices to ensure payments in a timely manner.

Before your Rally

<i>Host Task Lead</i>	<input checked="" type="checkbox"/>	<i>Activity</i>	<i>Actions</i>		
<i>(your name here)</i>		Select Theme/Title	Choose a photo, logo, or graphic for the Poppy.	Choose the rally name and theme for the coupon.	Confirm with Rally Chair.
		Visit Rally Site	Check facilities, meeting rooms, bathrooms, showers. Confirm exclusive use of required space with Rally Chair.	Obtain management contact information from Rally Chair.	
		Look at Kitchen Facilities	Evaluate stove, oven, refrigerator, microwave, sink.	Power outlets for electric appliances.	
		Visit potential meeting space.	Evaluate the condition of the room & quantity of chairs and tables.	If AV equipment is required be sure power outlets are available.	Arrange for delivery of AV equipment, etc.
		Check out any local restaurants you plan to use.	Confirm quality of food from catered or dine-in locations.	Check to see if the restaurant can accommodate planned group size.	Note price for use in establishing cost per meal. Include tax and tip. Let the vendor know we need a written receipt.
		Visit the Chamber of Commerce.	Obtain handouts of local attractions and maps for welcome bag.	Learn available tours, places of interest, activities to be included.	If time permits, personally check out possible activities.
		Plan Activities: Craft, Tours, Maintenance Seminars, etc. Maintenance Seminar	Determine dates and confirm speaker and subject.	Confirm place, equipment if any required.	Determine travel time to tour destination.
		Let the Registrar know refund policy for	Determine minimum headcount or fee required by vendors for	Review the host budget in rally spreadsheet to	Coordinate spending among the hosts to stay

		meal, tours, activities	activities	monitor signups	within overall budget
		Draft What's Happening" page	List day & time for each activity planned.	Morning Hospitality, social hour, meals, birthday, anniversaries time.	Include Board, Business and General meetings in schedule. Confirm with the President.
		Prepare Information Sheet	Establish rally details, nights, rally fee, meals(s), tours etc.	Forward information to the Newsletter Editor, Webmaster and Registrar no later than the deadline	Include registration due date per Rally Chair.
		Write article for the Poppy	Prepare write-up in a timely manner	Send to the Newsletter Editor, Webmaster, and Registrar no later than the deadline.	
	<input type="checkbox"/>	Talk up <i>your</i> Rally any time you can!	Promote the planned activities.	Remind due date for JotForm	Sell the sizzle

During your Rally

<i>Host Task Lead</i>	<input checked="" type="checkbox"/>	<i>Activity</i>	<i>Actions</i>		
		Arrive Early	Finalize reservations with restaurants, caterers or event sites	Confirm all activities.	Coordinate with others to set up and decorate meeting room
		Welcome Members	Prepare a welcome bag for each Airstream. Use a list or label the bags with names & site #'s.	Include local medical, shopping, restaurant menus, maps, guides, etc.	Mark off all guests as they arrive. Make new members welcome.
		Set up room	Evaluate for meals and activities.	For a maintenance meeting.	For nightly activities.
		Host Social Hour and make Announcements	Ask the President to introduce new members and guests.	Review of next day's activities. Ask for summaries of enjoyable activities.	Thank all who have helped to make a great day.
		Supervise Meal Service	Coordinate the set up and serving of meals, desserts.	Clean-up after service.	

		Take Note of Daily Activities	Compile notes on activities to be used in rally recap for next Poppy.	Take pictures or make friends with those that do.	
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After your Rally

<i>Host Task Lead</i>	<input checked="" type="checkbox"/>	<i>Activity</i>	<i>Actions</i>		
		Do a walk around of rally location	Building & Grounds left in better condition than when we arrived.	Say thank you to all who made the rally a success.	
		Write & Submit Rally recap for the Poppy	Provide write-up and photos to the Newsletter Editor. Submit soon after the rally.	Submit to Newsletter Editor no later than the deadline.	
		Ask Treasurer for reimbursement for Rally Expenses	Keep receipts. If advance funding is needed, submit a written request to the Treasurer in a timely manner.	Fill out and submit an expense claim envelope. Deposit your check ASAP.	

Checklist Details

Select Theme/Title

A rally theme isn't necessary but makes it more fun. Think about the location, its local attractions or topography, or the season. For example, for a rally in Fort Bragg, the theme was "Silver Shells by the Sea". If you are the rally **Host**, and a Co-Host or Apprentice has not volunteered, find another to help you and have fun.

Visit Chamber of Commerce

The Chamber of Commerce is an excellent source for literature about local attractions and maps to put in the welcome bags. Learn about historical sites, available tours, and activities. Local residents may share some of their favorite points of interest.

Maintenance Seminars

Maintenance seminars are always appreciated. If a maintenance seminar is planned, determine a topic and speaker. We continually gain new members who would gain important information even from a topic that has been covered in the past. Determine a location for the seminar and if any special equipment will be needed.

Draft "What's Happening" Page

This should provide an overview of the rally. For each day list the time of all activities and tours planned. Include times for morning hospitality, social hours, and meals. The **President** or another designated person will usually introduce and welcome new members. Contact the **President** to include in the schedule the day and time of any board, business or membership meetings. It's always good to have a day or two of no planned activities.

Write Article for the Poppy

Prepare a detailed write up about the rally you are planning. Describe the meals and activities. Use language to sell and get people excited about the upcoming event. Driving directions may be included. Send the write up to the **Newsletter Editor**. Respect the deadline established by the **Editor**.

Talk up *your* Rally any time you can!

At preceding rallies, coordinate with rally hosts for a few minutes to talk about your rally and create some excitement for it. This can be done at any group get together and scheduled with other announcements.

Arrive Early

Use this time to prepare the meeting room by setting up tables and chairs, decorating or finishing tasks that need to be done on site.

Welcome Members

Members should be greeted as they arrive and given guidance to their parking site if needed. Care should be given to new members to make sure they are welcomed. Answer questions they might have. Welcome bags are customarily provided by the **Hosts** and should contain a schedule of the rally's events, points of interest or things to do in the area, local medical and emergency numbers including a veterinarian. Shopping and restaurants are always appreciated. It is the Hosts' responsibility to make sure ALL members in attendance get a welcome bag!

Set-up Room

Decorate the meeting room using the rally theme. Arrange the tables and chairs to allow for all meals and activities. These may include maintenance seminars, a film, games, and/or socializing.

Host Social Hour and Make Announcements

The **Rally Chair** may assign people a night to bring appetizers for a Social Hour, usually about 5:00 or 5:30 PM whether or not a dinner follows. Announcements regarding rally activities may be given during Social Hour.

Supervise Meal Service

It's our tradition to provide a welcome dinner on the first day of the rally. This can be prepared by the **Hosts**, catered, or done by various types of pot luck.... example: the **Hosts** provide the meat and have the members sign up for a side dish, salad or dessert. If the **Hosts** are planning a potluck dinner, they need to have a place for the members to sign up on the rally JotForm showing what dish they will bring. Typically, there is also a dinner on Saturday night. It's the **Hosts'** responsibility to establish the cost of the meals to be served. If you are having trouble with this task the **Rally Chair** can help. Remind members to bring their own service and beverage to the meals. NorCal has always been sure to leave things "BETTER " than we found them so clean-up is very important and should be supervised by the **Hosts**.

Take Notes of Daily Activities

One of the **Hosts** usually provides the **Newsletter Editor** with a written recap of the rally. Make notes of each day's activities as a reference to writing the recap. Take pictures of activities, new member introductions, and anything else of interest. Pictures with members participating in activities are good to include with the recap for the Poppy.

Write & Submit Rally Recap

Provide a post rally write-up and photos to the **Newsletter Editor**. The sooner this is done, the fresher all of the events will be. Respect the deadline established by the **Newsletter Editor**.

Ask for reimbursement for Expenses

Fill out and submit the Expense Claim Envelope to the **Treasurer** as soon as possible and no later than the end of the rally. Be sure to include ALL receipts for the rally expenses. Deposit the reimbursement check as soon as possible. NorCal does NOT pay for alcoholic beverages. Members provide their own drinks at rallies.

If you have questions, please contact the Rally Chair.

Suggestions to update or improve this document are always appreciated; contact the Constitution and Bylaws Chair John Bibby.

Revised April 2024

WBCCI NorCal Inventory: March 2022
All items are in storage shed unless noted

Rally Equipment

- 1 Flag Set: USA, CA, Unit w. poles and stands – taken to each rally
- 1 Welcome sign, stand and base
- 1 Amplifier & Speaker combo, Realistic AC/DC, 16-watt, Poppy logo
- 1 Microphone, wireless
- 1 Projection Screen (Note: Property of Tom Smithson)

Hospitality / Decorations / Misc.

- 1 Coffee Maker, Keurig
- 1 Tub centerpieces, sparkly
- 1 Banner, WBCCI NorCal Airstream
- 1 Banner, NorCal Poppy
- 1 Pop up canopy, large, 12 x 12
- 1 Pop up canopy, small
- 4 Brown plastic tarps, 4 x 10
- 1 Griddle (hot cake) plus 1 hose and I regulator
- 1 Tub Grilling stuff
- 1 Tub dish towels

Games

- 1 Set large Jenga
- 1 Corn Hole set
- 1 Set Bult Bucket
- 1 Bingo machine and Numbered Balls
- 1 Tub Bingo Sheets
- 1 Horseshoe set -2 pegs, 4 shoes
- 1 Tub Game stuff

Records/Historical Documents

- 3 Tubs of photo albums and historical documents
- 2 Tubs Club Records
- Flags in Tub
- 1 2nd VP flag 3x5 new
- 1 2nd VP flag 2x3 new
- 1 International flag 3x5 new
- 1 US flag 3x5 new
- 2 CA flags 3x5 new
- 2 CA flags 2x3 new
- 1 US Flag used
- 1 CA Flag used

Public Address System (Extra)

- 1 Gray wooden box w/ 2 speakers inside
- 1 Amplifier Realistic 20-watt AC *
- 1 Battery Charger, Microphone
- Microphone cordless *
- 1 Electrical Cord, 25 ft.
- 1 Microphone cords (+/-10')
- 1 Surge Protector
- 2 Speakers, Audiotronic, model 1516#328737
- 1 Amplifier Peavy, 60 watt 04-SN07728779
- 2 Speakers, Peavy model 110DI-SN 07566100-06950882
- 2 Speaker stands, Ultimate, carry bags
- 3 Cords, microphone 50 ft. w/ XLR connectors *
- 2 Speaker cords, 100 ft. w/ connectors *
- 2 Microphone stands w/base

Empty Boxes / Tubs

2 Wooden boxes w/lids

2 Wooden box/ no lid

3+ empty tubs

*Not 100% sure if these are what we think they are,
going off old inventory from 2016