

EXHIBIT B TO THE SDAC POLICY

San Diego Airstream Club **Rally Guide**

Scope

The Rally Guide outlines the standards adopted by the San Diego Airstream Club (SDAC) to assist with planning, reserving, and hosting of Club Rallies.

Purpose

The purpose of the Rally Guide is to assist SDAC Officers, especially the 1st & 2nd VP's, Rally Hosts and Rally Co-Hosts through a consistent rally and event planning process. Please use this Rally Guide to achieve a successful, fun and on-budget rally!

Definitions and Responsibility Overview

SDAC	San Diego Airstream Club
PRESIDENT	Approves Rally Budget and reimbursements greater or equal to \$100 or as stated by SDAC Policy.
1st VP	The 1 st VP is responsible for planning and securing club reservations for the following year, which is the year they will be President.
2nd VP	Vice President in training. Backs up the 1 st VP and President. Can also assist as needed with planning or hand-on help if asked.
TREASURER	Collects, tracks and deposits Rally funds. Disperses approved reimbursements.
COMMUNICATIONS CHAIRPERSON	Promotes Rally coupons and provides Rally updates to SDAC Members and Affiliates. Ensures Rallies are posted on the Airstream Website.
HOST	The Host is a club member who is the main point-of-contact in charge of planning food, fun and adventure for the Rally.
CO-HOST	Co-Host(s) are assistants to the Host. It is recommended that a Rally Host first act as a Co-Host prior to hosting a rally.

1st Vice President Rally Guide

The 1st Vice President selects all SDAC rally locations and secures reservations for the upcoming year by June (if possible) of present year. Some RV Parks and Campgrounds have a 6-month reservation window.

The 2nd Vice President will book the remaining rallies not booked by the time the 1st VP takes office as President.

RESERVATION GUIDELINES

- Rally sites should be located within San Diego and adjacent Counties.
- Rallies are typically 2 or 3-day rallies.
- Region 12 Rallies are added to the Rally schedule as that month's rally.
- International Rallies are also added to the Rally schedule as that month's rally.
- 15 RV sites are typically reserved. Use good judgement to adjust this number higher or lower. Ask around (Officers/Board members/Club members) for suggestions & advice.
- Rally locations with full hook-ups (sewer, water & electricity) are preferred.
- An extra site or clubhouse should be reserved as a gathering place, if needed.
- Create a Rally Schedule to track reservations including, dates, contract, point of contact, site #'s, fees, deposits and cancellation & pet policy.
- Establish CAMPING FEE for each rally. Include allocation for additional costs such as a clubhouse, venue, or extra campsite. Begin with a budget including all costs for food, décor, etc. divided by person (see attached Rally Fee Worksheet Budget Form)
- Club members may be required to make their own reservations if a campground/RV Park requires it. Provide clear communication on how and when to make the reservations. Work with the RV Park to group SDAC club members together.

BUDGET & FINANCE

- Deposits and balance-due fees are paid by the SDAC Treasurer. **Do not** pay for SDAC reservations on your personal credit card, debit card, check or cash.
- A CERTIFICATE OF LIABILITY INSURANCE (COI) may be required depending on the campground. If a COI is needed, please contact WBCCI Member Services by email. Allow 6-8 weeks for the certificate to be emailed.
- Documents & Contracts – Keep all contracts from RV Parks/Campgrounds. Provide this information to the Rally Host.

SECURING HOSTS

- Provide the Communications Chairperson with a Rally Schedule and a request for Hosts/Co-Hosts.
- Secure Hosts/Co-Hosts for each Rally.
- A no-host rally can work if no Host steps up.
- Provide Hosts/Co-Hosts with a copy of this Rally Planning Guide.

MARKETING

- The **Communications Chairperson** promotes all SDAC Rallies on the **AirstreamClub.org** website in January for the whole year or all confirmed reservations. Continue to update the **Communications Chairperson** as additional reservations are confirmed.
- The **Communications Chairperson** can also promote Rallies on SDAC Facebook Page and Instagram, which are all great for pre/post rally communication.

REFERENCE

- National Event Rally Guide
<https://airstreamclub.org/sites/default/files/2023-03/NER%20Handbook.pdf>

Host/Co-Host Rally Guide

Thank you for Volunteering! Please read through this **Rally Guide**. Ask the President or 1st VP any questions you may have. They are a valuable resource. We hope you enjoy hosting!

BUDGET & PLANNING – 90 days before Rally

- Host and Co-Host work together to establish a theme, schedule and budget for the Rally.
- Budget includes: Estimate for food, prizes, decorations based on the number of sites reserved and 2 people per site. (15 sites will be 30 ppl)
- Determine a cost **per person**, see attached Rally Fee Worksheet Budget Form. This is your **Rally Fee**. Children under 10 yrs are half-price. Suggested budget, not exceed \$20 per person, per day. Special events are charged separately and are optional.

THE RALLY COUPON

- Email the following info to the **President** and the **Communications Chairperson**:
 - Rally dates, venue name & address, camping fee and rally fee, restrictions (fires or pets), cancellation policy, how to reserve extra nights, Host's contact info, Coupon deadline, suggested activities.
- The **Communications Chairperson** will email the **Rally Coupon** to all members and affiliates 60-70 days in advance of the rally date.

REGISTRATION, DEPOSITS, CANCELLATIONS

- Online fill-in form type registration and electronic payment systems are used as they provide immediate confirmation. As websites and apps change over time, know what fees are charged and include them on the registration form or as part of the rally fee.
- The **Treasurer** will periodically provide the Rally Host & President with the status of attendees & payments. See attached Rally Budget Form. Host, keep a list of attendees!
- You can start a waitlist or suggest the Camper call the campground directly to reserve a site. If a waitlist is created, maintain clear communication of any cancellations. Those booking sites on their own, pays the Rally fee to join the group for meals & activities.
- Cancellation Policy. Each campground has a set policy. No group sites will be held after the formal cancellation date. The participant making the cancellation is responsible for all unrecoverable fees. Should the campsite be paid for by another rally attendee, the camping fee, minus any fees the campground requires may be refunded.

COMMUNICATION BEFORE THE RALLY

- The Host is responsible for making contact by email with the paid attendees to welcome each member to the Rally.
- Confirm their registration and payment, provide links to any planned event, chat apps or social platforms, and make yourself available to respond to questions. Encourage those signed up to reach out to their SDAC friends and ask them to attend the Rally.
- Two weeks prior to Rally, a final email is sent confirming the arrival date, rally location, and the first evening's get-together along with:
 - List of attendees and site numbers
 - Rally Schedule
 - Requests for help with decorations/games/food or whatever is needed

THE RALLY

- Goodie Bags – Hand out goodie bags upon each Camper's arrival and welcome them!
- Dry Erase Board or Group Chat Apps are both good options for updates/changes.
- Take photos! Or ask a rally attendee to take photos. Photos can be posted to social platforms and used to create a wrap-up report by the Newsletter Editor. NOTE: While it's legal to take and post most photos online, you might want to ensure you have your guests' permission if children are involved.

COMMUNICATION AFTER THE RALLY

- Experiences can vary with each participant. If you wish, you may conduct a written or online survey, at the event or a few days after.
- Email your guests. Thank them for attending the Rally, ask for photos and feedback especially if you choose not to conduct a survey.

WRAP UP – 2 weeks post-Rally

- A post-rally report should be provided to the **Newsletter Editor** for inclusion in the following month's newsletter. Include photos!
- Email a list of Rally out-of-pocket expenses with receipts to the **Treasurer** for reimbursement. Note budget and overage or under payment.
- A survey is optional.

CONGRATULATIONS, YOU DID IT!!