2027 MAC Rally Host Guidelines & Best Practices

The Michigan Airstream Club (MAC) invites and encourages our club members to host a rally. Rallies are a great way to promote ongoing club member engagement *and* be involved with the club!

To ensure our members understand the responsibilities and commitment involved with being a rally host, the MAC Board has prepared this comprehensive document to aid our club members in the planning and hosting process.

Questions on this document can be directed to any member of the Executive Board. Please note that our rally guiding document is subject to change for each rally year. Adjustments may be made at the discretion of a vote of the Executive Board and rally hosts will be immediately notified in the unlikely event these changes impact their rally**.**

The Rally *Proposal* Process:

Step 1: Notify President of Intent to Host a Rally. Ahead of this, the rally host should:

- Determine dates that best work in their own personal schedule and are free of conflicts for the full duration of the rally. *A rally host must be on-site and present for all planned club activities.*
- Verify the dates against rallies that are already planned or in the process of being scheduled with the MAC Board. Use the ACI site and Blue Beret to look for International, Regional, in-state caravans, and other local club rallies.
- If new to rally hosting, consider partnering with an experienced rally co-host to help with the planning rally and execution. Consider whether a Board member or past host may be available for assistance during the rally event, if no co-host is engaged.

Step 2: Determine your location, finalize dates/duration, and verify campground/site availability.

- When selecting a campground, the host should work with the campground to determine and fully understand:
    - The number of sites available for the club members. A minimum of 20 sites is ideal.
    - The type of sites offered (rustic, W/E, FHU, etc.) and amenities for the club's use at the campground.
    - Cost to utilize common spaces like pavilions, shelters, or group fire pits.
    - The process by which our club members will eventually book their sites (example: is there a group block offered, certain time period when sites can be booked, special access codes/registration links, wait lists, or are sites first come-first served, etc.).
    - Any unique campground considerations that could have an impact on our club members. These items may be pet polices, noise/quiet hour restrictions, specific arrival/departure times, rig/campsite regulations, or other campground rules.

Step 3: Develop Your Proposed Agenda and Budget/Rally Fees

- Estimate your overall budget and determine rally fees. Use the **MAC Rally Budget Planner** spreadsheet to aid in the budget process.
- In the **2027** Rally season, MAC will cover the costs for:
    - Morning coffee, tea, and related sugars/creamers for group gatherings. The club owns two Keurig coffee makers that are available for the host to use. Before purchasing K-Cups or coffee/tea supplies, check with the prior rally host as there may be stock available.

    - Basic breakfast items (example: donuts, bagels, muffins, yogurt cups, or continental breakfast style items).
        - This is not required and should be offered at the discretion of the host.
        - The club will cover costs of up to $5 per person per day for each morning this is offered.
    - Campfire wood for group campfires.
    - Pavilion or lodge rental costs, not to exceed $250 per rally. If the cost is to exceed this amount, the host should request approval from the MAC Executive Board for MAC to cover. Otherwise, the host should include rental costs over $250 in their member's rally fee.
    - **Host's rally fees (calculated by the Jotform).**
    - **Host's camping fees for the duration of the rally plus 1 day before the start of the rally. Hosts must provide a receipt and submit to the Treasurer on the Budget Template for reimbursement.**
    - **1 free garden flag per rig who arrives at a MAC rally for the first time and is either a Regular or Affiliate member of the Michigan Airstream Club.**
- If the host opts to provide full meals (including catered meals), those costs should be factored into the rally attendee fees.
- The club will not cover alcohol costs, nor can they be built into rally fees.
- The club will not cover activities that members may "opt in to". For example: admission fees for events or other off-site club excursions. However, it is possible and recommended to collect monies for opt-in activities at the time of registration. The host should work with the JotForm Administrator to do this.
- It is the Host's responsibility to use their best estimate to gauge the rally fee. It is recommended to collect a *per attendee* fee. This makes it simpler to budget for meals, is fairer to single travelers, and for calculations built into our forms.
- Ultimately, the Club will cover any shortages with the assumption that estimated charges were not out of line.
- Use the **2027 MAC Agenda Template** to create your agenda with a detailed rally plan. Are you short on ideas? Plan just a simple campout with lots of free time or have more structured activities and shared meals. It is truly up to the host. The MAC Board has past rally agendas and/or flyers for inspiration!
- Finally, submit your rally budget and agenda to the MAC Executive Board for approval. Once approved, proceed with planning!

The Rally *Planning* Process:

Congratulations – and thank you for hosting a rally!! Now that your rally is approved, you are ready to proceed with creating a JotForm Registration link, communicating to the club's membership, and posting on the ACI Website. Each of these different steps involves a member of our Executive Board who can help guide you on rally best practices *and* share the load of the next steps.

- **Step 1: The Rally Registration Form Creation Process: JotForm/PayPal**
  Working with our Club's JotForm Admin, you will develop a registration JotForm. With this form, you will specify and also collect your rally fee from attendees.
    - At regular intervals, our JotForm Admin will share a report with the host to alert you to registrations received through our online survey. You can also be set up to receive email updates each time someone registers!

- The funds collected through PayPal go directly to our club's bank account and incoming funds are monitored by our Treasurer. You are able to request funds ahead of the rally to reimburse yourself for expenses paid upfront for your rally by submitting receipts to the Treasurer, who will share regular updates on the rally financials with the Board.
- As a host, it is your responsibility to track who has booked a campsite and who has completed the JotForm registration form and paid the rally fee.

- **Step 2: Adding Your Rally Details to the *Airstream Club Internal* website**
    - Our Webmaster will post the details of your rally to the ACI site. However, to do so, complete information must be available for the rally details. This should include details on how to book a campsite, rally fees, and the JotForm registration. While a full agenda doesn't need to be made available on the ACI site, general details of "what to expect" are appreciated by the members. Be sure to include the registration deadline date!
    - Use this form to submit Rally details to our Webmaster: https://form.jotform.com/253156623867061.
    - Send a rally photo in an email to the webmaster macwebmaster052@gmail.com
    - It is not recommended to post a rally to the ACI site until *all details* for the campground *plus* the club's JotForm registration form are completed. While a "save the date" entry may be useful, it causes extra work to track down JotForm registrations from those who booked a site before the Rally Registration form was created.
    - It is the host's discretion to maintain or offer a fair and equitable wait list.
- **Step 3: Membership Communication**
    - Rallies will be added to our quarterly newsletter as they are finalized. Depending on timing, the Board may ask the Newsletter Editor to send out email blast to MAC members and affiliates. Other email reminders to our members can be sent at the host and Board's discretion.
    - The Rally Host is invited to post to the MAC Facebook page to promote their rally once announced and leading up the rally. The host may ask a Board member to do so on their behalf, if not a user of social media.
    - Leading up the rally, the host should utilize information collected from the JotForm registration to email or contact rally attendees with information related to their rally. See sample communication from past rallies for details!
    - At the host's discretion, the WhatsApp application can be used for additional communication for the rally. *See sample flier for how WhatsApp is utilized.*
- **Step 4: Insuring your Rally**
    - WBCCI maintains a comprehensive general liability insurance policy to cover club functions and activities in the United States and Canada at no cost to the host/club.
    - Use their JotForm to request insurance and learn more: Request for Certificate of Insurance

The Rally *Hosting* Process:

It's finally time for your rally! Consider these important details to make your event stress-free, fun, and memorable.

- **Step 1: Consider your arrivals, new members, first-timers, first impression – *and* your own enjoyment!**
    - Review your registrations to find out when the attendees arrive, who your new folks are, and how you may greet them. Sometimes simply walking around the campground as an unofficial greeter makes the best first impression! Seek out those you don't know or are new to MAC rallies.
    - Consider having printed agendas or other helpful guides for attendees. Rally bags aren't necessary but letting people know what to expect ahead of time or including options for local excursions, restaurants, bike or nature trails, sports courts, and other points of interest goes a long way. Remember – folks are on vacation and may be interested in leaving the campground as time allows.
    - Ideally, a list of campsites with member names is provided ahead of the rally or upon arrival to members.

- Frequently other members ask how they can help support you during a rally. Never turn down a helpful set of hands! While an attendee may not be interested in being a co-host (yet!), experienced hosts always accept these kind offers. Delegating simpler, one-off tasks is a great place to start. Whether accepting help to decorate a common space, helping you set up for up for morning coffee, joining you to tear down after potlucks or group meals, wiping picnic tables, or starting the evening campfire – your club members are a great resource to take small, assignable tasks off your plate.

- **Step 2: Be Available *and* Ready for Anything!**
  - It's the expectation that the rally host (or designee) is present for all rally events. If it's on your schedule, you should be there. This means arriving on day 1 and staying until most campers have departed on the final day. Often adding an extra personal day to the front or back of a rally gives the host a little more breathing room to enjoy the campground and kick their feet up!
  - Consider how you may need to communicate with your campers and campground *during* the rally. This could mean having everyone's contact info readily available/ printed, using WhatsApp, and/or keeping a detailed list of site numbers, etc. for emergencies or changes to your schedule. *You can never over communicate before or during a rally.*

The Rally *Reconciliation* Process:

- **Step 1:** After the rally is complete, gather all receipts. As part of your spending, please be sure to keep all receipts "clean". In other words, do not mix personal with club purchases when shopping for rally items.
  - Utilize the Treasurer's PayPal transactions sheet, review all incoming rally fees funds from attendees documented.
  - Ensure every attendee has paid their rally fee. The club may refund the rally fee if a member is unable to attend, subject to the club's fee disclaimer.

- **Step 2: Submit information to the Treasurer:**
  - This includes a record of attendee information including BRN, name, email and phone, and site # from their JotForm Registration.
  - Mail your receipts and a final copy of the club's budget worksheet for final reimbursement.
  - All information should be submitted within 30 days of your rally.
  - The Treasurer will share the information with the Executive Board for your final reimbursement. This will be paid out by check from the Treasurer/club's account.