RALLY HOST GUIDELINES

(January 2016)


# RALLY SCHEDULE WORK SHEET

**Return This Information to the Newsletter Editor**

### PARK/FAIRGROUNDS NAME:

**LOCATION: Phone: ( ) - DATES: to (Mon., Tues., Wed., Thurs., go home Friday) COST: $ per night, plus $3.00 rally fee per person.**

**HOSTS: Phone: ( \_) - (H)**

**Phone: ( ) - (C)**

**HOSTS: Phone: ( ) - (H)**

**Phone: ( ) - (C) TENTATIVE SCHEDULE: (Subject to change - Post changes to bulletin board daily)**

**----MONDAY--- Arrive and set up, registration all day - Sign up for games.**

**Noon: Lunch 1:00pm: 4:00pm: Friendship Hour 6:00pm: Dinner 7:00pm: Games**

**----TUESDAY---- (Theme for Day, if any) 8:00 to 9:30am: Morning Gathering—Bring your own cup. (Indicate if coffee and/or a**

 **light breakfast will be provided by the hosts).**

**10:00am: Noon: Lunch 1:00pm: 4:00pm: Friendship Hour 6:00pm: Dinner 7:00pm: Games**

**----WEDNESDAY---- (Theme for Day, if any) 8:00 to 9:30am: Morning Gathering—Bring your own cup. (Indicate if coffee and/or a**

 **light breakfast will be provided by the hosts).**

**10:00am: Noon: Lunch 1:00pm: 4:00pm: Friendship Hour 6:00pm: Dinner 7:00pm: Games**

**----THURSDAY---- (Theme for Day, if any) 8:00 to 9:30am: Morning Gathering—Bring your own cup. (Indicate if coffee and/or a**

 **light breakfast will be provided by the hosts).**

**10:00am: GENERAL MEETING**

**Noon: Lunch 1:00pm: 4:00pm: Friendship Hour 6:00pm: Dinner 7:00pm: Games**

**----FRIDAY---- See You At**

# GUIDELINES FOR RALLY HOSTS

**NOTE:** We are doing away with the term “co-host”. From now on (January 1, 2015) there will only be “hosts”.

Rule #1: This is your Rally. We thank you for hosting and hope you will enjoy it enough that you will do it again.

### BEFORE RALLY----

1. Although there are chapter traditions and these guidelines, please organize rally activities and events that you feel comfortable with. There is nothing mandatory that must be done at a rally except HAVE FUN. Each rally is unique in itself, so if you dare to be different you can plan activities our chapter hasn't done before. However, try to plan activities that allow you to relax and enjoy the rally too.
2. It may help in planning the rally to visit the rally location ahead of time or check the Internet and obtain information on points of interest, restaurants, unique opportunities, and camping arrangements.
3. If someone hasn't already volunteered to host with you, ask other chapter members to help. Most, if not all, members are willing to help. Their help can be for single activities or for the whole rally.
4. It is important that Hosts work closely together. Everyone has their unique talents. Each person should be responsible for their own part of the Rally. No one should do everything. We don't want anyone to be so overworked or stressed that they burn out on a Rally and don't come back.

5.Plan the schedule of activities and give the schedule to the Newsletter Editor prior to the Rally. This must be done in time for inclusion in the newsletter. The newsletter director will contact you regarding due dates.

6. Traditional activities and times:

* + - Morning Gathering—It is up to the host if they wish to provide coffee, tea and light breakfast items (toast, rolls, etc). These are usually set out each morning (Tues, Wed, Thurs). Hosts may only choose to provide food items and attendees are to provide their own drinks.
		- Friendship hour is held daily at 4:00 p.m. Decide whether Friendship Hour will include munchies or not and whether the munchies are heavy or light.
		- Meals-Lunch/Dinner--Indicate whether meals are “on your own", "L.E.O" (Let’s Eat Out), potluck, or something else.
		- Acivities/Tours--Indicate whether attendees should bring anything for games or tours (money, cards, etc.)
		- A Chapter General Meeting may be scheduled on the last full day of the rally at 10:00 a.m. (usually Thursday).

 7. Use the rally schedule shown on Page 2 as a guideline for preparing your schedule. Nothing is written in stone; however, there are some traditional activities. If you should need help with rally planning, previous hosts will have ideas. Discuss any issues you may have in planning the rally with either the Director of Hosts or the VP/Wagonmaster as needed.

8. Although the VP/Wagonmaster made the initial reservation, let the park/fairground’s contact know that you are the hosts and you will be the primary chapter contact at the rally. Work closely with the park/fairground contact to ensure all goes smoothly. They can be very helpful in suggesting things to do or see, facilitating parking, and making our rally more enjoyable.

9. The park/fairgrounds contact should be notified by the VP/Wagonmaster of the number of rigs attending at least two weeks in advance and he/she will, in turn, notify the hosts . Some parks may ask for earlier notification, some less. Some parks ask for a list of members attending and the size of their rigs, as well as how many rigs may be arriving early, but this will be done by the Wagonmaster, who again will let the hosts know all this information.

### DURING RALLY----

### 10. The Hosts may choose to arrive the day before the rally starts to get set-up. The park management should be made aware of this by the Wagonmaster. Work with the park or fairgrounds contact person on what spaces are available and the facilities available and needed.

### 11. Wagonmaster will reserve parking spaces close to the meeting room for handicapped, hosts. Parking will frequently depend on the size and type of rig. Members may arrive at various times. Do your best in assigning parking spots so as to accommodate the needs of the members and guests. As members arrive, direct them to their parking spaces, unless the park designates that they will be assigning spaces.

### 12. Display the chapter banner in a location that members and guests can see. It helps to identify our location and publicize our event.

### 13. Set up the chapter bulletin board with the rally schedule in a visible location. Update the board daily. Highlight any changes.

### 14. Please go out of your way to be especially friendly to guests and those attending for the first time. Provide them with name badges, if necessary. Introduce them around and help ensure that they join in the activities. It is a good practice to introduce new members, visiting SKPs and/or relatives to the assembled group at the earliest possible time, usually at the Monday’s friendship hour. Ask other chapter members to help make the visitors as welcome as possible. If they are interested in joining the chapter, give them the chapter website where they can download the schedule for the year and other pertinent information.

### 15. Since the Hosts (two rigs maximum) can choose to arrive one (1) day in advance, their first day's camping fee will be paid by the Chapter.

### 16. The hosts are authorized to spend a reasonable amount for supplies, decorations, and food items. Any charges for prepared meals, special occasions such as holidays, etc. should be cleared with the President before the Rally. Hosts are not expected to cover any chapter costs out of their own pockets.

### 17. During the rally, coffee, cookies, etc. can be prepared at your discretion. Traditionally, hosts provide cookies or other snacks for nibbling in-between meals. Hosts May decide to provide toast or other light breakfast items with morning coffee. Remind attendees to bring their own table service to each meal.

### 18. Hosts should take an inventory of supplies before the rally. Try not to buy supplies in excess of what is needed for the rally you are hosting (too hard to transport). Save all receipts to turn in to the Treasurer for reimbursement.

### AFTER THE RALLY

### 19. Account for all monies received and give to the Chapter Treasurer at the end of the rally. A worksheet is provided to record expenses. A Chapter Officer will go with you to pay the bill at the park/fairgrounds office on the last full day.

### 20. Check the condition of the sites and meeting facilities at the end of the rally. We like to leave it better than we found it. In addition, some locations require that we clean up in order to receive our deposit back. All members are expected to help with the clean-up.

### 21. VERY IMPORTANT: Hosts, please submit a rally report with the highlights of the rally to the newsletter director in time for the next issue. The length of the report should be about half of a typewritten page describing the rally, number of rigs attending and any special events, tours, etc that occurred at the rally.

# Gold Nugget Ch. 24 Month:

**Outing Income Rpt. Location:**

|  |
| --- |
| **COFFEE FUND** |
| Cash | $ |
| Checks | $ |
|  |  |
| TOTAL (A) | $ |
|  |
| **CARE** |
| Cash | $ |
| Checks | $ |
|  |  |
| TOTAL (B) | $ |
|  |
| **SHERIFF FINES** |
| Cash | $ |
| Checks | $ |
|  |  |
| TOTAL (C) | $ |
|  |  |
| **BOOK SALES** |
| Cash | $ |
| Checks | $ |
|  |  |
| TOTAL D) | $ |
|  |  |

|  |
| --- |
| **FOOD AUCTION** |
| Cash | $ |
| Checks | $ |
|  |  |
| TOTAL (E) | $ |
|  |
| **OTHER** |
| Cash | $ |
| Checks | $ |
|  |  |
| TOTAL (F) | $ |
|  |
| **OTHER** |
| Cash | $ |
| Checks | $ |
|  |  |
| TOTAL (G) | $ |
|  |
| **TOTAL INCOME COLLECTED** |
| (A) | $ |
| (B) | $ |
| (C) | $ |
| (D) | $ |
| (E) | $ |
| (F) | $ |
| (G) | $ |
| **TOTAL** | $ |

Submitted By/Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Breakfast Items** |  | **Have** | **Need/Comments** |

|  |  |  |
| --- | --- | --- |
| **Breads/Pastries** |  |  |
| White |  |  |
| Wheat |  |  |
| Raisin/Cinnamon |  |  |
| English Muffins |  |  |
| Bagels |  |  |
| Other |  |  |

|  |  |  |
| --- | --- | --- |
| **Condiments** |  |  |
| Butter |  |  |
| Margarine |  |  |
| Peanut Butter |  |  |
| Regular Jam |  |  |
| Sugar Free Jam |  |  |
| Cream |  |  |
| Artificial Creamer |  |  |
| Sugar |  |  |
| Artificial Sugar |  |  |
| Other |  |  |

|  |  |  |
| --- | --- | --- |
| **Coffee/Tea** |  |  |
|  | Regular Coffee |  |  |
| Decaf Coffee |  |  |
| Coffee Filters |  |  |
| Coffee Stir Sticks |  |  |
| Tea |  |  |
| Hot Chocolate |  |  |

|  |  |  |
| --- | --- | --- |
| **Snacks** |  |  |
|  | Cookies |  |  |
| Sugar Free Cookies |  |  |
| Mixed Nuts |  |  |

|  |  |  |
| --- | --- | --- |
| Candy |  |  |
| Sugar Free Candy |  |  |
| Cereal Mix (Chex) |  |  |
| Other |  |  |

|  |  |  |
| --- | --- | --- |
| **Paper Goods** |  |  |
|  | Paper Plates |  |  |
| Plastic Forks |  |  |
| Plastic Spoons |  |  |
| Plastic Knives |  |  |
| Aluminum Foil |  |  |
| Paper Towels |  |  |
| Plastic Wrap |  |  |
| Other |  |  |

|  |  |  |
| --- | --- | --- |
| **Table Decorations** |  |  |
|  | Snack Dishes |  |  |
| Table Cloths |  |  |
| Other |  |  |