

Rally Masters & Consultants Zoom Meeting

February 7th, 2pm **OR** February 12th, 2 pm

You only need to attend one meeting.

Thanks for volunteering to be a Rally Master and/or an Area Vice President/Consultant.

Attached booklet:

<u>Page</u>	<u>Description</u>
1	Rally Master Zoom meeting agenda.
2	2024 Camp Season Schedule
3-7	Rally Master Spreadsheet Guidelines
8	Post Rally Report
9-10	FMCA Incident Report
11-14	NEW Penn Coachmen Rally Master Guidelines

This is just some information that could answer any questions you might have. Please feel free to contact me as well. This is a team effort, and we are all part of this team! Let's make our 55th year a fun one for everyone.

Thanks again,

Sue

Rally Master Zoom Meeting Agenda

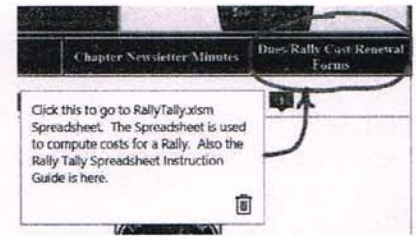
- 1) Contact your campground.
 - a. Give them your name and number as the contact.
 - b. Who is collecting the money?
 - c. Do you need places in the area to visit/tour?
- 2) Can you have a meeting with your hosts? Are you having a "theme", meals, daily activities, and evening entertainment.
- 3) Make sure website is up to date. Registration forms and \$25.00/person collected. Keep it updated through Bob Bucklew.
- 4) Program (daily activities, free time, etc. Add the county you are in (in case of an emergency and maybe a hospital, Walmart or Drug store with addresses that are close by). Always add that people should bring their own place settings to meals.
- 5) Rally Tally sheet or do it yourself (make sure you have all the expenses). Rally Tally Spreadsheet Guideline (attachment). Have total each person is going to pay at registration ahead of time. Keep in mind of expenses you might need day 2 or 3. (Padding). Keep copies of checks you receive.
- 6) Checks and all receipts may go to Wayne Dilliplaine. He will deposit the checks and pay the person who turned in the receipt. Make sure their name and rally is on the receipt.
- 7) Certificate of Insurance (Sr. Vice President will obtain from FMCA).
- 8) 55th Anniversary \$100/rally
- 9) Medical Backpack (medical training)
- 10) Trailer (who is hauling it and supplies) First rally folks should let the next rally folks what they may need in the trailer....coffee, tea, water, etc.
To/From \$50.00 (expense this amount x 2)
- 11) Post Rally Reports (attachment) For next year's Rally Master.
- 12) Incident Report (attachment)
- 13) Refunds

**Penn Coachmen
2024 Camping Season**

DATE	RALLY MASTER(S)	LOCATION	CONSULTANT
April 15-18	Sherrow's & Cipa's	Old Mill Stream	Carol Crossett
May 19-22	Sweetman's	Dogwood Acres	Bruce Bingham
June 17-20	Bucklew's	Don Laine Campground	Pat Sweetman
July 22-25	Soriero & Farino's	Lakewood Park	Bruce Bingham
August 26-29	Donna & Jay Henry	Roxbury	Pat Sweetman
Sept 25-Oct 2	Ravert's & Cipa's	Pocono's	Carol Crossett
Oct 23-26	GEAR	Fletcher, NC	None Needed

RALLY TALLY SPREADSHEET GUIDE

The Rally Tally Spreadsheet is in Microsoft Excel and is used to compute the individual costs for a rally. The first thing to do is download it from the Penn Coachmen website. Be sure you download it before you open it with Microsoft Excel. You can find it at WWW.PennCoachmen.org, then clicking on "Dues/Rally Cost/Renewal Forms".



4 - [Click here for new, renewal member Application or profile update](#)

3 - **Rally Tally Spreadsheet Instruction Guide**

4 - **Form to Compute Rally Costs - New Revision V11**

5 - **Penn Coachmen 2017 Rally Schedule**

6 - **Rally Master Guidelines**

1 - Click No. 3 to open the Instruction Guide. You should print the guide.
2 - Click No. 4 to download the Spreadsheet. Be sure to save it to the PC before using it. Be sure to use the saved Spreadsheet.

Click item No. 3 to open the Instruction Guide. It is better to print the instruction guide so you have it handy when using the Spreadsheet.

Click item No. 4 to download the Instruction Guide. Be sure you use the downloaded

Spreadsheet. If you try to use the Spreadsheet without saving it to your PC, your work will probably not be saved.



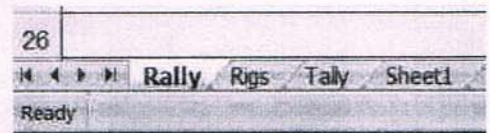
Open the Rally Tally spreadsheet, At the top left of the screen you will see a Security Warning Bar. Which says "Macros have been Disabled". Click on the "Option" block and below it will be the screen telling you Macros have been disabled. Please click the dot that says "Enable this Content", then click "OK". Doing this will allow you to do automatic sorting of the Spreadsheet. One sort will be for the Parking Captain and the other will be for printing the papers used for Final registration. You can also use this sort when you want to put the names in alphabetic order. The instructions for using the Automatic Sorting are on the Rally Tab and is shown below.

Automatic Sorting

Sort for Parking Captain - Hold the "Ctrl" + "Shift" keys then press the letter "P" key. This will sort the "Arrival Date" and the "Name" in A to Z sequence. This should be done prior to printing. The Parking Captain would like this one week prior to the Rally. If you print in PDF format you can email it to him.

Sort for Final Registration - Hold the "Ctrl" + "Shift" keys, then press the letter "R" key. This will sort the "Name" in A to Z sequence. This can be done anytime, but should be done prior to printing for final Registration.

When you open the spreadsheet you will see three tabs at the bottom left labeled **Rally**, **Rigs** and **Tally**. You can make entries anywhere there is a yellow color. You will not be able to change any other place.



The **Rally Tab** is where you enter the basic information about the Rally. This is used to compute the final cost on the **Tally Tab**.

The **Miscellaneous Costs** are where you enter individual purchases, entertainment or other costs. The treasurer can write checks to the individuals or businesses that contributed to the Rally. The amount for Trailer towing is set by the Executive Board. If you do not require the trailer enter 0 (zero).

Do not include any trailer supplies as a Miscellaneous Cost for the rally as these supplies come from a separate fund. Just give the receipt to the treasurer for reimbursement.

A	B
Miscellaneous Costs	
Description	Cost
Trailer Towing From & To Rally Sites	\$ 100.00
Padding	\$ 300.00
Heaps Container Service	\$ 75.00
A.O Table Rental	\$ 178.84
Joan Park - Salad	\$ 18.90
Barb Zydorczyk - BBQ & Nuts	\$ 17.40
Peggy Dilliplaine - Relish Tray	\$ 25.09
Linda Deardorff - BBQ	\$ 23.93
Faye Anderson - BBQ	\$ 11.43
Mary Amos - Pie, ice-cream, Toppings, Plates, Napkins, Flowers, Donuts, ice, various other items	\$ 302.13

The Padding is used to make adjustments for items needed after the **Tally Tab** has been completed (i.e. - you had to purchase an item after the rally starts that costs \$15. You would add your item for \$15, then subtract it from the Padding. The Padding can be any amount and is adjusted to suit your rally. This way your numbers will stay the same on the **Tally Tab**. To keep the rally from going in the RED, the executive has added \$200 permanent padding.

The next area is where you enter the **Cost per Day** for camping and below that is the amount each rig is charged to furnish supplies for the trailer. The cost per day for camping is usually in the contract for where the rally takes place. The **Rig Charge for Trailer Supplies** is set by the Executive Committee. You will also note you will only be allowed to change the portions colored yellow.

D	E	F
Camping		
Cost per Day	\$ 25.00	
Rig Charge for Trailer Supplies	\$ 2.00	
CAUTION: CHANGE ONLY AREAS COLORED YELLOW!!!!		

The **Month** and **Location** of the Rally is self explanatory.

You can enter the cost of catered meals and set the amount of **Gratuity** and **Taxes** for the meal. Some places do not charge tax and some do not require a Gratuity. Use your own discretion what you enter. **Other Charges** could be for tickets for an event or something else.

G	H	I	J	K	L	M	N
		Meal - Dinner		Meal - Breakfast		Other Charges	
		Adult	Child	Adult	Child	Adult	Child
Cost per Person		\$ 12.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Gratuity -%	18	\$ 2.16	\$ 0.00	\$ 0.00	\$ 0.00		
Tax - %	6	\$ 0.72	\$ 0.00	\$ 0.00	\$ 0.00		
Total		\$ 14.88	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

The **Rigs Tab** is where you enter the information for each Rig/person coming to the rally. The **Totals** are shown at the top of each column. This is the page where Automatic sorting takes place.

A	B	C	D	E	F	G	H	I	J	K	L	M
Nr Rigs	Arrival Date	Reason Code	Name	Phone Number	FMCA #	Size	Nr Nights Camping	Nr Adults	Nr Adult Dinners	Nr Child Dinners	Nr Adult Break	Nr Child Break
			Totals					39	35	0	0	0
1	Wed	C	Amos, Hal & Mary	717-766-2640	F148026	40	4	2	0			
2	Thur		Bamberger, Dave & Ceil	717-821-0541	F449883	???	3	2	2			
3	Wed		Birett, Bob	215-450-2321	F359317	22	3	1	1			
4	Thur	H	Breisch, John & Nancy	610-698-4552	F258217	30	3	2	2			
5	Thur		Britz, Eric & Phyllis	484-599-0609	F423634	34	3	2	2			
6	Thur	C	Buckley, Ron & Joanne Freeman	215-536-6899	F327736	27	0	2	0			
7	Thur		Campalona, Nick & Melissa	302-983-0178	F474656	34	3	2	2			
8	Thur		Cipa, Gary & Sue	610-334-3287	F431859	32	3	2	2			
9	Thur	C	Deardorff, Karl & Linda	717-439-6314	F414464	40	3	2	2			
10	Thur	F	Degler, Barry & Betty	610-461-9245	F459294	33	3	2	2			
11	Thur	C	Dilliplaine, Wayne & Peggy	484-888-8015	F374400	37	3	2	2			
12	????		Fritzinger, Robert & Betty	484-264-0759	F293155	35	2	2	2			
13	Thur		Lentz, Richard & Violet	610-797-2869	F378406	33	2	2	2			
14	Thur	C	Lexa, Jim & Barbara Arcati & Deanna Arcati	717-512-4881	F133176	37	4	2	2			
15	Fri		Momme, Glenn	(610) 584-6651	F251804	23	2	1	1			
16	Thur		Newton, Bill & Roz	716-4992463	F448330	40	2	2	2			
17	Wed		Park, Ed & Joan	610-532-2033	F50377D	25	2	2	2			
18	Thur	H	Saltys, Chester & Sandra	570-7131234	F368180	40	2	2	2			
19	Thur		Sattazahn, Walter & Sally Thomas	717-304-9909	F184971	43	3	3	3			
20	Fri	H	Zablisky, Joe & Pat	570-356-2690	F166071	36	2	2	2			

The **Arrival Date, Name, Phone Number, FMCA #, Size** are self explanatory. The **Reason Code** will come from the table at the right side of the page. This example has a "C" for committee member and an "N" for not camping. This part of the page you can print for the person doing the Parking. It should be sorted in alphabetic order (discussed later).

Nr Nights Camping - Enter the number of official rally nights they will be camping. **THE NUMBER OF NIGHTS EARLY BIRD CAMPING ARE INCLUDED IN THIS COLUMN.** This is used to calculate the camping fee shown on the **Tally Tab**. If they are not camping the entire rally this would reflect the actual number of official rally nights camping.

Nr Adults - This is the number of adults for the Rally. This is used to compute the **Miscellaneous Cost** on the **Tally Tab**. If there are children under 13, I do not compute costs for them under **Miscellaneous Costs** on the **Tally Tab**. This is up to your discretion. **If some people are here for a short visit you would enter 0 (zero) or if a person cancels for the rally and you have to pay for catered meals you would enter 0 (zero) in this column.**

Dinner/Break columns - This is used to compute the cost of meal shown on the **Tally Tab**. These costs are based on what is entered for meals on the **Tally Tab**. Here you would enter the number of people for catered meals. If a person is not having a meal, they do not have to be counted. Sometimes children will have a different cost for meals and this is why we have this separate column. **If there is no difference in children costs you can count them as adults. You would enter the number of meals should someone cancels for the rally and you still have to pay for their meal.**

The **Arrival Date, Reason Code, Name, Phone Number, FMCA # and Size** columns should be printed for the Parking Coordinator. This should be sorted in alphabetic order, printed and given to the Parking Coordinator.

The Right side of the **Rigs Tab** is for recording **Check Number** and **Date of Registration**. The **Reason Code** is a guide for the rig attending the rally. There is room to add more in the yellow area if you desire to do so.

P	Q	R	S	T	U	V	W
Registration Deposit	Check Nr	Date of Deposit	Late Fee		Reason Code Table	Description	
\$1,000.00							
\$ 50.00	3172	8-Aug-16	\$ 0		C	Committee	
\$ 50.00	7697	16-Jul-16	\$ 0		H	Handicapped	
\$ 50.00	2139	28-May-16	\$ 0		F	First Timer	
\$ 50.00	305	16-Jul-16	\$ 0		N	Not Camping	
\$ 50.00	2533	8-Aug-16	\$ 0				
\$ 50.00	6238	1-Aug-16	\$ 0				
\$ 50.00	408	6-Jul-16	\$ 0				
\$ 50.00	4188	5-Jul-16	\$ 0				
\$ 50.00	4541	1-Aug-16	\$ 0				
\$ 50.00	980	8-Aug-16	\$ 0				
\$ 50.00	5648	8-Aug-16	\$ 0				
\$ 50.00	712	18-Jun-16	\$ 0				
\$ 50.00	2147	16-Jul-16	\$ 0				
\$ 50.00	9233	5-Aug-16	\$ 0				
\$ 50.00	4021	16-May-16	\$ 0				
\$ 50.00	2912	5-Aug-16	\$ 0				
\$ 50.00	6015	30-Jul-16	\$ 0				
\$ 50.00	5284	25-Jul-16	\$ 0				
\$ 50.00	6370	16-Jul-16	\$ 0				
			\$ 0				
\$ 50.00	3120	16-Jul-16	\$ 0				

**CAUTION:
CHANGE ONLY
AREAS COLORED
YELLOW!!!!**

Registration Deposit - Enter the amount of the initial deposit for the rally (usually \$50). If a person does not make an initial deposit, this will be 0 (zero).

Check Nr - Self-explanatory, except if cash, enter "Cash".

Date of Deposit - The date you received the registration.

Late Fee - This is used if someone is charged for sending their registration past the due date of registration. This is usually \$10.

The **Tally Tab** is printed for the people to use at the final registration table for the rally. There are **Totals** across the top of each column. The treasurer can use these amounts when making payment for camping, meals, etc. This should be sorted in alphabetic order, printed for people doing registration.

Nr Rigs	Name	FMCA #	Camp Fee	\$ Meals	\$ Other (Tickets, etc.)	Misc	Total	Initial Deposit	Bal. Due	Final Check #	Bal. Paid	Trailer Supply
	Rally Totals		\$ 1,300.00	\$ 587.61	\$ 33.58			\$ 900.00	\$ 1,652.00		\$ 0.00	\$ 40.00
1	Amos, Hal & Mary	F148826	\$ 100.00		\$ 33.58	\$ 29.66	\$ 165.24		\$ 166.00			\$ 2.00
2	Bamberger, Dave & Ceil	F449883	\$ 75.00	\$ 33.58		\$ 29.66	\$ 140.24		\$ 141.00			\$ 2.00
3	Birett, Bob	F359317	\$ 75.00	\$ 16.79		\$ 14.83	\$ 108.62	\$ 50.00	\$ 59.00			\$ 2.00
4	Breisch, John & Nancy	F258217	\$ 75.00	\$ 33.58		\$ 29.66	\$ 140.24	\$ 50.00	\$ 91.00			\$ 2.00
5	Britz, Eric & Phyllis	F423634	\$ 75.00	\$ 33.58		\$ 29.66	\$ 140.24	\$ 50.00	\$ 91.00			\$ 2.00
6	Buckley, Ron & Joanne Freeman	F327736				\$ 29.66	\$ 31.66	\$ 50.00	\$ 19.00			\$ 2.00
7	Campalone, Nick & Melissa	F474656	\$ 75.00	\$ 33.58		\$ 29.66	\$ 140.24	\$ 50.00	\$ 91.00			\$ 2.00
8	Cipa, Gary & Sue	F431859	\$ 75.00	\$ 33.58		\$ 29.66	\$ 140.24	\$ 50.00	\$ 91.00			\$ 2.00
9	Deardorff, Karl & Linda	F414464	\$ 75.00	\$ 33.58		\$ 29.66	\$ 140.24	\$ 50.00	\$ 91.00			\$ 2.00
10	Degler, Barry & Betty	F459294	\$ 75.00	\$ 33.58		\$ 29.66	\$ 140.24	\$ 50.00	\$ 91.00			\$ 2.00
11	Dilliplaine, Wayne & Peggy	F374400	\$ 75.00	\$ 33.58		\$ 29.66	\$ 140.24	\$ 50.00	\$ 91.00			\$ 2.00
12	Fritzinger, Robert & Betty	F293155	\$ 50.00	\$ 33.58		\$ 29.66	\$ 115.24	\$ 50.00	\$ 66.00			\$ 2.00
13	Lentz, Richard & Violet	F378406	\$ 50.00	\$ 33.58		\$ 29.66	\$ 115.24	\$ 50.00	\$ 66.00			\$ 2.00
14	Lexa, Jim & Barbara Arcati & Deanna Arcati	F133176	\$ 100.00	\$ 33.58		\$ 29.66	\$ 165.24	\$ 50.00	\$ 116.00			\$ 2.00
15	Momme, Glenn	F251804	\$ 50.00	\$ 16.79		\$ 14.83	\$ 83.62	\$ 50.00	\$ 34.00			\$ 2.00
16	Newton, Bill & Roz	F448330	\$ 50.00	\$ 33.58		\$ 29.66	\$ 115.24	\$ 50.00	\$ 66.00			\$ 2.00
17	Park, Ed & Joan	F50377D	\$ 50.00	\$ 33.58		\$ 29.66	\$ 115.24	\$ 50.00	\$ 66.00			\$ 2.00
18	Saltys, Chester & Sandra	F368180	\$ 50.00	\$ 33.58		\$ 29.66	\$ 115.24	\$ 50.00	\$ 66.00			\$ 2.00
19	Sattazahn, Walter & Sally Thomas	F184971	\$ 75.00	\$ 50.37		\$ 44.49	\$ 171.86	\$ 50.00	\$ 122.00			\$ 2.00
20	Zebilsky, Joe & Pat	F166071	\$ 50.00	\$ 33.58		\$ 29.66	\$ 115.24	\$ 50.00	\$ 66.00			\$ 2.00

Final Check # - The check written for the rally. If paid in cash you should enter "Cash". The amount of the check should be consistent with the **Bal. Due** column for the rig.

Bal Paid - This is usually the same as the **Bal. Due** column.

After the rally the treasurer should be given copies of the **Miscellaneous Costs** on the **Rally Tab** and a copy of the **Tally Tab**. The **Rally Tab** printout should contain enough information for the Treasurer to know who and how much to make checks for. The **Final Check #** and **Bal. Paid** should be filled in before giving him the **Rally Tab**. The treasurer can use the totals on the **Rally Tab** to make checks for camping and catered meals. It is a good idea to give the entire Rally Tally spreadsheet to the treasurer on a thumb drive.

Post Rally Report

Rally Dates _____

Rally Location _____

Reservations site reservations made by Chapter or member? _____

Lead time needed by campground for reservation _____

Cost per night for sites (30 amp) _____ (50amp) _____

Sewage Hook up Dump station available

Hook ups Adequate? _____

Sites (Level, gravel, grass, easy access) _____

Total number of Coaches _____

Rally Masters _____

Rally Consultant _____

Cost per Coach \$50 deposit plus _____ Total amount _____

Contact at Rally site _____

Deposit needed? Amount _____

FMCA Certificate of Liability required? _____

Meeting room size and kitchen available? _____

Meeting room fee? And how much _____

Local Resources (Walmart, grocery store, bakery etc) _____

Miscellaneous _____

**Family Motor Coach Association
International Convention, Area Rally and Chapter Rally Incident Report**

SEND TO:

Family Motor Coach Association, Inc.
Contact: Chris Lusk
8291 Clough Pike
Cincinnati, OH 45244
Phone: (800) 543-3622, Ext. 249
Fax: (513) 388-5292

SUBJECT INFORMATION

Subject #1 Name _____ FMCA# _____
Street Address _____ Res Phone(____) _____
City _____ State _____ ZIP Code _____ Cell Phone(____) _____
Occupation _____ Work phone (____) _____ Was subject volunteering for
FMCA at the time of the incident Yes _____ No _____ If yes, in what capacity? _____
Subject #2 Name _____ FMCA# _____
Street Address _____ Res Phone(____) _____
City _____ State _____ ZIP Code _____ Cell Phone(____) _____
Occupation _____ Work phone (____) _____ Was subject volunteering for
FMCA at the time of the incident Yes _____ No _____ If yes, in what capacity? _____

DESCRIPTION OF INCIDENT:

CHAPTER/AREA/EVENT _____
Date/Time of Incident _____ AM ___ PM ___ Date reported to FMCA _____
Location of incident _____

Description of incident _____

FMCA Authority notified on site _____
Civil Authority Notified _____
Medical Transport? Yes _____ No _____ By Whom? _____
Where Transported _____
Name and Address of Institution _____

INSURED/PROPERTY DAMAGE:

Description of property damage and estimate of costs to repair

(Continued on Reverse Side)

WITNESSES

#1 Witness Name _____ FMCA# _____
Address _____
City _____ State _____ Zip _____
Home Phone(____) _____ Cell Phone(____) _____
Relationship to Claimant _____
Description of incident by witness #1 _____

#2 Witness Name _____ FMCA# _____
Address _____
City _____ State _____ Zip _____
Home Phone(____) _____ Cell Phone(____) _____
Relationship to Claimant _____
Description of incident by witness #2 _____

PHOTOS, SKETCHES AND/OR DIAGRAMS

Were Photos taken? Yes ___ No ___ At the scene? Yes ___ No ___ Later? Yes ___ No ___
Photos taken by _____
Disposition of Photos? Filed with report Yes ___ No ___ If no, explain _____
Were Sketches or diagrams made? Yes ___ No ___ If yes, by whom _____
When were sketches or diagrams made? _____
Disposition of sketches or diagrams? Filed with report Yes ___ No ___ If no, explain _____

STATEMENTS FROM SUBJECTS

Date _____

Person completing this form _____ FMCA # _____
Title _____ Date of report _____

TREATMENT REFUSAL FORM

I, _____ DO HEREBY REFUSE FIRST AID OR MEDICAL ATTENTION OFFERED BY AN AUTHORIZED REPRESENTATIVE OF FMCA, AREA RALLY OR CHAPTER RALLY.

SIGNED _____ DATE _____ TIME _____

PARENT OR GUARDIAN (if person is under 18) _____

RALLY MASTER GUIDELINES

Thank you for volunteering to be a Rally Master. Remember... It is all about having fun!

- This is your opportunity to put your ideas and creativity into action.
- Rallies may have one or more Rally Masters
- Volunteers, designated as “hosts”, will assist in planning and conducting the rally. Use THEM, as many have been Rally Masters or hosts in the past and have experience.
- Call on the designated Area Vice President/Consultant, who is responsible in helping you, should you have any questions or concerns. You may also call on any Penn Coachmen officer for guidance or assistance.
- The rally facility may request a contract, if that is the case, you must submit it to FMCA legal department. They will sign and return it to you.
- Contact the Rally site. If the rally site is unfamiliar to you, you might want to visit it to become familiar with the layout and introduce yourself to management. Find out which sites are set aside for the rally, handling of reservations, early arrivals and location of the lodge/building or pavilion you will be using. Is there a price for the lodge/building? Inquire about interesting activities and points of interest in the area that could be incorporated into your rally plans.
- FMCA will provide the Sr. Vice President with copies of “Certificates of Insurance” for each rally from the information he/she provided to them. When the Sr. V.P. receives all certificates, they will forward a copy to the prospective Rally Masters and consultants.
- At rallies prior to yours, meet with the hosts to begin the planning process.
 - Pick or develop a theme and begin to create an agenda for your rally.
 - Plan on ways to keep the participants engaged while leaving some free time to socialize.
 - Consider decorations for the lodge/building and the tables. Are tables and chairs available? Is there an extra cost?
 - Decide on activities, i.e., visiting attractions, bringing in guest speakers, organizing games or contests. Use hosts to help plan the activities and details.

- Begin to draft an agenda for the rally program listing such things as the meals, (potluck, catered or supplied by hosts), evening activities, entertainment, tours, etc.
- In your program, include emergency information, such as the county we will be in, in case of inclement weather, nearest hospitals, Walmart, or drugstore. List the address & phone number if you have it.
- Add some time for meetings of upcoming rallies.
- Prepare your rally plans in writing for the website. (submit a copy to Webmaster)
 - Note that the Rally Master or a designated host is to receive the initial \$25 per person with the registration form prior to rally. Be sure the mailing address for registration is correct on the website.
 - Look closely at the due date you are setting so that it complies with other deadlines you may have to meet.
 - If there are any special instructions, list them as NOTES at the end of the rally outline.
- The Rally worksheet provided on our website helps you record all of the rally information. The "Rally Tally Spreadsheet Guide", also on the website, explains how to use this tool. Additional assistance using the worksheet may be obtained from previous Rally Masters or the President.
 - Look at the estimated cost per person.
 - Make a copy of the checks received or document check information on the worksheet before they are mailed or given to the Treasurer.
 - Keep all receipts for rally purchases to be turned in to the Treasurer at the end of the event so the Treasurer can reimburse individuals who purchased goods for the rally. Be aware of expenditures of your hosts to prevent unexpected costs. Get the amount each host spent so you can update your expenses. Get their receipt at rally for reimbursement.
 - The Rally Master will calculate the final rally cost per person including, if appropriate: Camping cost per night, catered meals, provided food, entertainment, heating costs, lodge rentals, outside evening lighting, decorations, prizes, etc. (This is all done on the worksheet and will calculate out per person.)

- On final calculation, round up the number to facilitate collecting the balance at registration.
- The goal of each rally is to have fun and you are not to make a big profit, but we also try to not have a losing event. The worksheet provides monies to give a "padding" to address unexpected contingencies.
- Contact the rally site again about a month prior to the rally to make sure everything is in place.
- Two weeks before the rally, call or email the Sr. Vice President with the names of any "First Timers" or guests so name tags can be made.
- Appoint two or three hosts to staff the registration table. Provide them with an alphabetical list of all attendees and the amount owed to Penn Coachmen over and above the initial \$25 per person. (This can be done from the worksheet as well). Other rally activities that require "Signing up" or collection of funds such as game sign ups or tours, etc., assign a person to help with that at registration.
- Finalize and make copies of a program for attendees to be handed out at registration. A discount on printing is given to FMCA members at Office Depots and Staples.
- Assign jobs to hosts such as making coffee, doing crafts, setup for meals, handling games, etc.
- A non-denominational Sunday worship service is at the discretion of the Rally Master.
- The entertainment budget is to be set by the Executive Board. Entertainment can be "in house," skits, sing-a-longs, bingo, games or something brought in.
- Designate someone to do a write-up of the rally for the Newsletter, and have it and pictures submitted to the Newsletter Editor no later than a week after the rally.
- There are "Penn Coachmen" signs in the trailer for directing chapter members to the rally site. They should be in place prior to RV's arriving.

- The Penn Coachmen trailer is available for rallies. It contains many items necessary to conduct the rally's activities. Items in the trailer include, but are not limited to: Directional signs, kitchen supplies: coffee machine with carafes, water cooler, (2) electric roasters, (2) four slice toasters, kitchen utensils, foil, plastic wrap, some table covering. Coffee, tea, sugar, artificial sweetener, salt & pepper (milk for coffee is purchased for each rally). Rally supplies: Sound system, projector, flags, and holders (American, state, Penn Coachmen). Penn Coachmen banner with/holder. Games (bean bag baseball, corn hole and bingo). There is also an "office supply" box. Prior Rally Master should alert you as to needed supplies. Check to see when the trailer is arriving at your rally and by whom. The trailer fee (\$50 for each person bringing the trailer in and by the person taking it away) should be added into your expenses, as well as \$2/rig for trailer expenses. Any trailer fees on the above items will be charged to the trailer fund and not your rally.
- Rally sign up sheets for "hosts" are to be posted at each rally by the Sr. Vice President. Be sure to get the list of your hosts from that, or call the Sr. V.P.
- Rally fee refunds, see Penn Coachmen's Standing Rules on the website for specifics. Every effort will be made to reimburse money, when possible, Refunds will be made if the refund will not cost the chapter money.
- Complete the "Post Rally Questionnaire" after your rally and turn it into the Sr. Vice President. This will assist next year's Rally Master(s) with the planning for next year's rally if it is at the same location.
- Risk Management:
 - In the unlikely event that an incident occurs at the rally involving injury or property damage, please complete the FMCA Incident report.
 - The Chapter carries liability insurance through FMCA on the trailer.

Revised on: February 2024
Submitted by: Sue Cipa, President