

Rally Master Guidelines

**THANK YOU FOR VOLUNTEERING TO BE A RALLY MASTER.
REMEMBER – IT’S 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 a lot of 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 and assistance.
- The rally facility may request a contract and if this is the case, the contract is usually signed by the Sr. Vice President. A copy of the signed contract will be provided to you and forwarded to the respective Area Vice-President/Consultant.
- 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 or pavilion available. 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. He/she will forward a copy to each prospective Rally Master.
- At rallies prior to yours, meet with your 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 and the tables.
 - Decide on activities, i.e., visiting attractions, bringing in guest speakers, organizing games or contests. Use hosts to help plan with the activities and details.
 - Begin to draft an agenda for the rally program listing such things as the Friday mini-meal, potluck or catered meals, evening activities, entertainment, tours, etc.

- Consider meals: catered, potluck, restaurant, or no meals at all.
- Prepare your rally plans in writing for the yearbook, website and FMCA magazine. Deadline for the yearbook is the first week of December. Use previous yearbooks to determine how the outlines were handled in the past.
 - Note that the Rally Master or a designated host is to receive the initial \$50 registration deposit. Be sure the mailing address for registration is correct on the yearbook outline.
 - Look closely at the due date you are setting so that it complies with other deadlines you may have to meet.
 - Be sure directions to the rally location are correct, keep in mind detours, road closures, etc. (each year may be different).
 - 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, officers or Hal Amos (if available).
 - Look at estimated cost per coach. Use history of past attendance or if that is unavailable estimate 25-30 coaches to distribute cost.
 - Make a copy of the checks received or document check information (worksheet) before they are mailed or given to the Treasurer.
 - Keep all receipts for rally purchases to be turned into 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.
 - The Rally Master will calculate the final rally cost per coach including, if appropriate: camping cost per night, catered meals, provided food/meals, entertainment, heating costs, lodge rentals, outside evening lighting, decorations, prizes, etc. (This is done on the worksheet)
 - On the 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 not to 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.
- Assign tasks:
 - Two weeks before the rally, send an alphabetical copy of the attendees to the Parking Captain, listing names of attendees, size of coach and date of arrival. (via spreadsheet)

- 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 man the registration table. Provide them with an alphabetical list of all attendees and amount owed Penn Coachmen over and above the initial \$50 deposit. (This can be done from the worksheet). Other rally activities that require “signing up” or collection of funds such as game sign ups and/or tours, assign a person to help with that.
 - Develop and make copies of a program for attendees to be handed out by the Parking Captain upon arrival with a few for the registration table. A discount in printing is given to FMCA members at Office Depots and Staples.
 - Assign jobs to hosts such as making coffee, doing crafts, setups for meals, handling games etc.
 - Arrange for the Sunday worship service.
 - The entertainment budget is limited to \$300. Anything more requires Executive Board approval. Entertainment can be “in house,” or skits, sign-a-longs, bingo, or brought in.
 - Designate someone to do a write-up of the rally for the Newsletter, and have it submitted to the Editor within a week of the rally.
 - There are signs in the trailer for directing chapter members to the rally site. They should be in place prior to coaches arriving.
 - Designate someone to do a write-up of the rally for the Newsletter, and have it submitted to the Editor within a week after the rally.
- 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 pots (2), Hot water pot, Portable water/drink coolers (3) Electric roasters (2), Toasters (2), Kitchen utensils, foil, plastic wrap, plastic table covering, Coffee, Decaf Coffee, tea bags, Ice tea mix, lemonade mix, cocoa, sugar, artificial sweetener, creamer, salt, pepper. Rally supplies: Sound system, projector, Flags and holders, Banner with holder, Games (Bean Bag Baseball, Corn Ball and Bingo), Lectern and a box of “office” supplies. **Prior Rally Masters will alert you as to needed supplies.** Check to see when the trailer is arriving. The Chapter pays \$50 for the trailer to be towed to a rally and \$50 for it to be taken from the rally. This trailer fee of \$100 is included automatically on the rally worksheet program.
 - Rally fee refunds, see Penn Coachmen Standing Rules in the yearbook for specifics.
 - Every effort will be made to reimburse money, when possible.

- Refunds will generally be made so long as the refund will not cost the Chapter money.
- Complete the Post Rally questionnaire. This will assist next year's Rally Master with the planning.
- 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.

Attachments:

- Worksheet instructions
- Post Rally questionnaire
- Chapter Rally Incident Report

Revised: July 5, 2017