

## PENN COACHMEN RALLY GUIDELINES INTRODUCTION

Congratulations!! and thanks for volunteering to be a Rally Master. These written guidelines are given to assist you as you go about planning your rally. You will have volunteers, designated as "hosts", who are going to assist you in the planning and conducting the rally. USE THEM, as many have been hosts in the past and have a lot of experience. Also, don't hesitate to call on the designated area vice president whose responsibility is to assist you through guidance and by experience. Lastly, you may call on any of the Chapter officers for guidance and assistance. The initial contact with the facility where the rally will be held was made by the Executive Vice-President and he/she has information that you may not find elsewhere. ***Now on to the Rally!***

### **First Things First:**

1. Obtain a copy of the contract between Penn Coachmen and the site where the rally will be held. Read it over carefully to be sure you know what each party is providing or their responsibility. If you believe something is wrong or missing, contact your area VP immediately so it can be resolved speedily.
2. Contact the hosts who have volunteered to assist you and get their ideas and input so that you can begin planning.
3. Contact the rally site and introduce yourself so that you establish communication with them early-on in your planning. This will be helpful as questions arise that may not be answered in the contract such as "open files", "trash disposal", etc.

If possible, visit the rally site and learn if there are any peculiarities associated with it such as limited parking, power available in assigned buildings, etc. You may also want to inquire about interesting activities in the area that could be incorporated into your rally plans.

### **Initial Planning:**

1. With the assistance of all those mentioned above and your own experiences at previous rallies, it is now time to think out your plan. Don't be afraid to think "outside the box"! Keep in mind that a rally should be more than a gathering. It is an event with entertainment! You should plan on ways to keep the participants busy while leaving some free time for them to socialize.

2. **OK. .... Let's get started:**

- a. Pick a theme that can be followed throughout the rally.
- b. Decide on whether to visit attractions away from the campground or bring in guest speakers, etc. You may want to organize games or contests, etc. using your hosts to organize and run them.
- c. Begin to fill in the blocks of time available to you. i.e. Friday evening, Saturday morning, Saturday afternoon, Saturday evening, Sunday morning.
- d. Consider meals. Do you want all meals catered, covered dish, potluck or no meals at all.

3. **You're on your way!**

- a. It is now time to commit your rally plans in writing as the deadline for submitting your rally outline for the yearbook is approaching (usually in the 1<sup>st</sup> two weeks of December). Use previous yearbooks to see the outline used for the rally outline and submit it. Note that you are the person who is to receive the initial registration deposit, so be sure your mailing address is correct. Look closely at the due date you are setting so that it complies with other deadlines you may have to meet. However, don't put it too far ahead of the event as people are almost always slow in sending their deposit and declaring they want to attend. If your rally is at a rally location used previously and you copy the directions from an older yearbook, be sure those directions are still correct. If there are any special instructions, list them as Notes at the end of the rally outline.
- b. Determine the cost per coach the rally will cost. Use 35 coaches as an estimate.
- c. Submit your rally plan to the President.
- d. Once your rally plan is accepted by the Executive Committee, it is time to share it with your hosts and the Parking Captain. This may be a good time to begin assigning tasks. Remember that you need to assign someone to assist the Parking Captain. You should also check with the Chaplain about the Sunday worship service.

4. **Checklist:**

The following checklist is a **GUIDE ONLY!** There may be other things in which a follow-up is necessary.

**RALLY MASTER'S CHECKLIST**

- a. Check with campground. Check price, dates, who assigns sites, early arrivals and late departures at same price as rally fees, water, electric (# of amps), sewer or dump station.
- b. Check with food vendor(s). Check menus, prices, deadlines for ordering meals and number of meals over 'official count' that will be available.
- c. Entertainment - Arrange for entertainment. This maybe 'homegrown' or professional. Professionals may require a contract/confirmation and/or a deposit.
- d. Chaplain - Verify that the chaplain will be able to attend the rally and conduct the Sunday worship service. If not, arrange for an alternate. Several chapter members are willing to conduct these services. Their names can be obtained by contacting the chapter President.
- e. Organist - Verify that the chapter organist will be attending the rally. If not, arrange for an alternate. Again, names of substitute organists are available by contacting the chapter President.
- f. Activities - Plan for afternoon and/or evening activities. These may be at the rally site and/or at locations nearby. Provide information with descriptions, directions, costs, etc. for local events away from the rally site.
- g. Food Service - Prepare as necessary for the serving of the meats, set-up of tables for the buffet, breakfast, servers, etc. Have someone in charge of coffee/tea preparation.
- h. Donuts/bagels - Saturday and Sunday - Cream cheese, jelly, butter, etc.
- i. Trailer Captain - Notify the trailer captain when the trailer should be at the rally site and determine that the supplies you indicated you would need have been obtained.
- J. First Timers - Notify the President/Vice-President of the first-timers who will be attending so badges can be prepared.

- k. Directional Sign age - There are signs in the trailer for directing chapter members to the rally site. These should be in place by Friday morning.
- l. Clean up and trash disposal.

5. **Other things to consider:**

- a. Remember, you are responsible for the cost of the rally. Be sure you know and approve any expenditures by a member of your committee before they are made.
- b. Assign committee members to check in members and collect the amount due for the rally. Prepare an agenda of the weekend's activities to be given to each member
- c. Penn Coachmen Trailer - The trailer is to be used at all rallies since it contains many items necessary to conduct the weekend's activities. Among the items in the trailer are the following: the Bose sound system, flags, chapter banners, lectern and items for worship service, electric roasters, coffee pots, cold drink containers, coffee, tea bags, cocoa, iced tea mix, lemonade mix, sugar, artificial sweetener, coffee creamers, plastic table covers, paper goods (towels, napkins, cups, aluminum foil, plastic wrap, etc.), games (bingo, bean bag baseball and wraparound golf), ticket rolls and directional signs. Contact the trailer captain with questions or for additional information.
- d. **Rally Fee Refunds**.....will be made under the following guidelines and with the final approval of the Rally Master, in conjunction with the club Treasurer and President, as appropriate:
  - A. A full refund of the previously paid \$50 rally deposit fee will be made if the cancellation request is received before the rally reservation deadline.
  - B. The portion of the total rally fee relating to 'meals/food' will be refunded if the cancellation request is received after the rally reservation deadline but prior to the rally master's placing the meal/food with the caterer. Refund requests received after the meals have been ordered cannot be refunded. After meals are ordered, the club (member) is obligated to pay.

- C. In instances where Penn Coachmen had to prepay camping fees to the campground-i.e.-prior to our arrival and as a condition of occupying our reserved spaces, no refund of any camping fee will be made.
  - D. A participant who leaves the rally prior to the conclusion of the rally will receive a refund of any camping fees that have not been used.
  - E. A participant who does not eat food ordered/purchased for them will not receive a refund.
  - F. Any participant who 'does not show up'- having given no notice of being unable to attend - will **not** receive a refund.
  - G. Participants who cancel 'at the last minute' for medical or emergency reasons will be determined on a case-by-case basis; the decision will be made by the Rally Master, Treasurer and/or club President.
  - H. Every effort will be made to reimburse money, where possible.
  - I. Refunds will generally be made so long as the refund will not cost the club money.
- e. **Final Rally Cost:** The Rally Master, in collaboration with the club Treasurer, will calculate the final rally cost **PER COACH/PERSON**. Include camping cost per night for each night, Friday and Saturday evening meals, Saturday and Sunday morning meals, entertainment costs, etc. At rallies where the trailer is used the calculation must include the rally cost including camping fees for the trailer captains. Include an additional amount (\$5 is a reasonable amount per coach) for unexpected contingencies; **this amount may make the difference between your rally losing money and breaking even.** At this point consider adding an additional amount to round up the 'per coach' amount to the nearest dollar as this will facilitate collection of the balance due.

6. **OK Let's Roll...**

If you have any questions contact the Area Vice-President or any officer for assistance. And..... remember, you are supposed to be having fun!