

Penn Coachmen
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 (couples)
- Volunteers designated as “hosts” will assist in planning and conducting the rally. Use THEM, as many have been rally master’s 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 (campground) may request a contract to be signed, if this is the case, the contract needs to be sent out to FMCA/Legal Department. A copy of the signed contract will be provided to you, and you will need to make a copy for the respective Area Vice-President/Consultant as well as the President.
- 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, who is handling the reservations, is it okay for early arrivals and is the 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.
- Our secretary will contact FMCA (in February) to obtain all the “Certificates of Insurance” forms for each of our rallies. He/she will forward a copy to each prospective Rally Master, Consultants and President.
- At rallies prior to yours, meet with your hosts to begin the planning process.
 - Pick or develop a theme, if you desire, and begin to create an agenda for your rally.
 - Plan ways to keep the participants engaged while leaving some free time to socialize.

- Consider decorations for the lodge and the tables. Are tables & chairs available and 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 with the activities and details.
 - Begin to draft an agenda for your rally program listing such things as the meals, potluck or catered meals, evening activities, entertainment, tours, etc. In your program, include emergency information, such as the county we are in, in case of inclement weather, nearest hospital, Walmart, drugstore and veterinary (addresses & phone numbers)
 - Add some time for meetings for upcoming rallies and free time for people to explore the area on their own.
- Prepare your rally plans in writing for the website. Call last year's Rally Master for any additional information they might be able to help you with.
 - Note that the Rally Master or a designated host is to receive the initial \$25/adult, kids 13-17, \$10 and kids under 12 are free, registration deposit. Be sure the mailing address for registration is correct on the website 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 for the website.
 - Send periodic list of members attending to the webmaster so he may update the "Group" attending your rally.
 - The Rally Worksheet provided on our website helps you record all 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 Bob Bucklew (if available). (Take total expenses and divide it by the number of people attending).
 - Look at the estimated cost per person. Use history of past attendance or if that is unavailable estimate 25-30 coaches to distribute cost.
 - Make a copy of the registration 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 event so the Treasurer can reimburse individuals who purchased goods for the rally. Ask your hosts to supply you with their "expense total", prior to the rally, so you may calculate the cost per person prior to the rally. Be aware of the expenditures

of your hosts to prevent unexpected costs. (That is what the padding and/or buffer is for).

- 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 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. (You can take out one of the paddings or buffers if you think you will not need it).
- Contact the rally site again about 2-3 weeks prior to the rally to make sure everything is in place, if you wish to.
- Assign tasks:
 - Two weeks before the rally, send an alphabetical copy of the attendees to the Parking Captain, (if needed) listing names of attendees, size of coach and date of arrival. (via spreadsheet). This is usually only needed at Fair Grounds.
 - Two weeks before the rally, call or email the President, with the names of any first timers so the “First Timers Meeting” can be planned.
 - Appoint two or three hosts to man the registration table. Provide each with an alphabetical list of all attendees and amount owed Penn Coachmen over and above the initial \$25 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 your program for attendees to be handed out. A discount on printing is given to FMCA members at Office Depot and Staples.
 - Assign jobs to hosts such as setting up the coffee station, doing crafts, setups for meals, handling games etc.
 - Arrange for the Sunday worship service (if appropriate). You might want to consider having the “Parking Lot Prayers” prior to the start of each day. YOUR CALL.
 - 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 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: (2) Keurig Coffee pots, (2) Electric roasters, (2) Toasters, (2) Griddles, (1) Hot Dog Roller, Kitchen utensils, foil, plastic wrap, plastic

table covering, Coffee, Decaf Coffee, tea bags, 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 and Washer Toss), We have a box of “office” supplies” items as well. **Prior Rally Masters will alert you as to needed supplies.** Check to see when the trailer is to arrive. (Make sure someone is bringing it to/taking it away, from your rally). The Chapter pays \$50 for the trailer to be towed to a rally and \$50 for it to be taken from the rally, as well as storing it). This trailer fee of \$100 is included automatically on the rally worksheet program. (Or if you are doing the expenses yourself, be sure to add that number in).

- 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 (See our website, Rally Master Info)
- Post Rally Questionnaire
- Chapter Rally Incident Report

Notes:

We updated our registration fees for children in 2024.

- Adults 18 and up: \$25.00 each
- Children 13-17: \$10.00 each
- Children 1-12: Free

Revised: February 2025, sbc