

ESCAPEES RV CLUB

(1109)

Job Description: CHAPTER/C-BOF RALLY HOST

Job Summary:

As a volunteer, the rally host will plan the chapter/c-BOF rally for enjoyment of chapter /c-BOF members and other Escapees members.

Duties and Responsibilities:

1. Rally host will plan the rally program.
 - a. National's *Wagonmaster/Rally Handbook* also has many good ideas.
 - b. See additional rally information and forms.
 - c. Check local attractions for activities.
 - d. Check local restaurants for dining out.
 - e. Check the internet for other activity / game ideas
2. Rally host will assign a parking team.
3. Rally host will assign a registration person.
4. Have sign-up sheets to share all the rally tasks.
5. Rally host will greet all guests, making everyone welcome.
6. Rally host will plan activities to include all willing participants.
7. Rally host will account for all money to treasurer.
8. Rally host will check the condition of the rally site at the end of the rally.
9. Rally host will send a rally report to the newsletter editor.

ESCAPEES RV CLUB

Job Description: CHAPTER/C-BOF WAGONMASTER

Job Summary:

As a volunteer, it is the responsibility of the wagonmaster to seek locations that would be suitable for chapter/c-BOF rallies and negotiate contracts for rental of said facilities. It is advisable to plan for the full year.

Duties and Responsibilities:

1. Inspect, select, and reserve sites suitable for chapter /c-BOF rallies (county, state, city parks or fairgrounds, commercial campgrounds, Corps of Engineers parks, BLM parks, and others as deemed suitable).
2. Facilities may include shelter or building for meetings and events, kitchen, electricity, and water hookups, dump station, bathrooms and showers, level ground for parking, and exclusive use of site.
3. Determine costs: charge per night per rig, additional costs for use of hall, kitchen, meeting room, tables, chairs, kitchen equipment, garbage, dump fees, etc. When insurance is required for events, contact the Chapter Directors. Have needed information available (see form number 675).
4. Obtain and publicize clear directions: exact name of facility, specific driving directions, and any additional information.
5. Share rally information with chapter/c-BOF secretary for publication in *Escapees* magazine. Information needs to reach the magazine by **10th of the odd-numbered months**.
6. Provide e-mail person, newsletter editor, voicemail person, and webmaster complete rally information for advertising your rally.
7. Work closely with rally host.
 - a. Provide a copy of the contract for use of the facility.
 - b. At the close of the rally, make sure all payments are made to the facility.
 - c. Physically walk the grounds with rally host at the close of the rally to check the condition of the grounds.
8. Remind chapter/c-BOF members to be on the lookout for suitable places to hold a chapter/c-BOF rally.
9. Review *Wagonmaster's Handbook*.
10. Other duties as may be necessary.

SUGGESTIONS AND GUIDELINES FOR ESCAPEES CHAPTER/C-BOF RALLIES

Not all chapter/c-BOFs handle rallies the same way. We suggest the vice president act as rally coordinator (sometimes called head wagonmaster). Some groups call them Rally Hosts, others Wagonmaster. Use whichever term you prefer.

The following guidelines are helpful hints and need not be followed to the letter. Don't forget to delegate jobs. Remember, it is more fun when a lot of people get to participate. For more details please refer to the Wagonmaster Manual.

It is important to welcome all Escapees, especially new members and guests. The purpose of a rally is to share with SKPs and have a good time.

- A. The rally coordinator is responsible for
 - 1. Selecting the site
 - 2. Obtaining the host for each rally
 - 3. Publicity in Escapees magazine and chapter /c-BOF newsletter
 - 4. Information about the site:
 - a. Exact location
 - b. Directions
 - c. Emergency phone number
 - d. Local places of interest
 - 5. Accounting of money to chapter /c-BOF treasurer
- B. The rally host is responsible for
 - 1. Appointing rally chairs or asking for volunteers
 - a. Parking
 - b. Registration
 - c. Entertainment or program
 - d. Hospitality
 - 2. Planning the rally program
 - 3. Accounting of money to rally coordinator
 - 4. Checking condition of site at end of rally

SELECTING A SITE:

In most cases, the rally coordinator, with other chapter/c-BOF officers, chooses the site. Try booking the location one year in advance if possible. (Be sure to have a copy of the contract.) This facilitates finding hosts, publicizing the event, and planning programs.

- A. Suggestions for finding sites:
 - 1. Fairgrounds—county or state
 - 2. Parks—county, state, or city
 - 3. Commercial campgrounds
 - 4. Corps of Engineer parks
 - 5. Bureau of Land Management locations
- B. Determining a good site:
 - 1. Approximate number of rigs to be accommodated
 - 2. Facilities available (not all a must, but to be noted)
 - a. Shelter or building for meetings and events

- d. Dump station
 - e. Accessibility for RVs
 - f. Bathrooms and showers
 - g. Level ground—check for hazards
 - h. Exclusive use, or other scheduled events at site?
3. Costs
- a. Charge per rig per night
 - b. Extra charge for meeting rooms or kitchen
 - c. Extra charge for tables, chairs, kitchen equipment, etc.
 - d. Is insurance required (can be costly)?
- C. Directions to rally site
1. Exact name of facility
 2. Nearest freeway, off-ramp number and name, names of surface streets, and anything that makes it easier to find and negotiate a rig in unfamiliar surroundings
 3. Write clear directions in your publicity.

RALLY TIME HAS ARRIVED:

- A. Rally host and parking chair arrive one day early to check site.
- B. Parking chair duties
1. Make a plan of site to facilitate parking.
 2. Enlist some early arrivals to help park rigs.
 3. Keep in mind spaces for the handicapped, large RVs, and special problems such as trees, soft ground, and maneuverability.
 4. Ask all to display their name in an easily seen location on their rig.
- C. Registration chair duties
1. Arrive early at start of rally.
 2. Register all persons in rig—include SKP number.
 3. All participants must sign liability waiver.
 4. Collect fees.
 - a. Site parking fee
 - b. Any chapter/c-BOF rally fee
 - c. Charges for potlucks or fee events
 5. Hand out printed program or have schedule prominently displayed.
 6. Hand out door prize tickets and other informational material.
 7. Turn money over to host.
- D. Program chair duties
1. Plan activities for each day.
 - a. Morning coffee hour (donuts or toast buffet can be included for a charge or donation)
 - b. Afternoon social hour (attitude adjustment or happy hour)—schedule at 3:00 or 4:00 p.m.
 - c. Check with local chamber of commerce for places of interest and arrange tours, trips, etc.
 - d. Ask a member to teach a craft class
 - d. Arrange transportation caravans if necessary.
 - e. See sample schedule.

TIPS FOR A SUCCESSFUL POTLUCK

- A. Number of rigs expected
 - 1. If expecting more than 50-60 rigs, a potluck can be difficult to handle. Consider some alternatives
 - 2. Is the building/shelter capable of handling a large sit-down dinner group? Are there enough chairs and tables?
 - 3. For those unprepared, are there any grocery stores nearby?
- B. Potluck chair duties
 - 1. Plan menu
 - a. Use alphabet method to assign dishes.
 - b. Use sign-up sheets.
 - c. Appointing dessert makers (one for each seven rigs), with the rest bringing their choices, insures a balance.
 - d. If there is a kitchen, consider a one-pot main dish with donated side dishes.
 - 2. Setting up room
 - a. Make sure there are enough tables and chairs—count places.
 - b. Consider the service method to be used.
 - (1) If using a serving line, make sure both sides can be used for two lines, or have each place his/her dish in front and, on signal, all walk clockwise around table, making their selections. After all have returned to their seats, table monitors can take all dishes to a side table for people to get second helpings. A separate dessert table can be used.
 - (2) Tables can be assigned numbers and then numbers drawn out of a hat, with each table going to the buffet table in order.
 - (3) Ask for a set-up and clean-up crew. They can also serve as table monitors

ALTERNATIVES TO A POTLUCK

- A. Mexican buffet: Have a sign-up sheet with three or four people to bring one of the following: cooked ground beef, tomatoes, cheese, lettuce, salsa, etc.
- B. Brown-bag picnic: Everyone brings a brown-bag lunch, blanket, and eats outside. Punch and cookies are provided. Provide music by stereo.
- C. Finger-food potluck: Have a late social hour (4:30 p.m.-6:30 p.m.). Ask people to bring plates of sandwiches, cheese and crackers, dips, fruits, cookies, veggies, etc. (makes a light supper).
- D. Dessert-only potluck: The chapter/c-BOF can provide coffee and tea, and people bring desserts only. Set up several buffet tables with all desserts of one type on each table. People can sit in whatever social group they choose. This works well with larger groups where the usual potluck would be too cumbersome.

