

ROCKY MOUNTAIN CHAPTER

FAMILY MOTOR COACH ASSOCIATION



RALLY PACKET

OVERVIEW FOR RALLY HOSTS

MONTHLY RALLIES

1. Rallies will be held the third Friday, Saturday and Sunday weekend for the months of April thru October.
2. Rally locations are normally obtained by the First Vice President and an agreement between the campground and RMC is accomplished. The First VP will send a copy of the agreement to the Treasurer so a check may be written if a campground deposit is required. The host should follow up on the agreement before the event to confirm the dates, number of spaces reserved, planned activities etc. Coach parking assignments are normally accomplished by campground personnel but the host(s) may work with the campground as necessary for host coaches and handicapped spaces.
3. The host should have information about the rally and requirements for reservations and costs to the newsletter editor at least 30 days before the event. Note that checks for rally fees etc. be made payable to the rally host and not to RMC. See example of rally schedule in this packet.
4. A Christmas meeting (party) may be held each year. This is NOT classified as a regular rally but may receive an \$800.00 chapter subsidy unless specifically changed by the general membership. This party is normally hosted by the chapter officers. (all procedures for regular rallies apply)

RALLY FINANCES

1. Rally fees shall be \$5.00 for each person in coach over the age of 8 years. This fee may be used by the hosts for food, coffee, entertainment, etc.
2. Rally hosts should determine, set and collect additional rally fees when and if required for planned meals and/or activities.
 - a. Rally fees normally do not include campground utilities and parking charges which are paid to the commercial campground by each individual member coach.
 - b. Camping fees for other than commercial campgrounds are normally collected by the hosts by way of prepayment by each member coach.
 - c. Fees for planned meals and/or activities are collected by the hosts by way of prepayment by the member. **NOTE:** Activities and meals are optional and not required of any member.
 - d. Hosts will collect fees for the rally and pay vendors for dry camp, food, activities, entertainment, etc. In addition to rally fees, the hosts may request up to \$250.00 in club funds to reduce member costs of meals, activities, etc. Requests for over \$250.00 **MUST** be approved by the Executive Board. (self supporting rallies are preferred)
 - e. Hosts should check with the Second Vice President about availability of rally supplies before purchasing any items required for the rally.
 - f. Rally hosts complete "Rally Expense Report" and present it along with rally receipts to the treasurer for reimbursement or deposit of fees collected and not used. This may be done on the last day of ht rally or within three weeks after the rally.
3. All requests for reimbursement to members for expenses incurred on behalf of the chapter must be accompanied with a receipt received at the time of purchase.
4. Reimbursement requests without receipts must be approved by the Executive Board before authorized payment.

Suggested Guideline for Rally Agenda and Reservations

Location of Rally

Name of RV Park

Dates of Rally

Directions to RV Park

Camping fee per night

Schedule of events; meals, activities, etc.

Friday: 5:00 PM Happy hour?

5:30 PM Dinner? Pot luck?

Saturday 8:00 AM Breakfast?

10:00 AM Business Meeting

Noon Lunch?

Activities?

Sunday 8:00 AM Devotions (**Contact our Chapter Chaplain for devotions arrangements**)

8:30AM Cont. breakfast?

The above is only a suggestion. Set your own events and times.

SUGGESTED RESERVATION FORM

NAME _____

ADDRESS _____

PHONE _____

COACH LENGTH _____ # OF SLIDES _____ 50 AMP/30 AMP

Number in coach _____ x \$5.00 rally fee= _____

Number in coach _____ x Meal fee += _____

Total Due _____

RESERVATION DEADLINE DATE

Make check payable to:

HOSTS:

RALLY EXPENSE REPORT

Rally Location _____

Date of Rally _____

Hosts _____

Co- Hosts _____

INCOME:

Rally Fee \$ _____

Meal Fee \$ _____

Club Supplement \$ _____ (check # _____)

Camp Fee (if any) \$ _____

Other (be specific) \$ _____

TOTAL INCOME----- \$ _____

EXPENSES:

Camp Fees \$ _____

Building Rental \$ _____

Food \$ _____

Catered Food \$ _____

Entertainment \$ _____

Other (be specific) \$ _____

_____ \$ _____

TOTAL EXPENSES----- \$ _____

PROFIT-(LOSS) OF RALLY \$ _____

Please remember the treasure needs ALL receipts

Remarks:

Comments on the RV park by hosts (hostesses)

Rally month _____ Dates _____

Cancellation by _____ Deposits refundable? _____

If not, why? _____

Sites reserved for hosts and handicapped? _____

Hosts _____ Site Number _____

Hosts _____ Site Number _____

Handicapped _____ Site Number _____

Did you plan a restaurant meal? _____ Where? _____

What type of food? _____ Quality? _____ Would you return? _____

Why? _____

Where meals catered? _____ Which ones? _____ --

Was quality comparable to cost? _____

Where tours scheduled? Were they worthwhile? Why?

Would you plan a rally at this park again? _____ If not why?

Please comment as to "pros" and "cons" of this rally:

Report submitted by: _____

