

RALLY HOST

Job Summary:

As a volunteer, the rally host (along with a co-host) will plan the chapter rally for enjoyment of chapter members and other Escapees members.

Duties and Responsibilities:

Things to consider while planning a rally. Add/subtract items as you progress thru the planning.

- Before the rally create a to-do list and assign tasks between the rally masters.
- Visit local Information Bureau to ask if they are able to make up local information bags. They are also a great source for recommending local restaurants that can cater meals or handle large groups. They can suggest local attractions to see/visit and activities happening during the rally time frame.
- Call or visit local small businesses, Camping World or RV dealer and ask the Manager if they would be willing to provide door prizes or sponsor a breakfast or dinner.
- Create a grocery list.
- Create volunteer signup sheets. (This is something we have not had to do but is done by other chapters and it promotes people to help)
- Seek advice from Rally Coordinator.
- Greet all guests, making everyone welcome.
- Hosts along with Rally Coordinator will check the condition of the rally site at the end of the rally.
- Hosts will send a rally report to the newsletter editor.
- Meet with the Treasurer at the close of the rally to submit your receipts, get paid and summarize the finances.
- *Have fun too.*

Things that must be included.

- Establish a rally fee, typically \$5 to \$10 per person. Rally fees are generally collected by Treasure during Thursday Registration. Submit a tentative agenda 5 weeks prior to Rally Coordinator for approval for content and potential Budget. Generally an amount being spent over \$100 needs prior Officers approval.
- In preparing an agenda, the following are to be considered. Registration is typically on Thursday, 4:00 – 5:30. Social Hour most days 4:00 – 5:00. Officers Meeting Friday morning 10:00 – 11:00. Membership Meeting Saturday 10:00 – 11:00. All times are just guidelines which can be adjusted depending on other planned activities. President usually sets Officers Meeting date/time which you will be informed of. An Officers Meeting and a General Chapter Meeting MUST be scheduled at every rally.
- Provide a tentative agenda to Newsletter Editor four weeks prior to rally for publication to members and posting to chapter Website. Two weeks prior to rally obtain President's approval of final agenda. Upon approval forward to Newsletter Editor for distribution to members and posting to Chapter Website. If any changes need to be made they can be announced during the Thursday Welcome/Social.

