

WAGONMASTER WELCOME

Thank you so much for volunteering to host a Rally. Alpine SoCal has a great history of having fun. It's because we have a fantastic group and because people like you volunteer so that we can continue the fun. This pack of forms is meant to guide you along the way, although it may be redundant for you experienced wagon masters. Remember that a member of the SoCal Alpine Rally Committee is available to help should you have questions. Right now the person doing the "Mentor" position is Stephanie Archer at saarcher@cox.net, 949-586-5013 h or 949-874-1081 c.

The first step in having a rally is deciding on the date and location. The **Rally Check List** and **RV Park Questionnaire** may be helpful in getting you started. The park you choose will likely want a reservation deposit and you should complete a **Rally Advance Form** and email it to the Treasurer (treasurer@alpinesocal.com) who will send the check directly to the campground. Then decide what activities, if any, will be included in the rally fee – such as a catered dinner or breakfast at a local restaurant. Ideally, activities are paid by check from the Treasurer or the President at the time of the event. If a deposit is needed for an activity, complete a **Rally Advance Form** and email it to the Treasurer who will send the check directly to the vendor.

About 30 days before your final count day with the campground or a minimum of 60 days prior to the rally start date you should send out a **Registration Form** by email. The form should include a "register by" date, a "no refunds after" date and a "make check payable to Alpine SoCal" statement. **Review the rally registration fee with the SARC mentor. The rally registration fee should include a per coach fee to help cover the Wagon Masters' camping costs for all night of the rally plus one additional night if Wagon Masters arrive a day early for rally preparation.** A preliminary **Rally Schedule** of daily activities should be sent at this time. You may want to optionally include a **Cover Letter** about the area or an **Activity Flyer** that lists expected and/or optional activities. If you decide to include photo images in any rally promotion documents, be sure the photos were taken by you or someone you know. As the SARC Mentor, I am happy to send the email for you as I keep my Alpine email list up to date. You can send me the forms as PDF attachments.

SoCal members receive first priority for rally reservations. Other regional Alpine club members (e.g. NorCal, NoWaCa, ACE and ACA) may attend our rallies if there is space available after SoCal members' registrations have been received. Friends of SoCal members may attend rallies as long as they are members of FMCA.

As the registration forms and checks are returned to you, log them in on the **Rally Attendees & Income Report**. A sample report and instructions for completing the report are included on sheets 2 and 3 of that Excel document. You will be given a bank stamp for endorsing the checks and deposit slips to record all checks prior to depositing the checks at a local branch of the bank which is named on the deposit slip. **Write your name and the name of the rally on the front of each deposit slip. On the back of each deposit slip, write the amount of the check for each check deposited.** There is no need to make copies of the checks prior to depositing them. Keep the deposit receipt you receive from the bank teller and include it with all the paperwork you submit to the Treasurer after the final rally reconciliation is completed. **After each deposit,**

WAGONMASTER WELCOME

send an email to the Treasurer containing the following information: your name, the name of the rally, the date and the amount of the deposit. Any cash received should be recorded on the **Rally Attendees & Income Report** and deposited into the bank using the same procedure as is used for a check deposit. No rally money should ever be deposited into or withdrawn from the Wagon Master's personal bank account. Any refunds owed to rally attendees should be recorded in the "Refunds" column of the **Rally Attendees & Income Report**. The Wagon Master and Co-Wagon Master should pay the full rally fee. Camping fees will be reimbursed as part of the rally reconciliation process. Members who want to come early and/or stay later should make those arrangements with the Park.

On the first day of the rally, be prepared to assist with check in and spot assignment unless the RV Park is doing it. Welcome the attendees with a **Rally Schedule** and possibly a bag or envelope of brochures and/or flyers that highlight local points of interest and events.

The **Rally Expense and Reconciliation Report** is used to document all expenses incurred for a rally and to determine the amount of reimbursement owed the Wagon Master(s) for out of pocket expenses. Each rally expense should be recorded as a line item on this document. A receipt must be provided for each rally expense. Rally expenses may be paid either by the Wagon Master or by the Treasurer. Rally expenses should never be paid from received cash. The Wagon Master may submit a **Rally Advance Form** to the Treasurer for a cash advance to cover anticipated rally expenses. The cash advance becomes the Wagon Master's money to spend on items for the rally. The cash advance should be recorded on the **Rally Expense and Reconciliation Report** (e.g. "LESS ADVANCE") and will be deducted from any reimbursement due the Wagon Master for out of pocket expenses. A sample report and instructions for completing the report are included as sheets 2 and 3 of the **Rally Expense and Reconciliation Report** Excel document. Camping fees for all nights of the rally plus one additional night if Wagon Masters arrived a day early for rally preparation (payable for at most two Wagon Masters per rally) should be recorded in the "WM CAMPING" column of the **Rally Expense and Reconciliation Report**. If rally fees exactly cover expenses, then the RALLY NET on the **Rally Expense and Reconciliation Report** will be zero.

Once the **Rally Attendees and Income Report** and the **Rally Expense and Reconciliation Report** are complete, email them along with the receipts (either scanned or mailed) to the Treasurer with a copy to the SARC Mentor. Once the reports have been reviewed and approved, the Treasurer will write reimbursement checks for the amount listed on the **Rally Expense and Reconciliation Report**. In the event there is an overpayment of rally fees by participants in the amount of at least \$20.00 per coach, refunds will be issued to rally attendees after final review by the Treasurer and with concurrence of the club President.

Please call or email if you have any questions.

Thanks for hosting and do have fun.

Stephanie Archer, SARC Mentor

WAGONMASTER WELCOME

Alpine Breakfast Guide

Mikey Collins – 50 people/2 breakfasts:

3 cases water
5 dozen Hardboiled eggs
3 - 24 packs yogurt (~12 left over)
6 dozen bagels (~12 left over)
Costco size clamshell grapes
3-4 regular clamshells strawberries
30 pack pastries
Costco Box – Nature Valley bars (too much)
Costco size cream cheese (too much)
2 Large 2-packs Orange Juice (too much)
Butter

Janet Prodanovich – 74 people/ 2 breakfasts:

4 cases: 24 packs (8 oz) water (~ 1 case left over)
4 – 24 pack yogurts (~ 1 24 pack left over)
Costco size clam shell strawberries (4 #'s)
Costco assorted large muffin 6 packs (halved)
3 Vons large assorted fruit bowls (\$16.99/each)
3 1.8 Quart (59 oz) bottles of Orange Juice (~ half bottle left over)
6 dozen bagels (ordered 6 dozen given complimentary free dozen) (~ 20 leftover)
12 6-oz schmears (flavored, whipped cream cheese varieties)
1 - 8 oz tub whipped butter
No Hardboiled eggs to be found – understand they are popular

Susan Vargo ~ 44 people / 3 breakfasts:

3 Orange Juice 59 oz bottles (½ bottle left over)
5 Dozen assorted Bagels (none left)
2 Costco packs of Hardboiled eggs 32 count each (14 eggs leftover)
3 24 Packs of Yogurt (12 left over)
5 Plain whipped cream cheese 16 oz (way too much, only needed 2)
5 Flavored whipped cream cheese 7.5 oz (1 left over)
1 Whipped butter 8 oz (1/4 left over)
2 Large assorted fruit bowls \$16.99 ea (none left)
2 Bags little cuties (1 bag left)
4 Dozen Costco muffins assorted cut in half (1 ½ dozen left)
2 Costco 40 packs of water (none left)
1 Bunch (8) bananas cut in half for one morning (none left)