



San Diego Unit Rally Planning Guide



Scope: This Guide applies to all unit members that wish to host a Unit Rally. Keep in mind that hosting is to be fun and enjoyable, not a burden on yourself. The 2nd VP is ready to assist if you should need help.

Purpose: The purpose of this guide is to assist the Rally Host through the rally planning process. It is not meant to stifle creativity or new ideas, but as a format outlining the minimum requirements for a unit rally and as a memory aide to ensure the basics are not overlooked.

Responsibility: Unit Rally planning is conducted by the Rally Host and is assisted by this guide. The Rally Host can be assisted by Co-Hosts. It is recommended that a Rally Host first act as a Co-Host prior to hosting a rally. Unit Officers will support the Rally Host in regards to funding, advice, working parties, recognition and information.

Procedure:

1) The Rally Host sign up sheet for the next calendar year will be published (and mirrored on the unit website) by the June unit newsletter. Whenever possible first choice requests for a month will be honored but please indicate alternate months.

Also the sign up sheet will be available at the June Luncheon to host or co-host for the coming year. Once you have chosen your hosting date, you must get the information from 1st VP or Secretary regarding the campground location, how many sites reserved, contact person(s) at the campground and campground rules. This will give you the needed information to make your rally plans.

EXAMPLE: Sign up sheet

2008

**Proposed
Rally
Schedule**

	Location	Hosts
Jan 18-20	Potrero County Park	
Feb 15-17	San Onofre Beach, Camp Pendleton, CA	
Mar 19-23	Stagecoach Trails RV Park, Anza Borrego Desert Area	Note: This is a joint rally with the El Camino Real Unit. They expect to attend with at least 25 rigs. Can we match their attendance?!
Apr 18-20	Dos Picos County Park, Ramona CA	Trish & Vince Campanella
May 16-18	Guajome County Park, Oceanside CA	Wright's & Auchter's
Jun 20-22	Lake Morena County Park	Buddy Rally
Jul	International Rally, Bozeman, MT	
Aug 15-17	Unit Picnic/Wm. Hiese County Park, Julian CA	

2) Although the San Diego Unit may travel up to 150 miles for a rally, a majority of Rally Sites should be located in San Diego County. Many active members are not retired and require a site location that can be reached after work on Friday and still allow time for a relaxing weekend. A minimum of 15 RV sites is required for each unit rally. Rally locations with full hook-ups (sewer, water & electricity) are usually the better-attended rally. A meeting facility or clubhouse is also a bonus if available. Reservation or deposit fees can be provided by the Unit Treasurer in advance or can be paid back to the host through rally fees.

The 1st vice President chooses the rally locations for the upcoming year by June of present year. 1st VP is responsible for reserving sites and may have put deposit down already depending on campground. Money for deposit can be obtained from treasurer in advance and is required to be returned to the Unit treasury by the Rally host immediately after the rally. If reservations cannot be made by 1st VP State Park Campgrounds, unit members may be required to make their own reservations. Rally Host may assist in coordinating sites preferences.

3) Liability Insurance may be required depending on the campground. If Insurance is needed please contact WBCCI – Member Services by phone. Allow 2 to 3 weeks for certificate to be emailed or faxed back.

Contact information is:

WBCCI

Cindy Reed, Corporate Manager

Phone: 937-596-5211

FAX: 937-596-5542

Email: creed@wbcci.org

EXAMPLE: Insurance Policy

ACORD CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY)		
PRODUCER (937) 498-4586 Ruese Insurance Agency 100 S. Main, Suite 200		FAX (937) 492-0489		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
Sidney OH 45365-2790		INSURERS AFFORDING COVERAGE		NAIC #		
INSURED Wally Byam Caravan Club International, Inc 803 E. Pike Street P.O. Box 612 Jackson Center OH 45334		INSURER A: Cincinnati Insurance		10677		
		INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E:				
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR ADJ/LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	CPP0881988	3/18/2006	3/18/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	CPA0881988	3/18/2006	3/18/2009	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 0	CPP0881988	3/18/2006	3/18/2009	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$ \$
		EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS \$ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
THE STATE OF CALIFORNIA, THE CALIFORNIA FAIRS INSURANCE AUTHORITY, ANY DISTRICT AGRICULTURAL ASSOCIATION, COUNTY OR CIRUS FAIRS, THEIR AGENTS, OFFICERS, SERVANTS, AND EMPLOYEES ARE MADE ADDITIONAL INSURED, BUT ONLY INsofar AS THE OPERATIONS UNDER THIS CONTRACT ARE CONCERNED.						
CERTIFICATE HOLDER			CANCELLATION			
FOR INFORMATION ONLY			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.			
			AUTHORIZED REPRESENTATIVE			

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Date 1 of 2


4) The rally announcement must be provided to the Newsletter Editor 45 days in advance of the rally date so that it can be included in the previous months unit newsletter. Information should include rally dates, venue location, rally schedule (see example below), any special activities or tours, any restrictions (fires or pets), host contact info, a sign-up form, and rally fees. The Unit Webmaster will also provide space to promote your rally on the internet. Within 10 days after the rally concludes a post-rally report should be provided to the Newsletter Editor for inclusion in the following month's newsletter.

Get together with co-host to make general plan for rally at least 2 months in advance of scheduled rally. This will provide you the information needed to complete a rally announcement to the newsletter. Call or visit to confirm reservations and get details regarding any amenities, clubhouse, cooking facilities to plan menu, and activities. Arrange for tours if advance notice is needed, or scout out the area to plan activities. The host normally collects rally fees. Listed below is an example of Newsletter Announcement.

EXAMPLE: Announcement for Newsletter #1



APRIL RALLY
April 20-22, 2007
Woods Valley Campground
Valley Center, CA



Hosts: Don and Doris Blain and Mike and Terry Scherkenbach

Friday, April 20

1:00 PM Check in begins.
 4:30 PM Happy Hour. Odd numbers bring snacks.
 8:00 PM Taco Bar Dinner

Saturday, April 21

7:00 AM Coffee Available
 8:00 AM Don's Famous Breakfast Burritos
 9:00 AM Business Meeting
 1:00 PM Craft: Some personalize a picnic tablecloth for long-time and/or former members the Nadlers, the Fools, and the Foolsies.
 4:30 PM Happy Hour. Even numbers bring snacks.
 6:00 PM Spaghetti Feed


FEES	
Camping @ \$25/night x 2 nights	\$ 50.00
Food Fee Per Couple	\$ 30.00
Rally Fee Per Couple	\$ 8.00
Total	\$ 88.00

Sunday, April 22

7:00 AM Coffee Available
 8:00 AM Continental Breakfast
 9:00 AM Inspirational
 12:00 PM Check out - Have a safe trip home!

Send your reservation by April 6
 Make checks payable to Terry Scherkenbach
 5575 Shaw Street - Ste 202a, CA 92149. Reservations: (619) 413-8156

Name: _____
 Phone: _____ Length of Reg. _____
 Email: _____



You may want to include directions to the rally for those who may not know where the campground is located.

EXAMPLE: Announcement for Newsletter #2

March Rally – 29 Palms Resort

Coming soon, March 16-18, we will celebrate our St. Patrick's Day March rally at 29 Palms. So far 10 rigs have signed-up. The Schedule will be as follows:

Fri	12noon	Check-in
	4:30pm	Happy Hour –at "Ollie's Leprechaun Lounge" - even numbers bring light snacks
	5pm	Shillelagh Spaghetti dinner at clubhouse
Sat	8:30	Continental breakfast (along side Campanella's rig #6707)
	9:00	Meeting
	12noon	(Lunch and Base Tour may be subject to change)
	4:30pm	Happy Hour – odd number bring light snacks
	5:00pm	St. Patrick's Dinner corned beef and cabbage
	6:00pm	Leave for "Lucky Star Party" at Joshua Tree National Park*
Sun	9:00am	Pancake breakfast at clubhouse
	10:00am	Inspirational
	12noon	Check-out

***IF ANYONE HAS A GOLDEN PASSPORT or AMERICA The BEAUTIFUL Passport, PLEASE BRING IT.** Normally admission is \$15.00 per vehicle to Joshua Tree National Park; however, if anyone in the vehicle (it does not have to be the driver) has a Golden Passport, the vehicle will be admitted for free.

DIRECTIONS TO 29 PALMS RESORT: Take I-15 North. Keep RIGHT to take I-215 North toward Riverside/San Bernardino. Merge onto CA-60 E toward Beaumont/Indio. Merge onto I-10 EAST via the exit on the left toward Beaumont. Merge onto CA-62 East/Twenty-Nine Palms Hwy. Go 40+miles. Turn LEFT onto Adobe Rd. Turn RIGHT onto Amboy Rd. Turn LEFT onto Desert Knoll Ave. < 0.1 miles and turn RIGHT into entrance of 29 Palms Resort.

5) The contents of the Rally Participant Pack (aka 'Goody Bag') is up to the Rally Host but at a minimum should include the rally schedule. The cost of Goody Bag contents is included in the rally fees.

Goody bags, Rally Schedule Examples;

Ideas: few pieces of candy, promos from work or vendors, useful items for trailer, seasonal, holidays stuff, brochures of activities or craft related event for rally.

EXAMPLE: Front Cover of Rally Schedule and Inside is the schedule



Pictures below of Goody Bag



6) Happy Hour has traditionally been at 4PM each day of the rally. Light snacks can be provided by the host or by participants. You can assign participants to bring a snack, usually done by WBCCI number (odd or even).

Each unit member is responsible for providing his/her own beverage. If Host or Co-host chooses to provide beverages this is not to be included in the rally fees.

Happy hour options;

Champagne toast for anniversaries, special occasions, or birthday can be provided by the member(s) celebrating one of the above occasions.

7) Meals can be handled several ways. The host can opt to provide certain meals, which are funded by the rally food fee. The rally host determines the rally food fee, based on the estimated cost of food divided by number of participants. Pot Lucks are an easy alternative way to feed a large group where each course can be assigned to particular participants. The timing and frequency of meals is up to the rally host.

Coffee is provided and is serviced by a separate unit member who is responsible for bringing, making, and storing the unit's coffee pots, coffee and supplies. Host will advise coffee provider information on where and when coffee is to be served.

Menus: Potlucks based on unit members bringing main dish or salad by odd or even WBCCI unit numbers is an easy way to feed large groups. Going out to dinner is an option. Theme Dinners, Mexican or Oriental, Buffet bar: tacos, soups and salads, Sidewalk Café, everyone brings their own meats, host will provide grill or arrange for several unit members to bring grill, camping stove or other cooking devices. Heavy Appetizers is an option as well.

Allow price variance for food cost. Normally members will provide their own setups plates, silverware, cups and napkins.

8) A time must be set aside for the unit meeting. This time is usually Saturday morning after breakfast. However, it can be changed based on the schedule for planned activities. The Unit President will conduct the meeting or next highest officer if the President is not able to attend that month's rally. You should allow approximately 45 minutes to 1 hour for the monthly meeting.

9) Rally fee refunds will be made based on the fairness to the canceling member, the other rally participants and the Unit as a whole. If a replacement is found for the canceling participant, the Host will refund their rally fee. If no replacement is found, the camping fee may be refunded depending on the cancellation policy of the campground. It is the Rally Host's responsibility to notify the campground of a cancellation in a timely manner.

In some cases food has already been purchased and the food fee cannot be refunded. The unit treasury will not be responsible for reimbursing any un-recovered site or food fees.

Be aware if the minimum group rate quota is no longer met due to late cancellations, the increased cost will be deducted from the rally fee of the canceling member.

Notification of cancellations should be in writing: An e-mail confirming any cancellation by the Unit Member must be in writing by the Host to the canceling member. This will confirm that the unit member's cancellation was accepted. The e-mail should also include any charges that were incurred by the canceling member. A copy of the e-mail should be forward to the Co-Host as well. If there is no response by either the Host or Co-Host regarding a Member's Cancellation, it is up to the canceling member to contact the Units 2nd VP for assistance. This should be done ASAP to avoid any misunderstandings.

Example: State Campgrounds Rules for Cancellation

Reservation Fee Information

If you choose to make a reservation, a non-refundable reservation fee of \$7.50 will be included in the total payable. Your credit card account will be charged at the time that the reservation is made. Please allow up to 24 hours for your reservation to be confirmed.

Please be advised that once a reservation has been completed, any subsequent changes to the reservation (including transfers) may be subject to applicable service fees.

If you later choose to cancel an unconfirmed or confirmed reservation, you will be charged a non- refundable \$7.00 cancellation fee even if you have not paid for the reservation. If you cancel after 5:00 PM the day before your arrival date, the campsite fee for one night will be forfeited.

Example: County Campground Rules for Cancellation – San Diego County

AGREEMENT AND REGULATIONS

CANCELLATION POLICY: There is a \$5 charge per site to cancel or change your reservation. All fees will be forfeited if reservation is cancelled less than 30 days before the check-in date. Reservations cancelled with less than 90 days but more than 30 days prior to check in date will be refunded less the first nights fee, reservation fee and a \$5 cancellation fee. Reservations cancelled more than 90 days prior to check in date will be refunded less \$5 reservation fee and a \$5 cancellation fee. All refunds will be credited directly back to specific bankcard used to pay for reservation. If paid by cash or check, only a credit voucher can be issued and will be valid for one year from date of issuance. Reserved sites will be held until 1:00 pm. on the day after the scheduled arrival date. The site will then be available for camping on a first come, first served basis until the next scheduled reservation for that site. Please call 858-565-3600 or if you reside in the County of San Diego call the County toll free number, 877-565-3600 if you need to change your arrival or departure date and/or your site type or site number.

- 10) Budget planner is to be used to determine your overall budget based on expenses for food, rally fees, campground fees, tour fees and deposits. This

template is an excel spreadsheet that can be retrieved from our website and is to be submitted to the treasurer once the rally has ended. If there is a material variance between the amount collected and the actual cost of the rally, the unit members will vote whether to refund overpayments to the rally attendees or request a payment of additional rally fees. Refunds or collections are the responsibility of the rally Host. If the unit members vote to retain overpayments in the unit treasury, the rally host will submit a check made payable to WBCCI – San Diego Unit to the Treasurer. Receipts are not required to be sent with budget planner, however, it is recommended that you retain all receipts for your own records.

EXAMPLE: Budget Planner (This is also available as an Excel File)

Rally Budget Planner San Diego Airstream Unit

Income					
Attendees	Camping Fees	Food Fees	Rally Fee	Event Fees	Total Paid
Terry & Mike Scherkenach	\$ 30.00	\$ 22.00	\$ 4.00	\$ 32.00	\$ 88.00
Kelly & Lisa Crawford	\$ 30.00	\$ 22.00	\$ 4.00		\$ 56.00
Don & Jana Jill Snyder	\$ 30.00	\$ 22.00	\$ 4.00	\$ 32.00	\$ 88.00
Vince & Patricia Campanella	\$ 30.00	\$ 22.00	\$ 4.00		\$ 56.00
Phil & Heather Auchter	\$ 30.00	\$ 22.00	\$ 4.00		\$ 56.00
Dana Class	\$ 30.00	\$ 11.00	\$ 4.00	\$ 16.00	\$ 61.00
Lowell & Beverly Kuhn	\$ 30.00	\$ 22.00	\$ 4.00	\$ 16.00	\$ 72.00
Bill & Cathy Wright	\$ 30.00	\$ 22.00	\$ 4.00	\$ 16.00	\$ 72.00
Dave & Vi Davison	\$ 30.00	\$ 22.00	\$ 4.00	\$ 32.00	\$ 88.00
Dan & Doris Nixon	\$ 30.00	\$ 22.00	\$ 4.00	\$ 16.00	\$ 72.00
Dave & Tracey Turner	\$ 30.00	\$ 22.00	\$ 4.00	\$ 32.00	\$ 88.00
Joe & Anne Thomas	\$ 30.00	\$ 22.00	\$ 4.00	\$ 32.00	\$ 88.00
Ed & Marie Efia	\$ 30.00	\$ 22.00	\$ 4.00		\$ 56.00
Rosco & Krotf	\$ 30.00	\$ 22.00	\$ 4.00	\$ 32.00	\$ 88.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Paid to Host	\$ 420.00	\$ 297.00	\$ 56.00	\$ 256.00	\$ 1,029.00

Actual Expenses of Host					
Camping Expense	\$ 370.00				\$ 370.00
Food & Rally Fee Expense		\$ 307.49	\$ 56.00		\$ 363.49
Winery/Tour Expense				\$ 251.50	\$ 251.50
					\$ -
Total Expenses Paid by Host	\$ 370.00	\$ 307.49	\$ 56.00	\$ 251.50	\$ 984.99
Deposit Paid by Unit	\$ 50.00				\$ 50.00
Total Cost of Rally	\$ 420.00	\$ 307.49	\$ 56.00	\$ 251.50	\$ 1,034.99
Total Net Profit (Loss) From Rally	\$ -	\$ (10.49)	\$ -	\$ 4.50	\$ (5.99)

Balance Due Host - (Unit) \$ (44.01)

NOTE: A Deposit Given Last Year \$ 50.00

Food and Rally Expenses

Pumpkins	\$ 49.50
Boneys	\$ 19.82
Costco	\$ 114.20
Stater Bros.	\$ 11.88
TOTAL	\$ 195.40
	\$ 56.00
	\$ 139.40