

Happy OK Wanderers
Rally Primary Host Information/instructions

The Primary Hosts should and are:

1. Responsible to the members for planning, preparing, organizing, administering and handling the funding for the rally for which they have agreed.
2. Should plan a visit to the Park approximately two months prior to the Rally date. A personal trip may not be necessary if it is a park that the club has utilized for a prior rally and the facilities are known. However, they should contact the Rally site manager and/or the Owner shown on Contract to confirm all items shown on the Contract with the Park and to observe any "Special Conditions" of the park which might need consideration.

Confirmation should include:

A. Number and location of the sites expected to be needed. Also the date that the final number of sites MUST be confirmed by this host to the park. Do verify the maximum number of coach sites that might be available if more than 40 registrations are received.

B. Will the office be assigning camping sites or will you need to be prepared to select and direct members to sites.

C. Confirm rally meeting room to accommodate the number of persons expected, the kitchen equipment needed for your planned meals.

D. Verify the contract terms of fees including rally fees (including taxes), pre-rally and post-rally fees and how they are to be paid, i.e. by member upon arrival, by Treasurer of club, or? Note also to confirm that credit cards are accepted by Park? Note: That if you find anything that does not agree with the contract please contact Second Vice President to assist in any negotiations necessary.

This visit (or phone) also is an opportunity to establish any catered meals or restaurant reservations for the group and the nearest grocery store for obtaining goods before and during the rally. The park owners or hosts can be a valuable asset in learning about local area facilities. A visit to the local Chamber of Commerce or Visitors' Center or their website's (almost all have them now) would help define available activities or any special events during the rally.

3. Rally registration and information must be planned and given to the Secretary at least one month and preferably six weeks ahead of the rally so that she can include the plans and registration in the Newsletter of the club. The Registration and information should be in a form that is digitally transferable, such as .PDF, MS Word doc, or .jpg graphic. The information should contain all the information that members would need to consider attending the rally, such as any pot luck meal, prepaid catered meals, restaurant meals etc.

The registration form should include the name and address of the person to send the fees how many dollars and what the latest date for registration. Also include any deadline for cancellation.

4. Rally fees are \$10 each person for a regular rally. The rally hosts are expected to receive the rally registrations and fees. They are to keep receipts for all rally expenditures, turn the fees collected and the receipts in to the Treasurer at the end of the rally and be reimbursed by the Treasurer for all receipted expenditures. Hosts are not responsible for any overage costs that might be incurred beyond the designated fees but are expect to make every reasonable effort to complete the rally within or very close to the fees specifically collected for the rally.