



Peach State Travelers Hosting Guide



Effective August 2019

The bylaws of Peach State Travelers provide that each member, effective 12 months after joining the Chapter, is responsible for hosting or co-hosting a weekend rally each year. The following guide is provided to answer questions for new members and to serve as a reference to those in long standing with the Chapter.

HOST

The host (can be just one member or couple or comprised of up to three couples/six persons), hereunder referred to collectively as "host". It is highly recommended that the host team have at least one member who has hosted previously to serve as the lead to take advantage of their experience. Hosting is one of the most enjoyable aspects of membership in Peach State Travelers.

HOST RESPONSIBILITY

The host will select a month to be responsible for and advise the Wagon Master of their intention for that month. Once the Wagon Master has checked the schedule, the host will be advised they have the month requested. The host will select the location and campground. The host will contact the campground to ensure the location can support the group (number and size of RV's), negotiate any discounted rates, establish amenities included in the nightly site rate (club house, kitchen, etc.). The host will also develop a theme for the weekend (if any) and set the itinerary. The weekend can be as simple as potluck dinners and sitting around a campfire to visiting local restaurants, going to plays or concerts to touring local historic sites to bowling, train rides, boat rides, festivals...anything you enjoy the members will enjoy, too. This is totally up to the host. An effort is made to visit new locations and to see new things, so if you have an idea or place you would like to visit, let's do it with the club!

HOST FINANCIAL RESPONSIBILITY

A rally isn't intended to be a fund raiser. Instead, it should be looked at as a break-even event. Planning is key to keeping expenses under control. Basically, your total budget is merely the rally fee times the number of people attending. For example, if you have 20 people attending and the rally fee is set for \$10.00 per person, your budget would be $20 \times \$10 = \200.00 to cover your expenses. In the event you collect \$200 and your actual expenses turn out to be \$175, then the host would be reimbursed their out of pocket expense of \$175 and the remaining \$25 would be input into the Chapter treasury. However, using the same example of a \$200 budget and your actual expenses turn out to be \$225, you will be reimbursed the \$200. The balance is considered to be your personal contribution to the weekend at your discretion. In this way, if a host desires to plan a large extravagant gala event, they are within their rights to do so and there is no limit to what you can contribute.

The host should estimate the expected number of members planning to attend a rally. Once this has been completed, the host will then determine what the expense will be for the group and establish a rally fee to cover these expenses. The rally fee can be set anywhere from \$1.00 per person up to \$25.00 per person. The rally fee is required for two reasons, first to reimburse the host for their out of pocket expense and secondly, for FMCA insurance coverage at the rally. Without the rally fee, the event isn't considered "official" for insurance purposes. The host have the option of asking members to mail the fee to them directly prior to the rally or to collect from individuals at the rally.

Items covered by the rally fee:

- Food prepared or catered to the event. This includes all ingredients, juice, tea, paper plates & utensils, etc. It is perfectly acceptable (and is the norm) to ask for the members to bring their own set-ups (plates, utensils, etc) to the meal. Be sure to include this in the agenda.
- Breakfast, lunch or suppers provided by the host. The hosts have the options to include as many meals as they desire and should not feel obligated to provide every meal.
- Table center decorations and prizes (these costs can often be minimized or eliminated by using personal items from home or checking with local businesses and RV centered businesses to donate items for advertisement purposes). Peach State Travelers also provides a supply box containing such items as vinyl tablecloths, salt/pepper, and the Peach State Travelers Banner sign.

Items not covered by the rally fee:

- Dining at local restaurants.
- Admission fees for tours, plays, excursions, etc.
- Camping costs.

The host must keep good records of the members planning to attend and the amount of money collected from each member (including the host as they pay the rally fee, too). This becomes the income for the rally. There may be times when a local business, such a RV dealership or service center, donates money to help with the rally. This should be counted here, too, and helps reduce the Rally Fee amount.

MEMBERS RESPONSIBILITY

It is both a courtesy and an obligation for members to call or email the host to let them know you will be attending the rally and when you expect to arrive. Please do this as far in advance as possible, as the host are planning on "X" number of people and budgeting accordingly. Also, it is important to understand the rally fee is due in full and is not a cafeteria plan. The rally fee is considered "non-refundable", and if you had notified the host your intention to attend, you are responsible for payment of this small fee, even if you are unable to attend as planned.

Every effort will be made to refund the rally fee, provided the funds haven't already been obligated for food, etc. Please understand the host included you in the planning and have set the rally fee accordingly.

POST RALLY RESPONSIBILITY

Immediately following the rally, the host must provide the Treasurer an expense report (Attachment A) of the event. This report will include a full accounting of all funds received from members and any other source such as businesses, gifts, FMCA, etc. This report will also provide a detailed documentation of all expenses supported with receipts of all funds spent. In the event the funds received are greater than the actual expenses spent, the difference will be sent to the Treasurer.

In addition to the accounting responsibility, the host will also provide on or before the 15th of the month of the rally a written summary of the rally to the Newsletter Chair for inclusion in the Newsletter.

Duties of Rally Hosts Summary:

Hosts of each monthly rally shall set the Rally Fee from \$1.00 to \$15.00 per person to cover the costs of food and activities provided by the hosts at the rally grounds. There may also be "pay-as-you-go" meals and activities planned.

Special fees may be collected prior to the rally for crafts, activities, special events (plays, concerts, sightseeing) planned by the hosts, but optional to the members.

One Rally Host serves as Rally Master and shall be in charge of arrangements, safety, and any and all other matters which relate to the physical arrangements of said rally.

Rally Host shall publish an invitation to the rally which includes: dates, name and location of campground, directions from major highway, and planned activities and meal plans at least one month prior to the rally. Invitation shall be sent to the Newsletter Editor and/or to each member and prospect.

The Rally Hosts shall wear nametags while on the rally grounds and while performing their duties. To permit recognition of hosts by incoming motor homes and the membership in general, the Rally Master shall have a sign to identify his/her coach.

The Rally Master shall report attendance at the rally to the Secretary.

The Rally Master shall write a brief summary of the rally, including attendance to be sent to the Newsletter Editor as soon as possible after rally.

The Rally Master shall complete a Rally Expense Report, give all receipts from the rally, and give any unused monies from rally fees to the Treasurer no later than one month after the rally dates.

At Peach State Travelers' Anniversary Rally in April the hosts may choose to have a suitable cake and ice cream furnished at the expense of the Chapter treasury.