BAC RALLY MASTER CHECK OFF LIST

Before Rally Begins

		Check off	Date
Planning	Contact Regional VP to ensure there are no conflicting dates with other BAC events		
Co-Rally Master	Decide on Co-Rally Master and send names to Membership Director Provide a check-off list for Co-Rally Master	_____	_____
Budget	Submit the proposed budget to the regional VP for approval before the rally fee is submitted for publication in Beaver Tales		
AD for Beaver Tales	Prepare text for an ad about the rally. Get VP approval. **Date deadlines for ads in Beaver Tales are January 25, April 25, July 25 and October 25.**	VP _____ BT	_____
Pres. & VP	Ask the President and Regional VP if they will be attending your rally		
Roster	Send the roster to the membership director 90 days before the rally to establish who are 1st timers, 2nd timers and FOB status.		
Rally Bars	Send the rally roster and the request for Rally Bars to the BAC Membership Director 30 days before the start of the rally; receipt of rally bars		_____

After Rally Ends

Rally Report	Within 60 days of the completed rally, Rally Masters are required to forward the completed "BAC Rally Report" and expense receipts for all expenses to the BAC Treasurer. Rally Report goes to VP and President.		
List of Attendees	Send a copy of the final attendance list to the BAC Membership Director		