



BEAVER AMBASSADOR CLUB

RALLY MASTER HANDBOOK

September, 2016
Revised August, 2018

**An addendum for International Rallies is available from your
Regional VP**

BAC RALLY MASTER HANDBOOK

TABLE OF CONTENTS

BEFORE RALLY BEGINS

- **Planning**
- **Rally Master/Co-Rally Master**
- **Visit and Negotiate**
- **Budget**
- **Ad for Beaver Tales**
- **Flyer/Coupon**
- **Registration**
- **Beaver Guests**
- **Confirmation**
- **Rally Bag/Program**
- **Rally Roster and Release of Names**
- **Social Hour**
- **Rally Bars**
- **First Timer Notification**
- **Records/Receipts**
- **Prizes**
- **Insurance**
- **Emergency Procedures**
- **Things to Consider**
- **FOBs and Beaver Guests**

DURING THE RALLY

- **Signage**
- **Welcome**
- **Parking**
- **Early Arrivals**
- **First Formal Gathering**
- **Participation**
- **Sheriff/Donations**
- **Activities Board**
- **Offsite Group Events**
- **Last Rally Event**

After Rally Ends

- **Refunds**
- **Rally Gains & Losses**
- **Rally Report**
- **List of Attendees**
- **Rally Photos**

Specialized Rallies

- **Rolling Rallies**

Attachments

Attachment A - Letter of Confirmation example

Attachment B – Important Emergency Procedures (To be included in each rally bag)

Attachment C– Sample letter from VP to Beaver Guest

Attachment D- Rally Budget Planner –a Microsoft Office Excel spreadsheet

Attachment E - BAC Rally Report - Microsoft Office Excel spreadsheet



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. Provide a copy of this 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 Rally Support Manager 30 days before the rally to establish who are 1 st timers and confirm BAC member status.		
Rally Bars	The bolos, first timer ribbons, dress badges, rally bars, and decals are ordered by the Rally Support Manager from the roster you send.		_____

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	Also within 60 days send a copy of the final attendance list to the Rally Support Manager, noting any changes from the original roster sent.		

BAC RALLY MASTER HANDBOOK

Before Rally Begins

Planning	<p>Start a year ahead whenever possible. The Regional VP has the responsibility to work with the Rally Master from inception to the completion of the rally. If your rally is going to be located in a region other than the one that you live in, that regional VP should be included in your discussions.</p> <p>Discuss your plans and determine if the date and place is acceptable. Your VP has the responsibility of checking with the BAC Rally Coordinator to ensure that there are no conflicting dates. Any rally must provide sufficient time for the BAC's National Director and Alternate National Director to arrive at an FMCA International Rally at least 3 days before the FMCA rally begins, to perform their required duties. This date must be determined on a case by case basis, and you'll need to work with your VP to ensure the BAC representatives to the FMCA can reach the FMCA International Rally in sufficient time.</p> <ul style="list-style-type: none">• A sanctioned rally must have five coaches registered and must last at least two nights. The BAC President can waive the five-coach minimum if the rally has been advertised in Beaver Tales and unforeseen circumstances cause the minimum to fall below five coaches.• A rally cannot be held within 10 days before or after a BAC International rally without approval from the BAC President, unless the rally is rolling to or leading to the International rally.• The BAC will not support or sanction any rally outside the United States and Canada. <p>Decide on the number of coaches, based on what the campground can handle and the constraints of activities, etc.</p> <p>Rallies can include tours, scenic places, educational trips, seminars, festivals, shows and many other activities. Some ideas may center on museums, historic areas, a hobby of your own, etc. Rallies can be as simple or as elaborate as you want them to be. A lower cost rally could include the campground only and could focus on an event or festival where the attendees pay for and attend the events that they choose.</p>
Rally Master /Co-Rally Master	<p>Only one couple (or member) can be called "Rally Masters". Another one couple (or member) assisting the Rally Masters are called "Co-Rally Masters". You <i>must</i> have one CO-Rally master and your Regional VP can help you select one.</p> <p>The Co-Rally Master is an important role, as they are the ones totally responsible to take over the rally, in its entirety, including plans and monies, should something happen to the Rally Master and thus deserve their rally bar. All others are considered "invaluable helpers" or something similar. There will always be exceptions to this rule for a large or complex rally, such as Quartzsite, Albuquerque and do not need approval for this. Check with your VP if unsure. See International Rally Addendum information on those rallies.</p> <p>It is the responsibility for the Rally Masters to communicate to the Co-Rally Masters all information pertaining to the rally during the planning of the rally. Copy the Co RM with all correspondence and make sure they have a copy of the roster, with updates as they occur.</p>

	<p>One, and only one rally fee may be paid by the rally. This may be divided among the rally master, co-rally master and /or volunteers at the discretion of the rally master.</p> <p>Rally Masters receive a rally bar when they have completed their first rally. They do not get additional rally bars for subsequent rallies. The same applies to Co-Rally Master bars. When a Rally Master has given 5 rallies, they receive a special “Silver Beaver” rally bar.</p>
<p>Visit and Negotiate</p>	<p>Desirable amenities of an RV park include:</p> <ul style="list-style-type: none"> • Easy access accommodations for large motor homes with multiple slides, and preferably all sites in one area; • Full hookups (water, electric and sewer) if possible; • 30 AMP electric minimum, if rally does not involve a dry-camping location. (Note: check condition of outlets and power facilities for good ground connections and reliable service. Electric facilities in many campgrounds are poorly wired and underpowered for heavy electric demand); • If site does not include individual sewer hookups, make sure a dump station facility is available that is easily accessible; • WiFi access, cable TV, and “satellite friendly” sites; • Suitable building accommodations for meetings, meals and activities, as needed; • RV Park managers who are accustomed to rally activities; they can be very helpful in recommending caterers and activity events in your rally area; • Check for pet restrictions <p>Ask for a rally rate and complimentary Rally Master site. Determine if the rally rate will apply for early arrivals or those who remain after rally ends.</p> <p>For rally activities, ask for group discounts.</p> <p>Confirm all rally arrangements in writing with anyone providing a service. Reconfirm prior to the rally. Get a written commitment on all RV Park rally arrangements, services and activities. Make sure to include a provision to prevent any annual rate increases, or at least try to cap them.</p> <p>If this is a major rally (say, more than 40 coaches), with many coaches, make sure to send a scanned copy of the contract BEFORE SIGNING IT to Rachel Jochem at FMCA, email rjochem@fmca.com (effective September, 2018). This is to ensure liability issues for BAC and FMCA are addressed. Turn around is about 5 days. When contracts are to be signed with any vendor/campground, stipulate a no cost “back out” date should less than <u> x </u> rigs sign-up or other events beyond your control that would prevent the rally from taking place. Always try to use the vendor’s contract, but if they do not have any form of contract, send them a BAC letter of confirmation, outlining the terms and conditions of the arrangement and requesting their approval on a return copy of the letter. In order to insure that they will return a copy properly approved, enclose a stamped, self-addressed envelope. An example of a letter of confirmation is included as Attachment A.</p> <p>It is very important to follow-up on your reservations on a regular basis prior to your rally date. DON'T ASSUME ANYTHING!!</p>

<p>Budget</p>	<p>The proposed budget must be approved by the Regional VP before the rally fee is submitted for publication in Beaver Tales.</p> <p>A budget must be prepared, using the “BAC Rally Budget planner” as a guideline, (Attachment B) to establish the rally fee. (It is also provided as an Excel spreadsheet). It is a good idea to include a 5-10% contingency fee in the rally fee to take care of unexpected costs. Your budget must include \$5.00 per person for rally bars. If a new spouse/significant other will attend and desires bolos and dress badges, an additional fee of \$20 will be charged. These costs are not for rally expenses but are reimbursed to the club. You will receive an invoice from BAC for these costs. Beaver Guests are to pay an additional \$40 for attending each rally, with the exception of Quartzsite and volunteer rallies. This \$40 goes into the rally’s budget; however, the \$40 may instead be applied to a first-year membership if the guest desires, if the application is submitted and the requirements for BAC and FMCA membership are satisfied at the rally. In this event, the \$40 is paid to BAC by the rally.</p> <p>It is recommended by the Board that you have a separate checking account for rallies and that you add another person authorized to access the account. The rally master must handle and account for all rally monies.</p> <p>When writing your ad for Beaver Tales, if the total cost of the rally is not yet determined, you may request a deposit. Your total rally cost should be in the next Beaver Tales ad or you will need approval from the Regional VP for the delay.</p> <p>If you need money early on, your Regional VP will help you get an advance from BAC. The maximum amount is \$1,000.00 without board approval. The Rally Master should make an ‘Advance Request’ to Regional VP, via email, who approves it and sends it on to the BAC Treasurer. All advances should be repaid as soon as registration fees are received.</p>
<p>Ad for Beaver Tales</p>	<p>Prepare the text for your ad about the rally and review it with your Regional VP. The ad needs to be submitted to the Beaver Tales Editor for inclusion in the magazine early – even a year ahead when possible. Your ad must appear in BT a minimum of two times before your rally. Date deadlines for ads in Beaver Tales are January 25, April 25, July 25 and October 25.</p> <p>Be sure to state the following:</p> <ul style="list-style-type: none"> • Name, date and place of the rally; • Length of rally (number of nights); mention the arrival date and the departure date; single site or rolling, (if rolling, list the beginning and ending points). • Describe the type of hookup and facilities at the RV park; • Briefly describe the planned activities for the rally; Cost for two-person coach and one person coach with additional costs for guests; • Beaver Guests pay an additional \$40. For example, cost of rally for members is \$240 and \$280 for non-members. • Optional: Deadline date for sending in registration (recommended as one month before start of rally); • Clearly indicate the Rally Master’s name, address and telephone number and instructions as to whom the check for the rally fee should be made payable; • Number of openings

Flyer/ Coupon	The Beaver Tales Editor can create a flyer for you with your ad on the upper half and a 'coupon' in the lower half to be handed out at rallies. Contact the Beaver Tales Editor if you would like a flyer emailed to you.
Registration	<p>Registrations must be taken on a first come, first served basis, but in no case before your rally has been published in Beaver Tales, either mailed or online (timed to occur about the same time). Other than mail, registration may be done online or by email, but is not accepted until payment has actually been received by the Rally Master.</p> <p>As a matter of courtesy, ask the President and your Regional VP if they will be attending, and save a spot for them (the BAC Treasurer will be sending you part or their entire rally fee). If the BAC President and Regional VP plan to attend a regional rally, registration should be made before the deadline and an email should be sent by the BAC President or VP (with a copy to the Rally Master) to the BAC Treasurer requesting payment to the Rally Masters.</p> <p>Rally Masters have the responsibility to use check dates, post marks and all other pertinent information to determine the fair order of registration.</p> <p>If the rally master would like to receive online registrations, it can be set up with the BAC Website Manager to include a "register for this rally online" link at the ad on the Rallies area of the BAC website. When filled out, this will generate an email 'coupon' to the rally master. The rally master can then email a reply to acknowledge the registration and give them the address to send their check to.</p>
Beaver Guests	<p>A 'Beaver Guest' is a non-member who attends a rally either as a guest of a member attending that rally, or independently. If there is an issue with a Beaver Guests' attendance at a rally, consult your VP. In addition to the full rally fee, a Beaver Guest pays an additional fee of \$40, which is the cost of membership in BAC. This \$40 may be used to join BAC if the guest desires, meets the BAC and FMCA requirements and the application is submitted before the end of the rally. Obviously, non-members with qualifying coaches should be encouraged to join.</p> <p>Qualifying membership for Beaver Ambassador Club is defined by BAC By-laws:</p> <p><i>a. Membership – Any person qualifying as a regular member in good standing of the FMCA as set forth in its By-Laws, who is the current owner of a Beaver Motor Coach; a former owner of a Beaver Motor Coach; or an owner of a Class A diesel motorhome, recommended by an existing BAC member (with the limitation that no more than 10% of the current membership as of the start of the fiscal year can be proposed for membership during that fiscal year); upon meeting the dues requirements, may become a Member of BAC upon full compliance with all regulations and provisions of its Constitution and By-Laws.</i></p> <p>A Rally Master may make a commitment to a "Beaver Guest" for a space at a BAC rally 30 days after a rally has been initially published in Beaver Tales; or approximately Jan 1, April 1, July 1 or October 1. With the approval of the BAC President, the Rally Master can reserve 10 - 20% of the spaces for Beaver Guests. If space is unlimited, any number of Beaver Guests are welcome.</p> <p>If Beaver Guests are attending independently, the Rally Master may wish to ask a Beaver to serve as a host to the non-member.</p> <p>Beaver Guests may attend as many rallies as they desire, on a space available basis and with a payment of \$40 added to the rally fee each time they attend a rally. Excluding Quartzsite, Indio and any other unlimited parking rally, a BAC member can invite up to two Beaver Guest</p>

	<p>recreational vehicles per rally with the approval of the Rally Master.</p> <p>Any questions should be directed to your regional vice president.</p>
Confirmation	<p>Respond to those registering and acknowledge receipt of their monies via email. This not only assures you have their correct email address but lets them know you have received it. Request a 'reply' to make sure it was received.</p> <p>The response may also include an RV Park brochure, driving directions to the RV Park, website, physical address and similar pre-rally information. Inform those arriving early or staying after what site costs will be. Tell them how to make reservations on their own for dates outside the rally dates. This information can also be sent later on, closer to the rally date.</p> <p>Initially, the Rally Master should verify every registration with the current BAC directory to ensure they are current BAC members. Final confirmation occurs when the Rally Master submits the roster to the Rally Support Manager (see below)</p>
Rally Bag/ Program	<p>A rally bag should contain: Program, BAC Important Emergency Procedures, rally bars, ribbons for first timers and donated items. It's a nice idea to include a pen and notepad. If possible, have the bags and most contents donated to keep the cost down.</p> <p>The program typically has the schedule of events, the roster, menu, a Thank You page for any donations, list of emergency locations (human and pets), history of the area, and any other pertinent or interesting information.</p>
Rally Roster and Release of Names	<p>The Rally Master is responsible for creating and maintaining a rally roster that includes name (both pilot and co-pilot), FMCA number, address, preferred phone number(s), email(s), whether registrants are First Timers or BAC officers. Additionally, for First Timers, make sure you ask what their preferred name and preferred home city and state are for their badges.</p> <p>The information required by the Rally Support Manager, 30 days before the rally is:</p> <ul style="list-style-type: none"> How many total rally bars do you need? Names of First Timers as desired on their badges, and their preferred city and state. If someone indicates this is their second rally, check to make sure they have received a dress badge, and notify the Rally Support Manager if they have not. Include an address where you want the order sent. Wording for your rally bars. The limit is a maximum of two lines, with a maximum 24 characters per line. This includes letters AND spaces Clearly identify the Rally Masters and the Co-Rally Masters Let the Rally Support Manager know if this is your first time doing a rally, or your co-rally masters' first time. <p>You also should notify the First Timer Host (either East or West, depending on where you're holding your rally) with a list of First Timers attending your rally.</p> <p>You might also add interesting information about each attendee such as hobbies, pets, years in the club, etc. This helps to increase social interaction with strangers and new members.</p> <p>It is easiest to do the roster in an Excel spreadsheet where you can sort and keep in alphabetical</p>

	<p>order and update as registrations/payment arrive. Please make sure all names are spelled correctly.</p> <p>FMCA rules strictly prohibit the release of names. Rally roster should include this disclaimer: <i>“Members are reminded that the Constitution of FMCA restricts the use of all FMCA Directory listings, as well as those of Beaver Ambassador Club, to FMCA purposes only. Members may NOT use this list, or permit anyone else to use it for any commercial or personal gain or any promotional mailing which is not directly related to FMCA.”</i></p> <p>If you see anyone abusing this rule, please bring it to the attention of the BAC President.</p>
Social Hour	<p>Social Hour may be scheduled before the evening meal and last no longer than one hour.</p> <p>BAC sponsored cocktail social hours should NOT be held if attendees will be driving to dinner.</p> <p>Cocktail Socials (no-host) should be discouraged if the rally attendees will be driving to dinner.</p> <p>Make an announcement that no animals, other than service animals, are allowed at Social Hour or any food event.</p> <p>Note: See related information in the “Offsite Group Events” section.</p>
Rally Bars	<p>Send the rally roster and the request for Rally Bars to the Rally Support Manager at least 30 days before start of rally. You will be charged \$5.00 for each bar (paid from your rally funds). Providing rally bars for Beaver Guests is optional. Regardless of whether Beaver Guests obtain rally bars or not, they are to pay the full rally fee.</p> <p>Decide on your wording. The limit is two lines and 24 characters maximum allowed for each line including letters and spaces. When the rally bars and rings have been received, tape the two rings to the back of each rally bar and place them in a small zip bag or envelope.</p>
First Timers Notification	<p>The rally roster is sent to the Rally Support Manager a minimum of 30 days before the rally. The RSM will verify which registrants are “First Timers” and which registrants are Beaver Guests, if any. The RSM will email you confirmation; once received, make sure your roster reflects these designations next to the registrants’ names and notify the appropriate First Timer Host.</p> <p>The RSM will mail to you, at your designated mailing address, the First Timer ribbons, bolos, dress badges and decals for each first timer coach. If the East or West First Timer Hostess attends your rally, you may work with them to welcome the first timers. In the alternative, you may do so, or ask another attendee at your rally to welcome them the first night.</p> <p>Note: Beaver Guests may wear first timer ribbons, but obviously, will not receive bolos and dress badges. If you would like first timer ribbons for your Beaver Guests, request them from the RSM. If a Beaver Guest attends a rally, and subsequently joins, they will be first timers at the first rally they attend as Beavers.</p>
Records/	

Receipts	<p>Keep all rally information including contact persons and phone numbers in a notebook or folder. Should a last minute crisis prevent a Rally Master from finishing the rally, these records become critical to the Co-Rally Masters.</p> <p>Always obtain receipts from campgrounds, caterers, restaurants, entertainment, or events with admission fees or facilities costs. Receipts for all items will need to be submitted to BAC Treasurer following conclusion of rally.</p>
Prizes	<p>It is up to the Rally Master to decide whether or not to have door prizes at the rally. Many motorhome suppliers will donate very nice items, if asked to. BAC discourages the use of rally fees to purchase rally prizes.</p>
Insurance	<p>BAC is a chapter of FMCA and FMCA has a liability policy that covers BAC rallies. Information can be found in the FMCA Guide to Risk Management booklet that is provided to all chapter presidents.</p>
Emergency Procedures	<ul style="list-style-type: none"> • Print emergency information sheet on bright paper (Attachment E) • Provide the attendees with: Location and phone number of nearby emergency room and Location and phone numbers for veterinarian and pet emergency clinic • Monitor CB if appropriate (areas with no cell service)
Things to Consider	<p>Many attendees have special needs that should be considered and accommodated in the planning of a rally. Some of these include special dietary needs and handicap or mobility needs. It is a good idea to contact the attendee prior to the rally to confirm the details. For Special Needs, asking how we may assist them is important.</p>

During the Rally

Signage	<p>Are BAC signs needed at park entrance or within the RV park? It may be helpful to have BAC signs at intersections pointing the way to the rally site. Also, each Regional VP has a "Rally Master" banner and a "Welcome First Timers" banner.</p>
Welcome	<p>Will you need greeters to welcome each coach as it arrives at the RV park entrance? The greeters can let the attendees know where registration is located and where to park their coach or where to meet the parking committee.</p>
Parking	<p>Determine whether the RV park handles all parking or if you need volunteers to help park rigs. If full hookups are limited, parking attendees by earliest registration date is preferred.</p>
Early Arrivals	<p>Offer an appropriate welcome to those arriving early with a possible get-together.</p>
First Formal	<p>Introduction of the Rally Masters and Co-Rally Masters should take place during the first gathering. First timers should be recognized and given their bolos, dress badges, first timer</p>

<p>Gathering</p>	<p>ribbons and decals (if they haven't received them in their welcome packet) Also, introduce the BAC officers and review the rally schedule. Leave time to answer any rally-related questions. Beaver Guests are not considered first timers, even if this is their first time attending a Beaver rally. They should certainly be recognized, but they are not technically Beaver First Timers. Many rally masters enjoy asking guests, "Who has attended two-five rallies," or 6-10 rallies and so forth. If time permits, this is always fun to do.</p> <p>Bolo badges are worn at the first evening event of all rallies and dress badges the rest of the rally. It is also customary to allow the first timers to be called for dinner first.</p>
<p>Participation</p>	<p>Be observant of any who may not be participating. Address and try to resolve any underlying problem. Be sure that all attendees have transportation to off-site events. Don't be afraid to ask for help with parking, registration, coffee hour, table moving or any other duties.</p> <p>If you need any volunteers, try to get the First Timers involved.</p>
<p>Sheriff/ Donations</p>	<p>A Sheriff may be appointed to assure that all participants wear their BAC name badges. There is a \$1 fine levied if the Sheriff catches a BAC member without his/her badge. It is customary for the Rally Master to choose a charity to donate the fines to and the donation receipt should have "Beaver Ambassador Club" on it and be sent to the Treasurer.</p> <p>Some rallies have raffles or auctions to raise funds for an identified charity.</p> <p>If a charity is announced as the beneficiary of fines, donations or raffles, any money donated or collected must go to the charity and not used to offset a possible rally loss.</p>
<p>Activities Board</p>	<p>A white board should be displayed at the Rally Master's coach listing the activities for each day and any changes that may come up.</p>
<p>Offsite Group Events</p>	<p>For events away from the campground, give good instructions and detailed maps and encourage car-pooling. Remind attendees to take the roster that has cell phone numbers on it.</p> <p>If the offsite event has alcohol available, regardless of whether the alcohol is provided by BAC or not, you should put a notice in your schedule/program that each car must have a designated driver.</p>
<p>Last Rally Event</p>	<p>Thank the Co-Rally Masters and all of those who helped at the rally. The Regional VP or President usually presents a certificate to the Rally Master and Co-Rally master and rally bars (if applicable) at this time.</p>

After Rally Ends

<p>Refunds</p>	<p>Refunds for those registered <i>but not attending</i> are made at sole discretion of the Rally Master, and except for prepaid activities and rally bars, the cost of which is to be refunded less costs incurred. If you have any questions, check with your Regional VP.</p> <p>Cancellations for good cause, such as illness, accident or inability to attend, received more than two weeks before the rally, should be given refund consideration.</p>
<p>Rally Gains/Losses</p>	<p>It is the Club's policy that rallies should neither make nor lose money. Due to planning a year or more in advance, many times there is a gain when the rally is over. Gains from rallies should be rebated to those attending, or if the gain is too small to reasonably refund a rebate, it should be sent to the Treasurer.</p> <p>Conversely, should a rally sustain an overall loss, it should be reported to the Treasurer. The Treasurer, in consultation with the President and Regional VP, has the authority to reimburse Rally Masters for unforeseen losses or losses beyond their control, up to and including \$1,000. For losses over that amount, the Board of Directors must give their approval.</p>
<p>Final Roster and Rally Report</p>	<p>Within 60 days of the end of rally, a final roster is submitted to the Rally Support Manager, showing any additions or cancellations. Please highlight any changes from the initial roster submitted.</p> <p>A Rally Report must be completed and submitted to the BAC Treasurer, with all the back-up receipts, within 60 days after the end of the rally. Copies of the BAC Rally Report, without the receipts, should also be sent to the Regional VP and BAC President.</p> <p>From the Treasurer: We have made an effort to simplify the rally report</p> <p>The Rally Report form is pretty well self-explanatory. Note that there are instructions alongside many of the lines.</p> <p>Receipts</p> <ul style="list-style-type: none"> • You really must have them for all of the major items, and certainly for any expenditure of \$25 or more. • If you do not have a receipt (e.g., for postage used from your personal stock), put a note in explaining it. • Unless it is obvious from the name of the firm (e.g., a campground or restaurant), put a note on the receipt stating what it was for. • Group the receipts so that the BAC Treasurer can verify that the receipts do in fact support the entries on the rally reports. Probably the best way is to staple the receipts for each line together and put the line number on the group. But if something else works for you, that's fine. • If you copy receipts, please make sure the copies are readable. <p>Charitable contributions</p> <p>Often, rallies donate sheriff's fines and other sums to a charitable organization. It is important that these donations be made in the name of the BAC. There are two ways to do this:</p> <ul style="list-style-type: none"> • Send a check for the donation amount, along with the name and address of the charity to the BAC Treasurer. They will forward the donation to the charity. This is the preferred way to do it, because the Rally Master does not have to bother with following up to make sure the receipt is received and forwarded to the BAC Treasurer. • Make the donation directly in the name of the BAC and send the receipt to the Treasurer. If you are ready to submit the Rally Report and the receipt has not arrived, go ahead and close out the report and send the receipt when it arrives. <p>•</p> <p>Categories</p>

	<ul style="list-style-type: none"> • We really do want you to use the categories on the Rally Report. We've cut down the number of them so that it is less likely that you will have to split a single receipt between multiple categories. • Feel free to add categories if it makes sense for you to do so. For example, if your rally involves significant transportation expenses (e.g., hiring busses to get to events), you might want a category for that. Lines 13b-e are for any extra categories you may want to add. <p>If it is not clear into which category an item falls, it probably does not make much difference which one you choose. (For example, a dinner cruise probably belongs in 'entertainment and admissions', because the entertainment aspect dominates the cost, but you could also put it in 'food'.)</p> <p>Forms</p> <ul style="list-style-type: none"> • The BAC Membership Director will send a Rally Report form with your rally material. An Excel file is provided. (Attachment C) It is most useful for large rallies, probably not necessary for smaller ones. Feel free to use it if you wish. <p>Don't forget to:</p> <ul style="list-style-type: none"> • Attach a copy of the final rally roster.
Rally Photos	<p>Connie Bradish is currently the BAC photo coordinator. As Rally Master, please encourage anyone taking rally photos to send them to Connie so she can add them to the rally photo page on the BAC website. Her email address is bradish@attglobal.net.</p>

Specialized Rallies

Rolling Rallies	<p>Rolling rallies are a little different in that you will be dealing with multiple RV parks. When you schedule your route, a good rule of thumb is to drive no more than 300 miles in a day. Along the way it's nice to spend two nights at a park instead of just one. Your rally fee can include only the campground or you can include meals and activities. You can also pick up attendees along the way. Make sure to communicate to all parks the coach details – number of slides, length, trailer and special needs.</p> <p>Send participants an itinerary ahead of time, listing campgrounds with their physical addresses, email addresses, phone number and dates you'll be there. Also, send a list of names to the RV parks so the managers will know who is expected. Some may arrive before the Rally Master.</p> <p>It's a good idea for the Rally Master to keep the roster with him/her at all times. Be sure that the cell phone number(s) of each attendee is included on the roster, as it will allow communication between each other while caravanning.</p> <p>It is at the discretion of the Rally Masters to determine the most efficient and safest way to run the rolling rally, given the route. Rolling rallies can be designed to stay together, while others may give a wide berth to participants. Some may prefer to give out maps and directions and meet at the destination, allowing total flexibility.</p> <p>SAFETY: Use common sense regarding speed limit, distances between vehicles, etc.</p> <p>Provide each driver with a marked map with a clear route, notes for any scheduled stops for fuel or rest, and a complete description of the destination.</p>
------------------------	---

Attachment A

Sample Confirmation Letter

Bodega Bay RV Park
Atten: Joan Gilliam
65849 Bodega Bay Highway
Bodega Bay, CA 94923

Dear Joan,

This letter is to confirm the Beaver Ambassador Club's rally at your facility on December 1-7, 2018. We are booking 25 spaces, for which I've given you a deposit of \$1,000. The balance will be due upon arrival of the rally members.

The cost of the sites (\$45.00, plus applicable taxes for a total cost of \$51.43) includes a full service 50 amp site, and the use of your clubhouse for eight days during the rally. Two coaches will arrive on November 28th to prepare for the rally.

Thank very much for your help. I particularly appreciate your providing me with all the additional information about the area, and giving me some phone numbers with which to contact the crabbing captain regarding a fishing trip.

See you on the 28th.

Regards,

Natasha Nichols
707-738-7840

Attachment B

IMPORTANT EMERGENCY PROCEDURES

In a life or death situation, call 911

Tell them you are at:
Sunset Campground
North Overflow Lot
Row "U"
Site # _____

Then, call Rally Masters if you can

Rally Masters Jim and Natasha Nichols
Jim's Cell: 707-217-0903 or
Natasha's Cell: 707-738-7840

Co-Rally Masters Jerry and Sharon Pattison
Jerry's Cell: 702-419-7879
Sharon's Cell: 702702-204-1496

Be sure to turn on your headlights or your flashers and blow your horn.

For other emergencies, call your rally master.



Jim and Natasha Nichols
514 America's Way #3700
Box Elder, SD 57719
Jim: 707-217-0903

oneguyinlabor@gmail.com
Natasha: 707-738-7840
nmerkuloff@gmail.com

Attachment C

July 13, 2013

Dear Dorothy and Rick,

It is our pleasure to welcome you to your first Beaver Ambassador Club Rally. Thanks so much for joining us in Rawlins for Cowboy Up! We're excited to meet you. I hope you receive as much pleasure, information, and camaraderie when you attend rallies as I have since joining the club in 2006.

This rally, as all other BAC rallies are open to all BAC members and their guests. BAC has five types of rallies; BAC Regional, BAC International, Rolling, Corporate, and FMCA Regional or International. A BAC Regional rally is a local rally within a certain region. These rallies are the core of our club. You don't have to live in a region to attend a rally there. A BAC International rally normally precedes a major FMCA International Rally and factory service may be at this event. A Rolling rally starts in one place and ends hundreds of miles away and normally at a large BAC Regional or BAC International rally. An FMCA Regional or International Rally is open to all FMCA members and may have thousands of coaches attending; we often include Beaver rallies or gatherings in conjunction with FMCA, and enjoy providing security of the rallies.

Our Cowboy Up! Rally here in Rawlins, Wy is a Regional Rally. Many of us have come from the FMCA International Rally in Gillette prior to rolling into Rawlins. The rally will last 5 days, and we will be serving dinner and breakfast at the campground daily. On Thursday evening, we will be having a live auction to benefit the Soroptimist International of Rawlins' Emergency Womens' Shelter Project. If you like, please feel free to bring something of at least \$25 in value to contribute to the auction. And, come prepared to bid during the auction. Dale Ely, one of the owners of RV World Campground, is a professional auctioneer, so we should have a really good time. There is a rumor that Vanna White will be assisting.

We'll also be touring the Historic Wyoming Penitentiary and the Carson County Museum during the rally. You'll have free time throughout the rally to explore on your own; we'll provide information from the Chamber of Commerce for you. You'll get a rally schedule once you arrive. We will have a welcome social at 4:30pm on Tuesday, the day you arrive at Rawlins. Please bring a light snack to share and your own beverage; chairs and tables are provided.

Once more, we're looking forward to seeing you at Cowboy Up! Western paraphrenalia is welcome.

Sincerely,

Jim and Natasha Nichols