

Four Corners Unit - Rally Planning Guidelines

Rallies are the main activity of our organization. That's what we're all about. The unit sponsors several rallies a year and always welcomes more. If you have never planned a rally, this guideline will give you some idea of what is involved. It's a good idea to attend at least one 4CU rally and recommended that new hosts serve as co-hosts prior to hosting a rally. This will give new hosts first-hand experience of what is expected at a rally and how a variety of details are managed.

Hosts & Co-Hosts - It's highly recommended to enlist a co-host for rallies in order to share the burden of planning and hosting, and as backup in case a situation develops that precludes your attendance.

Board Approval - Please feel free to discuss your rally ideas with one or more Board member for their input. When you have enough details to put together a general rally proposal (dates, venue, venue amenities, rough agenda, costs, etc.) please submit your rally proposal to the Board for review and approval *before* any expenditures are made. If this creates an issue in the reservation process for a given venue, please consult the Board. The Unit will not be responsible for expenditures made prior to approval.

Select a date - Rallies can occur throughout the year. Keep in mind the dates of other events which may impact the attendance of the rally. Allow enough time to handle all of the logistical things to be taken care of.

Select a place - People enjoy variety. It's always nice to visit someplace new as well as returning to old favorites. Potential rally sites should be convenient and offer useful services within a reasonable distance. Dry camping is fine but consider hook-ups, particularly electricity for air-conditioning in warmer seasons. When you have selected a location it is a good idea to have one individual point of contact to work with at the location.

Select a theme - Although a theme isn't necessary for a successful rally, it often adds to the fun both in the planning stage as well as the during the event.

Set a rally price - the rally fee should be based on the activities included and any park use or related costs. Base the price on the number of anticipated participants and the events included. At a minimum, most public facilities will charge a use or permit fee for the use of group areas. While it is not feasible in all cases, it is encouraged that individuals pay their own campsite fees. See the section **Collection of fees** below for more detailed information the financial aspects of a rally.

Promoting the rally - there are several ways to promote the rally. A well-promoted rally will ensure a successful event that will be well attended. Contact the Unit Secretary to have the

rally listed on the WBCCI calendar and in the Blue Beret. The Unit Webmaster will add it to the 4CU website. Submit the details to the Unit Newsletter Editor.

Scope out the site - So there will be no surprises when the event date rolls around, it is a good idea to know a little about the territory. Survey the campsites so you can assist placing anyone with special needs and hold a specific site for them. You don't need to be an expert on the region around the rally site but it is a good idea to know the location of the nearest medical facility, drug store, grocer and other services.

Gather local information - While it is not necessary it's nice to prepare a rally bag for the attendees. This could include some brochures, maps and information for activities if an attendee chooses to do something on their own. In most cases, with a phone call or visit to a local chamber of commerce or visitors bureau you will be supplied with a variety of information at no cost.

Collection of fees - As the rally date draws near you will begin to collect fees (if there are any). International guidelines require that all funds collected be deposited directly to the Unit's bank account with fee checks being made payable to the Four Corners Unit rather than an individual member. The Unit Treasurer will provide unit deposit slips that the host can use to deposit funds collected into the Unit's bank account. At the close of the rally, the host is required to provide the Unit Treasurer with a full accounting of all funds received and all funds dispersed in the planning and execution of the rally. The financial report can be a simple spread sheet or even a simple statement listing the funds collected and the expenditures made. Please keep *all* supporting receipts for items purchased and venue fees paid for the rally and submit with your financial report. The Unit Treasurer will make reimbursements for rally expenses from the Unit's account. The Unit will retain any funds remaining from the fees collected after reimbursements are made.

Insurance - Legal liability is a big issue for organized gatherings like this. Since this is actually an official WBCCI sanctioned event, the WBCCI specifically carries liability insurance for this. If the rally site requires certificate of insurance, we will contact WBCCI and they will arrange to have one provided to the venue.

During the event - Hosting a rally can involve a lot of activity (read this as meaning that it involves some work.) Don't be afraid to solicit volunteers - people love to help. Greet the attendees as they arrive. Be available to offer assistance and answer questions that people may have. Make sure the rally area is left cleaner than when we arrived. Most importantly have fun. That's what rallies are all about.