

Sun City Anthem RV Club **Wagon Master Guidelines**

The activities of the Sun City Anthem RV Club are produced and directed by individual members. These guidelines are meant to assist the volunteer to conduct an enjoyable event for the benefit of the membership. The only hard and fast rule governing an individual Wagon Master is, there are no hard and fast rules. New members are encouraged to partner with a "seasoned" Wagon Master to build upon their confidence to act as their own Wagon Master in the future. Helpful topics are covered below in the form of a FAQ format.

Q. What are the first steps you need to take to schedule a Rally?

A. Contact the club Rally Master to check for available dates. Go through the attached "RALLY CHECK SHEET" to get clear on the details of the Rally. Working with the Rally Master, prepare to promote your trip to the club.

Q. How should you promote your Rally?

A. At regular monthly meetings, on the club website, via email announcements. Ask the Rally Master to assist you in mass emails to the membership.

Q. What is the minimum number of RV's needed to constitute a Rally?

A. Two. Of course, it's always better to have more RV's on the trip, but you should never worry that you won't attract enough RV's to make the trip worthwhile.

Q. How many days should the trip be?

A. A good guideline to follow is the trip should involve at least 3 nights camping. For an outing to a nearby campground two nights may be sufficient.

Q. Can you set a maximum number of RV's on the Rally?

A. Yes. This could be driven by many factors, including limited space in the campground.

Q. Can you propose a Rally in a month that already has a Rally scheduled?

A. Yes. Not every Rally appeals to all members, so yes you can schedule a second Rally in the same month. Be advised, it is a good idea to coordinate with the club Rally Master before planning a second trip. Needed equipment may not be available.

Q. Is there any equipment owned by the club that can help make your Rally a better experience?

A. Yes. Ask the Rally Master for the list of available equipment.

Q. Can we caravan to a Rally as a coordinated group?

A. Caravans are optional. In most cases there won't be a formal caravan. However, that does not preclude a group of members of a specific Rally joining together as a caravan. Sometimes a Rally that relocates every few days will naturally caravan as a matter of convenience.

Q. Should the Wagon Master arrive early and be the last to depart.

A. Yes.

Q. How do you reserve spaces at the campground?

A. Block as many spaces as the campground will allow. Always ask for the date where money will need to be deposited to confirm those space commitments. Use this information when setting deadlines for members to commit money. As a normal policy only one night is paid for to hold the reservation with the members paying the remainder due upon arrival. Have confirming members make out a single day's deposit check to "Sun City Anthem Community Association, Inc.", but mail it to you so that you know who has paid. After depositing those checks with the club treasurer, have the treasurer issue a check for you to mail to the campground.

Q. How do I know what the campground will provide as a part of the space rental?

A. Ask Them. Don't assume anything. Make sure that all of the services advertised are part of the base fee. Always ask, what is an extra charge beyond the base fee? Be on the lookout for hidden fees.

Q. Are pets allowed on club Rally's?

A. Yes they are. Almost all campgrounds have a "leash and pooper scooper" rule that must be adhered to. Pet owners should make sure their pets are will mannered and don't overly disrupt the outing.

Q. If you have associated expenses for the Rally can you get reimbursed?

A. Yes. The club will reimburse miscellaneous Rally expenses up to a maximum of \$10/rig. Receipts must be submitted for any reimbursement claim. These expenses may relate to paper plates, plastic utensils, etc. used in conjunction with that Rally.

Q. What kind of campground does the membership expect?

A. That depends on the type of Rally and what each member wants as an RV experience. Some members can accept dry-camping, others look for full utilities hook-up only. Don't fail to plan a trip because the accommodations are less than "5 Star". Let the individual member decide if what you are providing appeals to them.

Q. Are "joint meals" mandatory?

A. While sharing a common potluck meal is fun and draws the members together it is not required that each Rally has a shared meal experience. You might wish to make the common meal a breakfast or lunch. While joint meals are not mandatory, a daily gathering around the campfire or an afternoon "happy hour" will give you an opportunity for fellowship and a chance to update the attendees on coming events or changes in the Rally.

Q. Can you invite members along on your annual pilgrimage to the "Basket weaving fair" without declaring a "club" rally?

A. Yes. You may invite members along and supplying them with basic info such as the RV Park that you stay in and let them proceed on their own. Once there, informal joint activities will surprisingly materialize.

Q. What if I have questions that aren't answered here?

A. Call the club Rally Master for any further assistance.

Finally, remember that the membership is understanding. Often times on a rally something will not turn out as planned, even with the best of organizing efforts. We all appreciate your best efforts as Wagon Master.

SCA RV CLUB - RALLY CHECK SHEET (questions in no specific order)

- Amount of Deposit?
- Deposit Deadline?
- Full Refund? (before deadline)
- Partial Refund? (after deadline)
- Single Club Contact Person?
- Each Member arranges own space?
- Discount for _____ RV's?
- Different Pricing on Park Spaces? - Drive Thru/Back In
- Check-in Time?
- Checkout Time?
- Maximum RV Length?
- Width of Spaces?
- Depth of Spaces?
- Meeting Room available? Extra Fee?
- Kitchenette Available? Fee?
- Pool or Spa Use? Fee?
- Showers? Fee?
- Pet Restrictions? Breed/Weight
- Extra Vehicles (besides toweds or towing vehicle)
- Maximum Hookup Amperage available? 15/20/30/50
- RV age restrictions?
- RV model restrictions?
- Full Hook? Y/N
- Partial Hookup? - Water/Electric/Sewer
- Grocery Nearby? - Mini-Mart/Grocery Store
- Fuel Nearby? Gas/Diesel/Propane
- Generator Run Hours?
- Campground Contact Person?
- Campground Website?
- Campground local tour assistance?
- Fax or email current contract and rules and regulations
- Campfires Allowed?
- BBQ at each site?
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Questions for members

- Any Guests traveling in a Member RV?
- Any Guest driving their own RV?
- Guest RVer Paid? (\$5 ea)
- Guest Waiver Form Signed before departure?