



# GMC Great Lakers

## Rally Host Guidelines and Refund Policy

Thank you for being our Rally Host! The following guidelines will assist in planning and executing a successful Great Lakers Rally. Should you have any questions along the way, please reach out to the Great Lakers vice president.

### Pre-Planning Checklist

- Select a suitable campground for the rally, making the necessary arrangements with the facility management. Should you have questions, need further guidance or suggestions, contact the vice president.
- Determine the rally start and end dates. Communicate all pertinent rally details to the club vice president and newsletter editor, as early in the year as possible. If there are any co-hosts, provide names and contact information as well.
- Establish the rally structure: activities, field trips, tours, costs, meals and mealtimes, etc. Typically, the club provides (at minimum) a light, continental breakfast (eg, pastries) each rally morning. The host arranges at least one group onsite dinner (eg, catered, potluck, etc.) Feel free to collaborate with the vice president to plan same. Members are expected to bring their own place settings, beverages, drinking glasses, and utensils for on-site meals.
- Establish the rally budget and set the rally participant fees, in conjunction with the vice president and treasurer to assure that costs are appropriate. Campground, catering, and other fee deposits may be requested from the treasurer.

#### Registration:

- As far in advance as possible, submit rally registration information (see form) to the newsletter editor for inclusion in the newsletter and for the flyer creation. This includes site and parking arrangements at the designated campground, arrival, departure, field trip descriptions, costs, and any travel directions.
- Receive rally registration forms and payment from rally attendees via US Mail. Fees are payable to "GMC Great Lakers Motorhome Club, Inc." by the date determined on the registration form. Note: Rally refund requests are to be submitted to the treasurer, for consideration, after the rally (see policy, attached).

### During the Rally Checklist

Upon attendees' arrival, provide copies of a written:

- Rally schedule
- List of attendees, site locations, arrival/departure information
- Local points of interests
- Remind rally attendees to wear their club name badges at all times.
- Make notes of events for the rally article (see "After the Rally Checklist" section):
- If you're not a writer, seek someone at the rally who is, and work with





them to include the following writing prompts as a synopsis of the rally:

- How many GMCs in attendance?
  - How many attendees?
  - Where did you go, what did you see, and what did you do there? How many went? Be sure to photograph any caravans of GMCs attending field trips and/or people on board any of the GMCs!
  - If any special guests joined, please list their full names and their association to the club.
  - Did you play any games?
  - Were any children in attendance? This is a family event. What was there for them to do? Photograph them!
  - Were there bonfires? What was discussed around the campfire?
- Photograph activities whenever possible, as a means of generating future interest for those unable to attend. Feel free to secure a photographer attendee for the weekend if you, as host, are unable to photograph events, or work with other members to photograph and then submit with the summary report newsletter article.

Suggestions:

- • Identify photo subjects and activities (in filename is easiest)
- • Avoid mealtime photographs, even though that's when everyone is together. These types of photographs aren't very exciting. If you do photograph mealtime, get closeups of no more than three people in a group.
- • Avoid photos of people sitting, especially group photos.
- • When attending restaurants, describe what it was like there. Who/ how many went. Take pictures if the restaurant is picturesque, exterior or interior. Group photo op in front of the restaurant. Same applies to any field trips. Photograph what you went to see!
- • Submit photos with your rally article to the newsletter editor.
- Retain receipts of all out-of-pocket expenditures to provide to the treasurer
- Review rally receipts and expenditures with the treasurer before the rally ends and submit documents to the treasurer before payment is expected.

## After the Rally Checklist

Write a rally article for the newsletter and email it, and photos, to the newsletter editor within a week of the rally. Remember that you are trying to engage the GMC Great Lakers newsletter reading audience. Most didn't attend. Make the article interesting for them to read and enticing so they will want to attend the next rally! Avoid jargon and acronyms. Don't assume the reader knows what or who you're writing about. Submit photos with summary report.

The rally article will be included in the next newsletter.





## Rally Refund Policy Updated February 2018

There may come a time when club members who registered for a rally are unable to attend due to unexpected circumstances (eg, coach breakdown, family, health issues, etc). These can sometimes result in late, last-minute cancellations.

Club members, who cannot attend a rally for which they have previously registered, must contact the rally host as soon as possible to receive a refund. There are not a specific number of days prior to a rally that guarantees a club member obtains a rally refund. To be eligible to receive any refund, you must comply with the rally specific refund provisions.

The following factors determine the total amount of a rally refund that may be issued:

1. **Campsite Fees:** If the club rally fee includes payment for the campsite fees, then the refund will be based on the campground's refund policy. Each campground's refund policy is different.
2. **Meals:** Any meals that have already been paid for and/or meal counts that have already been committed for payment to a caterer prior to a cancellation are non-refundable.

Unfortunately, if a rally host has already purchased or committed payment for any other rally costs for activities or supplies prior to receiving a cancellation, these costs are not refundable to the participants (ie, tickets purchased for a group activity or items purchased for rally participants).

Rally hosts will submit all refund requests, which satisfy any of the rally refund provisions, to the club treasurer for final approval and consideration of refund checks. Rally refunds will be issued only after a rally has been completed.