

Rally Hosting Guidelines

Introduction

Members of the Florida Roll'n Gators are encouraged to host a rally or be a member of a rally hosting team.

Rally hosting may be a bit intimidating at first, but it is a very rewarding experience. It also provides a sense of engagement, contribution and belonging toward the club. Rally hosting provides an excellent opportunity to get to know your fellow chapter members.

There are no set rules. Conduct the rally as you see fit taking into consideration the venue and surrounding attractions.

Step 1 Recruit the Team

- a) Pick one or two couples to assist (They can be long time Florida Roll'N Gators friends or new members).
- b) Decide on the Team Captain (This will help in decision making & delegating).
- c) Share email addresses & phone numbers (Communications is critical)
- d) Hold several planning meetings (Can be during a Rally, at a home or restaurant, etc.)
- e) Select one Team member to be the Treasurer (collect registration forms & fees)

Step 2 Determine the Theme

A theme is not necessary but is fun and a good guide for food & decorations.

- a) Time of year (Halloween, Christmas, Valentine, etc.)
- b) World Places (Hawaiian, Mexican, Western, etc.)
- c) Timeframe (20's, 50's, future, etc.)

Step 3 Plan the Agenda

- a) Contact the RV Park if necessary (Introductions, amenities, and activities available, restrictions of clubhouse and kitchen)
- b) Research the Area for things to do (TripAdvisor, Local Tourism Board, Google & Google Maps can be a great help to find locals attractions e.g., museums, theaters, sporting events, parks, etc.)
- c) Decide on evening activities (Games, storytelling, seminars, campfire gatherings, business meetings, talent shows, hired entertainment, etc.)
- d) Contact the Chapter Board to determine whether a Board or General meeting should be included in the agenda. Typically, Board and General meetings are scheduled for Saturday morning.

Step 4 Plan the Meals

- a) How many meals to have? (Historically hosts have provided cooked or continental breakfast, ice cream social, and a cooked dinner. Hosts have the option to have pot-luck meals, picnic meals, brown bag meals, catered meals, or no meals at all).
- b) What kind of meals? (Eat-out, Catered, Potluck, Brown Bag, Grill-out, Host prepared)
- c) Considerations for meals
 - i) Number of people – restaurant and/or clubhouse restrictions
 - ii) Preparation time – Pre-cook or cook-on-site
 - iii) Venue location – proximity to area resources

Step 5 Shopping for Meals, Decorations and Miscellaneous Items

- a) Develop a Budget (This becomes the maximum \$\$ to be spent – Based on the number of attendees, decorations, entertainment. The budget, in combination with the number of attendees will determine the rally fee per member.)
- b) Obtaining the food (Make a detailed shopping list – Be specific on what to buy and how much to buy for your Rally only. Do NOT impulse buy and no stocking the bins)
- c) Shop together or split the duties (meats, desserts, etc.)
- d) Before buying decorations or accessories, check with past hosts for any items you may be able to use.

Step 6 Keep Accurate Records

- a) Keep all receipts for expenses & give to Team Captain for reimbursement.
- b) Complete Expense Report (Be prompt & accurate & attach all receipts)
- c) Submit Expense Report to Club Treasurer (at rally conclusion if possible)
- d) Use the Florida Roll’N Gators Rally Expense Form (It becomes an auditable document)
- e) If receipts contain a mix of personal and rally expenses, indicate those items that are rally expenses.

Step 7 Miscellaneous Considerations

- a) After the last meal & before departing
 - i) Pack the bins carefully – put items in the proper bin & pack items for transportation
 - ii) Collect ALL Florida Roll’N Gators property – American flag, Florida Roll’n Gators Banner, white-board, etc.
- b) Assure all Florida Roll’N Gators property & bins are transferred to the next Rally Host
- c) Leave a clean clubhouse & kitchen – The appearance we leave behind reflects the Florida Roll’n Gators Chapter of FMCA