

Guidelines for SETFC Rally Hosts

*The purpose of the SETFC rallies – **having fun with just a little effort to make it happen!!**
These notes will help make rally hosting an easy task...no stress*

1. Securing a rally site

Identify a campground that can host 20-40 Treks. The winter rally is usually larger and sometimes there have been as many as 80 coaches. The campground should have a discounted campsite price for rallies. The campground should have a building that we can use for meals and gatherings. Again-- count on 40-80 people for the spring/fall rallies and 100-160 people for the winter rally.

The campground should have full-hookups available – 30/50 amp electric service, water and sewer. WiFi access is desirable. WiFi options are either provided free by the campground or fee based public utility.

The building needs to have chairs and tables available to us. A full use kitchen is preferred with refrigerator, stove, microwave which the SETFC can use.

Another factor in selecting a campground is the availability of nearby tourist attractions. Attendees may desire to come early or stay late at the rally so they can visit these attractions. Check to see if the campground will give rally rates for extra days.

A contract will probably be required to be signed with the campground. Check on cancellation policy, number of sites available to the SETFC, and how reservations are made and paid for. It is preferable that individuals make their own reservations & payments to the campground which relieves the rally hosts of problems and complications.

2. Theme

You don't have to, but it is fun if you select a theme for the rally such as Mexican, Western, Hawaiian, old time fun, 50's, etc. Do simple table decorations. Have games and mixers so that everyone will meet everyone. Several suggestions are Name Bingo where you give everyone a piece of paper with a bingo grid and as people meet people have them sign a square. After about 30 minutes, the Bingo begins by calling the names of the attendees. Another mixer is to have everyone write on a 3x5 card a little known fact about themselves and use it to introduce people. Another fun mixer is to have the ladies leave the room, put the chairs in a circle and put the men's shoes in a pile. Have the ladies come back and find her husband's shoes. Have everyone guess the number of jellybeans in a jar. Fun things to do are limited only by your imagination!

3. Committee organization

There should be several people working as co-hosts to make the job easy on everyone. Committees needed are Registration, Parking, Meal Setup, Meal Cleanup, and general setup/cleanup. Depending on your rally you made need other assistance. You need to

have Parking committee help identified either prior to or shortly after arriving at the rally site. All other committees can be filled at the rally by having signup sheets out at registration.

The host(s) should arrive at the rally park at least one day prior to the rally to deal with any last minute issues.

Recognize new members and have name tags for those who forget theirs.

4. Meal Planning

The rally hosts need to decide on what types of meals will be served. Options for breakfast include donuts, sweet rolls, English muffins, bagels, frozen waffles, fruit, cereal, or eggs in a bag. Do make sure you consider special diets for diabetics such as low sugar and those who prefer low fat and of course have healthy foods. The SETFC owns 3 coffee pots – one for decaf, one for regular coffee and one for hot water for tea/hot chocolate/oatmeal. We also own two plastic tubs for other consumables.

Ice Cream socials sometimes are used for a lunch option or a mid afternoon gathering. The cost of the ice cream and toppings are included in the rally price. Depending on the size of the group you may need several 1 gallon containers of ice cream. Make sure you have a sugar free ice cream and sugar free topping. The SETFC owns 2 ice cream scoops.

Dinner options include locating a caterer, identifying a restaurant in the local area that can handle our group, or pot luck. If a caterer is used, this will increase the cost of the rally and you need to know the contract price and what will be provided in the way of food, utensils, plates, beverages, etc. If a restaurant is used, each person pays their own way at the restaurant, thus eliminating additional problems for the hosts.

There is a wide variety of pot luck that can be used. Just be careful of the number of people whom you wish to serve with pot luck. If it is a large crowd, it is a problem if each person takes a sampling of all the foods because there will be nothing left for the people at the end of the line. In a large group it might be useful to have servers to make sure that there is food for all. If the pot luck is the type where everyone brings a dish to share, make sure that you identify how many people the dish should serve and whether you need to designate main entrée, veggies, salads, and dessert.

Another option for the pot luck is to have a salad bar where the rally costs include the salad and dressing and each coach then brings a topping for the salad or hard boiled eggs, or rolls, or dessert. Another option is soup and sandwich whereby each coach contributes a can of soup (not cream or fish style) and it is all mixed together as “hobo” soup. Each person then brings a sandwich, labeled with ingredients, and this is used as the soup and sandwich.

Another option for the entree pot luck is to purchase roasted chicken and have the members contribute dishes to share or combine it with the salad bar.

5. Rally organization

For each evening of the rally there should be a Happy Hour where people bring hors d'oeuvres to share. Once you know the people who are coming, divide the alphabetical list into the 3 nights for Happy Hour (or however many nights that are required) and email all the attendees about the Happy Hour division. For example, A-H on night 1; I-P on night 2; and Q-Z on night 3. Adjust the alphabet per the attendees. Do make sure you communicate with your attendees to tell them if you need them to bring any special food for the rally meals.

Set a registration time for attendees to check in to receive their information packet, sign up on setup/cleanup committees, and pay any outstanding dues. The information packet should include a list of rally attendees & activity schedule. In many areas the local tourist board or visitors center will gladly provide flyers for local attractions.

A rally schedule should be posted in the rally hall for easy reference.

There are two meetings that should be scheduled for sometime during the rally. The business meeting run by the President should have a 2 hour timeframe. The second is Trek Talk which is a question and answer session on any problems with the Treks. There should be one or two moderators for this and a one or 2 hour timeframe should be scheduled.

Other activities could be 1) open house at the coaches; 2) swap meet; 3) seminars given by a SETFC members; 4) demonstration of crafts such as woodworking or basket making; 5) vendor seminar; 6) games; or anything else that would be fun.

Don't feel obligate to pack the schedule with activities for we welcome free time to do our "own things" such as socializing, walking, hiking, kayaking, etc.

Usually during the rally, we have 50-50 tickets to sell whereby all the money is awarded to winning tickets. Sometimes the rally hosts will ask vendors to donate gifts that will be awarded to the attendees as door prizes. Soliciting vendors for these gifts puts another level of effort onto the rally hosts. Another option for prizes is to include 50 cents more in the rally costs and buy simple and cute items from the dollar store/Wal-Mart/etc. Prizes are not necessary for a rally unless the rally hosts wish to do them.

6. Campgrounds where we have had rallies in the past years:

- Park Place RV Park, Flat Rock, NC
- Lakewood Campground, Myrtle Beach, NC
- Lazy Days, Seffner, FL
- KOA Crossville, TN
- Citrus Valley Campground, Clermont, FL
- Huntington Beach State Park, SC
- Great Outdoors, Titusville, FL
- Cypress Gardens, FL
- Fletcher, NC
- Ocklawaha RV Park, Ft McCoy, FL

- KOA, Mt Pleasant, SC
- Clerbrook Golf & RV Resort, Clermont, FL

7. Campgrounds that may be possible for a rally:

- Travelers Rest Resort, Dade City FL
- Nature's Resort, Homosassa FL

8. Campgrounds that may be possible for a rally via Rallycentral@aol.com to make arrangements:

- Southern Palms, Eustis, FL
- Tropical Palms, Kissimmee, FL
- Lake Magic, Clermont, FL
- Sherwood Forrest, Kissimmee, FL
- Harbor Lakes, Port Charlotte, FL
- Winter Qt Manatee, Bradenton, FL
- Sunshine Holiday-Daytona, Ormond Beach
- Sunshine Key, Big Pine Key, FL
- Royal Coachman, Nokomis, FL
- Bulow, Flagler Beach, FL
- Crystal Isle, Crystal River, FL
- Sunshine Travel, Vero Beach, FL
- 1000 Trails Clermont Preserve, Clermont, FL
- Gulf Air, Fort Myers, FL*
- Winter Qt Pasco, Lutz, FL*
- Pioneer Village, North Ft Myers, FL*
- Breezy Hill, Pompano Beach, FL*

*smaller resorts for off season and a more intimate feel

9. Food Planning

Food amounts for a three day rally which provided breakfast and an ice cream social for 75 people is shown below. The listing below gives future rally hosts an idea of food and other miscellaneous items that should be considered in planning a rally. All items were purchased at Wal-Mart except where noted. You will need 3 coffee pots - decaf, regular, and hot water for tea. Decaf coffee was by far the more popular breakfast drink. We found that people wanted fruit and cereal available rather than all pastries. The ice cream social is always a big success and there is little left over.

Amount	Size	Item
4	1/2 gal large	milk
6	box	cereal
2	lb	grapes
30	each	bananas
1	3 lb can	decaf coffee

1	1 lb can	reg coffee
1	25/box	tea bags
3	1 gal	orange juice
144	each	small pastries (6 boxes of 24 each)
24	each	large pastries (4 boxes of 6 each)
2	50/box	Small donuts
2	12/box	Small blueberry muffins
4	6/box	Other pastries from Wal-Mart
		Sugar
		Creamer
5	Gal	Ice cream
1	½ gal	Sugar Free ice cream
2	Each	Toppings
\$400		Estimated cost for 75 people
\$5.33		Estimated cost/person

10. Money Accounting

Records ALL expenditures and keep receipts. Reimburse promptly if refunds are possible. Give the SETFC Secretary Treasurer a final accounting of the expenses and any extra money that may have been collected for the rally.

DRAFT – A Template for Future Rallies – DRAFT

**SOUTHEAST TREK FUN CLUB – Fall Rally 2008
RALLY INFORMATION & REGISTRATION FORM**

WHERE: Park Place RV Park: 503 South Allen Road, Flat Rock, NC 28731 – Telephone: 828.693.3831
Website: <http://www.parkplacervpark.com/>

WHEN: Arrive: Thursday, **September 25** and Depart: Sunday, **September 28**, 2008. Contact the campground directly to make your reservations. Identify yourself as part of the SE Trek Fun Club Rally. Your camping fees will be paid directly to the Park Place RV Park upon arrival.

CAMPING: Full hookups: 30 amp electric service, water and sewer hookups on all sites. The rally fee includes 3 nights of camping and 3 continental breakfasts. Thursday’s evening meal will be pot luck, Friday’s will be dinner at a place to be determined and Saturday’s evening meal will be a pizza party at the campground.

CHECK IN: 12:00 pm to 4:00 pm, Thursday, September 25, 2008

ACTIVITIES: SEMINARS FELLOWSHIP CRAFTS & GAMES
SHOPPING FLEA MARKET PRIZE DRAWINGS

BRING: Snacks for the "Social Hour". (A schedule will be provided at registration)

REGISTRATION DEADLINE: **Monday, September 15, 2008** (NO Refunds after this date.)

YOUR HOSTS: Claire Weston: 352-383-0580
Co-Hosts: Jim and Janice Fisher: 828-437-6635
Dave & Audrey Watkins: 252-721.3051

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**REGISTRATION FORM
S.E. TREK FUN CLUB FALL RALLY
September 25 - 28, 2008**

- You must be a member of the FMCA to attend this rally (insurance purposes).
- Attendees are responsible for paying their own camping fees with Park Place RV Park. The below fee is in addition to the camping fee.
- Contact Claire Weston at (352) 383-0580 for membership in the SE Trek Fun Club.

Rally fee (2 per Coach)	\$20 .00 \$ _____
Rally fee (1 per Coach)	10 .00 \$ _____
Guests in coach	15 .00 \$ _____
	=====
Total Fee	\$ _____

Make check payable to: **SE TREK FUN CLUB (RALLY)** and send with the registration form to: Claire Weston, 620 Sandlake Court, Mt. Dora, FL 32757 – 352.383.0508

Please Print:

Names:

Full Address:

Email: Phone No:

Guest Name(s):

FMCA NO: E-mail address.....