

Wagon Master Duties

- Read and understand the contract. The VP who made the contract will always help answer your questions.
- Contact the RV park and identify yourself as the wagon master
 - o Confirm the following:
 - Arrival and departure dates
 - Cost per rig
 - Deposits made and balance due
 - Roles and responsibilities they expect of you vs. them (for example, some parks require the wagon master to assign spots, most parks require one check for the balance but some collect from each rig directly...)
 - Clarify park policy if there will be more or fewer rigs than the reserved number, and policy for those who plan to arrive before rally dates or stay beyond rally dates
 - Confirm clubhouse access or whether to rent an extra site as a group party spot
 - Stay in routine touch with your RV park contact and be sure that you have and continue to have a meeting of the minds
- Customize the rally application with details for your rally
- Submit the rally application to the club website manager to forward to the club members.
- Prepare an itinerary of activities planned (See Attached Idea List), and provide to members signed up for the rally.
- Make copies of the application and itinerary to hand out at club meetings
- Promote the rally and how much fun it will be at club meetings

- Collect applications and money from club members per the contract. This can be a deposit followed by the balance, or it can be the entire balance at once. Include rally fees to cover additional costs.
- Prepare a budget. Estimate costs for:
 - o Activities – event tickets, cost of provided meals/treats, group meals paid in advance, individual site fees, club house fees (or shared site in lieu of club house), etc.
 - o Consider cost of fuel for propane fire pits – number of nights fire pits will be used, if there are sufficient fire pits, members without fire pits can bring a tank of propane to use with fire pits brought by rally participants; if needed, a collection could be made at the rally for purchasing refills for propane tanks.
- Use a spreadsheet to track all costs, and checks collected. Cost for any activities will be included on the application or paid separately by the member. Specify checks to be made payable to LHRVG – no cash accepted. All checks will be given to the treasurer. Obtain blank checks from treasurer to be used for final payments at the rally (if needed).
- Mail checks to RV park as required by the contract.
- Make a list of attendee names and cell phone numbers and hand out to each rig, noting AED qualified persons, if any.
- Confirm attendees are Club members
- Identify a rally participant that has a current AED certificate, and have them check out the AED machine from the Kilaga Springs lifestyle desk. They will require evidence of certification.
- Prepare an information sheet for the rally including location of park, Wagon Master contact information, grocery stores, medical facilities, emergency contact info, and any other related information (see sample on website),
- Coordinate shared meals.
- Communicate activities at the rally with handouts, white board...
- **Most Importantly.....Have Fun!**