

Wagon Master Duties

- Read and understand the RV Park/Campground 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, some parks require one check for reservations but some collect from each rig directly...).
 - Clarify park policy if there will be more or fewer rigs than the reserved number, when payment is due, policy for those who plan to arrive before or stay beyond rally dates, confirm cancellation policies and include in the rally application form.
 - 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. Include cost for any activities that can be paid with the rally application. Include cancellation policies and due dates. Forward the application to the VP for review before distribution to the club.
- Submit the rally application to the club website manager to forward to the club members. Applications must be sent to ALL club members, not just those who have expressed an interest in the rally.
- 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 to be paid later, or it can be the entire balance at once. Include rally fees to cover additional costs.
 - Wagon Masters can pay fees to RV parks and events by using their personal credit cards or a personal check. Obtain a receipt and request reimbursement from the Treasurer. Include in the spreadsheet (see below).
- If additional activities requiring payments from the rally members are developed after the rally application form is generated, collect payment from rally participants (payable to LHRVG) and submit checks to the Treasurer.
- Prepare a budget. Estimate costs for:
 - 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.
 - 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(s) to track all costs, and checks collected. Specify checks to be made payable to LHRVG – no cash accepted. All checks will be given to the treasurer. Expenses that need to be paid in advance should be paid by the wagonmaster with their personal credit card or personal check (obtain blank checks from treasurer to be used for final payments at the rally only if the venue does not accept personal credit cards or personal checks).
 - Final spreadsheet shall be submitted to the Treasurer at end of rally. Treasurer will perform an accounting of expenses and income.
- 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. If space is available, Wagon Master may allow guests provided they have a RV or are staying at a cabin/cottage/yurt on the grounds.

- Identify a rally participant that has a current AED certificate, and have them check out the AED machine from the Kilaga Springs lifestyle desk. Evidence of certification will be required to check out the machine.
- 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...
- Obtains the LHRVG Club Sign to display at the rally (check prior rally wagonmasters to obtain the sign from them).
- **Most Importantly.....Have Fun!**