

**RED RIVER ROVERS
HOSTS COMMITTEE CHAIRPERSON GUIDE**

Rally: M/Y _____

Committee: _____ **Chairperson**

Attached you will find the necessary information and forms to assist you in hosting your rally. This kit should include the following:

1. Rally Policy
2. Rally Advance Form
3. Rally Income and Expense Report
4. Registration and Agenda Form (Submit to Newsletter Editor)
5. Rally Attendance Form (You may submit a Registration Form that you have entered on your computer. Furnish the Newsletter Editor with a copy and when possible, give all attendees, upon arrival, a copy of your Attendance Roster.)

The Rally is \$15.00 per person.

The Camping Fee is _____ (Park Contract enclosed Y__N__)

Do not make large purchases that the next hosts must carry over for a future rally. Estimate and purchase only the amount of food and kitchen items you might use for your rally. Members should bring their own table service. (Juice cups, desert plates, etc. are the exception)

Where necessary, supervise parking.

Host team should communicate to those in attendance the location of the defibrillator, and the location of the nearest emergency medical facility.

At the end of the rally, provide the Treasurer with the following:

Rally Fees and all other money collected.

The completed Rally Attendance Form and the Rally Income and Expense Form complete with receipts for all expenditures.

Supervise clean up of the meeting room and other facilities used by the club.

Thank you for hostinghave fun with the rally! (BE CREATIVE)

Red River Rover
Second Vice President