

Sacramento Rubber Bums

Assistant Wagonmaster Guidelines

Each member/couple (or single) is expected to host outings on a rotational basis. The month chosen is voluntary within the Wagonmaster guidelines. Typically the outings are held on the second weekend of the month that includes the Friday but can be changed depending on the circumstances. Approval to change from the second weekend should be requested at a quarterly membership meeting. Following is a guide to assist in this venture: **Note:** A form to help you with this total experience is called the "Sign-in-Attendance Form". Obtain the form from the Secretary via Email or ask for one at an outing.

1. Outings officially begin on Friday. Many members choose to arrive on Thursday but the Assistant Wagonmaster is not required to do the same. He should, however, make the Thursday reservations in his initial dealings with the RV location.
2. Prior to selecting a month and location, contact the Wagonmaster to confirm the month is available and have the month reserved for you. The Assistant Wagonmaster then has 30 days to select a location and reserve specific dates. A month can be selected up to 15 months in advance.
3. Select a location (150 miles or less from State Capitol) and find out what facilities are available. Decide what type of meals and activities (if any) you are going to have, i.e. craft projects, horseshoes, washers, beanbag baseball, tours of local area sights, auctions, etc., however it is not necessary to have a planned activity. The Rubber Bums have a great time just kicking back and visiting. If the park or campground requires a deposit to hold your reservations you may obtain up to \$100.00 from the Treasurer for that purpose. Advanced fees are to be reimbursed immediately after the outing.
4. Create a flyer announcing the date and location of the outing **Two Months** before said outing. Post the flyer to the Sacramento Rubber Bums website either yourself or get it to the webmaster/secretary **two months** prior to your outing. It's not required but helpful to distribute a paper copy either via regular mail, email or in person at an outing **two months** earlier. Flyers do not have to be fancy. They just need to provide the facts (date/address & phone number of RV Resort/directions/cost per night/meal plans/activities). Establish a deadline by which members must respond – usually per the RV park request. After the deadline has passed, members wishing to attend are expected to contact the RV Park to make their own arrangements and notify you of the results. **Acknowledge any e-mail responses. Please be courteous to fellow Members and respond either yes or no if you will or will not attending an outing.**
5. Once the deadline for chapter members to respond has passed, any available spots can be opened up to guests. Guests are welcome as prospective members. Guests are also welcome to fill up spaces in order to qualify for discounted rates (typically 10 or more rigs qualify for discounts).
6. Obtain the Flag, Bums Easel sign and various supplies from the previous Assistant Wagonmaster. Provide some type of breakfast goodies for Saturday morning, i.e. fruit, muffins, toast, coffee cake, donuts, ham/eggs/hash browns (just kidding about eggs and potatoes), etc.
7. Introductions of new members, guests, birthdays and anniversaries are announced before we eat at the Saturday night potluck. Guests, birthday & anniversary members

are invited to go through the food line first. If you are uncomfortable making these announcements, one of the officers would be happy to do so for you.

8. Following the outing, submit an article, about your outing, for the website or other members who weren't fortunate to attend, by the following Friday. Again either posting it yourself or get it to the Webmaster/Secretary. She will be happy to post it for you.
9. Finally, don't take this too seriously. Don't make too much work for yourselves and have fun. It's your choice to make it fancy or keep it simple and the Rubber Bums will have just as much fun either way.

Revised 08/ 2019 (nb)