

Sacramento Rubber Bums
Assistant Wagonmaster Guidelines

“How to Host an Outing”

Each non-exempt member/couple (or single) is expected to host outings on a rotational basis. The month chosen is voluntary within the Wagonmaster guidelines. Assistant Wagonmasters should attempt to schedule outings on the weekend of the **second Friday of the month** in order to keep the outings reasonably spaced apart. We acknowledge that this isn't always possible due to holidays and other difficulties making reservations.

Following is a guide to assist in this venture.

1. Prior to selecting a month and location, contact the Wagonmaster to confirm the month is available and have the month reserved for you. A month can be selected up to 15 months in advance, or longer if the schedule is full. The Assistant Wagonmaster should reserve specific dates as soon as the RV park allows and notify the Wagonmaster.
2. When choosing a date, the club has voted to avoid the following holidays that are typically celebrated with friends and family: New Year's Day, Easter, Mother's Day, Father's Day, 4th of July, Thanksgiving, Christmas and New Year's Eve.
3. Outings officially begin on Friday. Many members choose to arrive on Wednesday or Thursday, but the Assistant Wagonmaster is not required to do the same. He or she should, however, make the Wednesday reservations in the initial dealings with the RV location.
4. 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, 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.
5. If the park or campground requires a deposit to hold your reservation you may obtain up to \$100.00 from the Treasurer for that purpose. Advanced fees are to be reimbursed immediately after the outing.
6. If the park or campground requires a fee to use the clubhouse, the club will pay up to \$100 of that cost.
7. Obtain a copy of the Outing Attendance Form from the Secretary to keep track of member reservations and attendance.
8. Create a flyer announcing the date and location of the outing at least **two months** before the outing. Provide the flyer to the Webmaster for posting on the Sacramento Rubber Bums website. Distribute the flyer to members via email or in person at an outing. Flyers do not have to be fancy. They just need to provide the facts (date, address & phone number of RV Resort, 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.***

9. 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).
10. Club members should be considerate of each other and abide by the park's rules. These are usually provided by the park at check-in. If the park provides only one copy to the Assistant Wagonmaster, the AW is then responsible for sharing them with members who attend. Enforcement of park rules is the responsibility of the park. Occasionally a park will have rules that require the AW to handle all rule-breaking issues. In this case, we will accommodate ourselves to the park's requirements.
11. Obtain the raffle tickets from the previous Assistant Wagonmaster. The Assistant Wagonmaster will conduct a 25/25/50 raffle, where 25% of the pot will go to two members (must be from separate rigs), and 50% will go to the club treasury. Expanding the raffle to other items is completely at the discretion of the Assistant Wagonmaster.
12. 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). Breakfast for other days is optional.
13. The club potluck dinner will be held either Friday or Saturday evening, as the discretion of the Assistant Wagonmaster. The AW will bring the main dish and other members will provide the remaining dishes to share. Introductions of new members, guests, birthdays and anniversaries are announced before we eat at the potluck. Guests, birthday, and 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.
14. Bring a copy of the roster to the outing. It contains contact information for all members, plus emergency contact information in case it should be needed.
15. Following the outing, submit the completed Outing Attendance Form to the Secretary.
16. 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.