



## **FCOC RALLY MASTER HANDBOOK**

## **CONTENTS**

<b>TOPIC</b>	<b>PAGE</b>
<b>I. Background</b>	<b>4</b>
<b>II. Purpose – Rally Master &amp; Assistant Rally Master</b>	<b>4</b>
<b>III. Rally Committees and Functions</b>	<b>9</b>
<b>IV. Rally Timeline</b>	<b>14</b>
<b>V. Rally Budget</b>	<b>16</b>
<b>VI. Potential Seminars to Consider</b>	<b>16</b>
<b>VII. Past Rally Masters</b>	<b>16</b>
<b>VIII. Rally Master Motto</b>	<b>18</b>
<b>IX. Appendix</b>	<b>19</b>
<b>a. Sample Registration Form</b>	
<b>b. Sample Rally Schedule</b>	
<b>c. Sample Invitation Letter to Seminar Presenters, together with Confirmation Notice of Attendance</b>	
<b>d. Sample confirmation of attendance</b>	
<b>e. Sample notification of being “wait listed”</b>	
<b>f. Rally filled notification and return of check</b>	

- g. Key Questions for the Rally Master to Consider**
- h. Door Prizes**
- i. RV Park site review**
- j. Rally Budget Form (Excel spreadsheet available)**
- k. Seminar Evaluation Form**
- l. Rally Evaluation Form**

## **I Background**

The FCOC rally is very important to the continued growth of our Club. It is therefore important that the rally is organized to provide the best possible return for the member's investment, and each and every attending member experience fun, fellowship and some knowledge in the process.

FCOC personnel involved in the decision making process of an FCOC rally are:

- The FCOC President
- Executive Vice President
- Treasurer
- Rally Master.
- Assistant Rally Master

The President has the final approval on a rally location, rally site, expenses, and rally fees.

The President will, before signing and giving final approval to any contract between FCOC and a rally park/campground ensure that we include the sentence when signing "on behalf of the FCOC," before submitting the contract to the FMCA for review and approval.

The FCOC rally traditionally has been held following the National FMCA Convention. For travel purposes, it has been a practice that the FCOC rally be held within 300 miles of the FMCA, or one day's travel. However, depending upon availability of rally sites, an extra travel day may be necessary in order to obtain a more attractive location for the FCOC rally.

## **II Purpose**

The purpose of the FCOC Rally Master Handbook is to assist you with the process of planning and conducting a rally, and to provide continuity between rallies and standardize responsibilities.

The two most important positions within a rally organization are the Rally Master and Assistant Rally Master. A description of their responsibilities are as follows:

### **Rally Master**

The Rally Master's primary responsibility is to manage the financial aspects, ensure that the rally schedule he or she developed is accomplished and the operation of the rally goes smoothly. This requires that the Rally Master have complete knowledge of all aspects of the rally, that funds be apportioned in a manner that adequately supports functions such as campground fees, food, and social gatherings at the Freightliner Tent, pins, miscellaneous expenses, and entertainment. It is imperative that the team selected to support the rally is organized to function as one. Changes to any schedules must be discussed with the Rally Master, FCOC President and Executive Vice President before implementation.

A daily meeting hosted by the Rally Master, and attended by the Assistant Rally Master, all assigned Captains and the FCOC Executive Vice President to go over the schedule of the day, and events from the preceding day is recommended.

The Rally Master is the sole individual responsible for establishing the complete rally schedule, e.g., seminars, tours, social hours, meals and the locations and times for all events. While some activities can and are delegated, all activities associated with the rally are the Rally Master's responsibility.

The Executive Vice President in conjunction with members of the FCOC Executive Board will select a location and campground capable of providing the necessary facilities for a successful rally. The Rally Master is the primary contact with the campground. The Rally Master must assure that a contract exists between the campground and the FCOC. The Rally Master may negotiate the terms and conditions with the assistance of a club officer, e.g., President, Executive Vice President or Treasurer. Once the negotiations are completed, either the campground or the Rally Master will prepare the contract for signature. In either event, the Rally Master will submit the contract to the FCOC Vice President, who in turn will submit the contract to FMCA for review and approval. After approval is received from the FMCA, the appropriate FCOC officer, usually the Treasurer, will sign and approve the contract. If required, and requested by the Rally Master, the Executive Vice President shall then secure the necessary Certificate of Liability Insurance from FMCA to cover the events at the rally.

The Rally Master must decide upon a theme for the rally. This theme will be worked into several aspects of the rally such as registration form, rally pins, entertainment and possible the type and style of food offered. As an example, a desert adventure, Hawaiian, homecoming, Mexican, etc. This theme will be advertised in the FCOC newsletter and website together with some activities planned for the event.

It is preferable, but not mandatory, that the rally park have full hook-ups (50/30amp electric, water, and sewer), with cement or paved pads on a level setting (gravel or dirt sites are not preferred). The park should have a large building for meals and entertainment (stage, sound system, and lighting should be checked). If the Rally Park is not providing catering service, there should be a kitchen/serving room for a caterer to serve meals, and some smaller rooms for seminar presentations, Red Hat Social gatherings, and Crafts. If possible, a vendor area should be defined, although this might be the same area as the dining area, so adjustments would have to be made.

The Rally Master shall periodically report the financial status (expected revenue, revenue to date, projected expenses and actual expenses to date) to the President, Executive Vice President, and Treasurer.

The Rally Master should also obtain a cash advance to cover expenses for FCOC Social events from the FCOC Treasurer in advance of the rally date.

The following activities must be accomplished to ensure a successful rally but may not have a dedicated Captain assigned. Again the Rally Master is responsible for these activities and may ask a club member to assist, or do the work him/her self.

- Material for a “welcome package” must be gathered and put together for each coach during the check-in process. Normally, the contents of this bag will contain rally pins, nametags, the rally schedule of events, handouts from the rally park itself indicating layout, services, pet walks, or any

restrictions that may exist, the Chamber of Commerce/Visitors Bureau handouts, nearby attractions, local golf courses, and a rally park visitor pass for car. It is also suggested that a list of attendees be provided and include names, site, home state, and coach make/model. A listing of important telephone numbers, directions to the local Wal-Mart, Sam's, nearby doctors, dentists, veterinarians, etc., is also a useful document for attendees. Last but not least is the Rally Evaluation Form (see appendix 1 for a sample).

- Written invitations must be extended to potential seminar presenters. Provide those invited to the rally with local hotel names, addresses and telephone numbers. If possible, you should attempt to obtain a "special rate" for seminar presenters, entertainers, etc. Ensure that you provide each seminar presenter/entertainer with their presentation date/time in advance of their arrival and ascertain the type of equipment needed for their presentation.
- Pins must be designed and reflect the theme of the rally, location and year, etc. The pins must be ordered at least two months in advance to allow for manufacturing. It is important that sufficient pins be ordered to allow one pin per attendee. There should be extra pins ordered for guests. However, care must be taken not to order too many pins.
- Nametags must be prepared for every attendee. It is suggested that the nametag include the first and last name, the attendee's home state, the type and model of their Motorhome and the location and year of the rally. The person creating the nametags should be prepared to make additional nametags up until the rally starts, as there may be last minute cancellations or additions to the rally. It would be helpful to the Rally Master if the individual making the nametags were a member of the "Greeting" committee, and had a personal computer with printer available. However, this is not always the case.
- A schedule of events needs to be developed and provided to each attendee. If possible, the Technical days of the rally should be held on the first and second full days of the rally, unless of course either day falls on a Sunday. This will allow the major seminar presenters (and vendors if any) to come directly from the FMCA convention and join us at the FCOC National Rally. The schedule should list each day's activities, time, and location. Scheduling should be designed to allow attendees to participate in as many seminars as possible.
  - The Freightliner Appreciation Dinner will be held on the evening of the first technical day. This will allow the managers from Freightliner Custom Chassis Corporation (FCCC) who are in attendance to depart the following day, if they so desire.
  - It has been a practice of handing out raffle/door prizes on the last full evening of the rally, therefore, it is suggested that entertainment not be scheduled on this day.
- Signs need to be posted that direct rally participants from both North and South main roads to the rally site.
- You need to determine if the President of Freightliner Custom Chassis Corporation, Gaffney, SC will be attending the rally and staying at the rally park in an RV. If he will be in attendance, you must ensure that he has a parking site assigned.

The solicitation of door prizes is a task that is important to the success of a rally. However, while it is not necessary that there be door prizes for every coach in attendance, there is some work involved. Sponsors and vendors must be identified and letters written requesting their support. This effort should begin 90-120 days prior to the rally. Subject to the approval of the rally park, consideration should be given to having the sponsors and vendors ship the door prizes to the rally location, an action that must be coordinated with your point of contact at the rally park. (We must be careful when choosing a rally location not to create a conflict with the park, e.g., inviting vendors to sell or provide services that compete with the core business of the Park. This understanding with the rally park must be documented in the contract.) **RECEIPT ALL KINDNESS IN WRITING:** At the conclusion of the rally, it is mandatory that thank you notes be prepared and sent to the donors, the Captains who helped make your rally a success, and to your rally park manager and point of contact.

Seminars are also important for a successful rally. Customary seminars include FCCC, Caterpillar, Allison, Cummins and Michelin. Presenters must be invited. Other frequent seminars have included Fire and Life Safety, Understanding, Monitoring, and Protecting the RV Electrical System, and RV-SEF. Adequate facilities and audio/visual equipment must be provided for each seminar presenter, if needed. Scheduling is important to assure that attendees may attend as many seminars as possible.

- The value of a safety seminar that should not be overlooked is provided by the Recreational Vehicle Safety Education Foundation (RVSEF). The purpose of RVSEF is to assist the RV owner in understanding the various terms used related to weight and load, and to provide information regarding the potential hazards and expense of traveling in an RV when exceeding established ratings for tires, axles, hitches, and the vehicle itself. To schedule RVSEF for your rally, write or call the RV Safety Education Foundation, Inc., 4575 Annette Court Merritt Island FL 32953, Telephone: (321) 453-7673, or by Fax at (321) 453-3853.
- Each seminar should have an evaluation form developed that can be completed and turned into the Rally Master/Assistant Rally Master prior to conclusion of the rally (see Appendix k).

A location for the Freightliner trailer must be reserved within the confines of the rally park, preferably in the immediate vicinity of the FCOC rally group. Depending upon the rally site, a location for the FCOC hospitality tent must also be determined. This is normally near where the Freightliner chassis will be located, although the rally park layout may effect where the chassis is located.

Depending upon the number of vendors and their needs, space must be provided to adequately display their wares. Local licensing, tax requirements and local restrictions should be investigated through the rally park before final approval of any vendor is provided. Agreement should be made with the individual vendor and the rally park whether or not the vendor area will be open to other people from the campground.

- Vendors are expected to pay a fee to the club (discuss this with your FCOC President, Executive Vice President, and/or Treasurer). The Rally Master should also determine if the value of the vendor's participation is such that the vendor(s) should be invited to FCOC social activities and meals.

Entertainment is key to a memorable rally, and the Rally Master must budget for this item. The rally park is usually a good source for identifying local entertainment. The cost of entertainment will determine the quality and quantity of evening entertainment. On occasion, entertainment from the preceding FMCA rally has been used. However, the expense of using one of these entertainers might cause a “bump” in your budget – an issue that should be discussed with your FCOC President, Executive Vice President, and/or Treasurer.

Some rallies will have activities such as games, contests or tours. These activities must be scheduled, transportation provided where necessary, budgeted and lead by the Rally Master. Arrangements must be made in advance with the FCOC Club Treasurer for bills or deposits that will need to be paid in advance of the rally, e.g., bus transportation; food for an arrival hors d'oeuvres meal, hospitality tent expenditures for soft drinks, beer, wine, ice, snacks, etc.

A few years ago, the FCOC inaugurated a raffle to benefit a pre-determined (local) charity. There are a number of ways to handle this matter; you can sell tickets, pull the winning numbers out of a hat for high-value items received from a donor corporation, or divide 50% of the raffle proceeds between the winner(s) and the charity. When you raffle off high-value items, 100% of the raffle proceeds go to charity. The Rally Master will make the decision how the raffle will be held.

Besides representatives of Freightliner, you need to ensure that the FCOC President is aware of any invited guests for the final dinner and that these guests are recognized. At times, the guest list has included the Manager and his wife of the rally park among others.

Additionally, the Rally Master must stay in contact with the FCOC Webmaster to ensure that information pertaining to the rally is up-to-date on the FCOC website.

As mentioned earlier, a daily meeting hosted by the Rally Master and attended by the Assistant Rally Master, all assigned Captains and the FCOC Executive Vice President should be convened to go over the schedule of the day, and events from the preceding day.

### **Assistant Rally Master**

The primary task of the Assistant Rally Master is to support the Rally Master. The secondary task of the Assistant Rally Master is to learn how to manage a rally, as it is normal procedure that an Assistant Rally Master will run the next FCOC rally. The Assistant Rally Master is also responsible for appointing Captains capable and willing to lead the various teams that are integral to the support of a rally. Information will be made available to the individual Captains indicating the names of potential rally volunteers. The Assistant Rally Master must be certain that each Captain clearly understands his or her responsibilities, and ensure that all tasks are completed by the Captains in accordance with the overall schedule.

The Assistant Rally Master will work with the rally site to pre-register attendees by supplying needed information, such as attendee's name, license number of the coach, coach length, car license number, etc. The Assistant Rally Master will also ensure grouping of club officers and rally staff, assign RV parking sites to attending members, ensuring that adequate space is assigned based upon coach length, and work with the Registration and Parking Captain to ensure that members are directed to the assigned site with special care given to those with special needs.

The Assistant Rally Master will work with the campground staff on all matters associated with water electrical or sewer issues, as well as other issues directed by the Rally Master.

The Assistant Rally Master is also responsible for ensuring that space has been reserved for the Red Hat meeting and for vendors.

### **Compensated Rally Fees**

Besides the FCOC President, the Rally Master does not pay any rally fees. The Assistant Rally Master will only pay 50% of the rally fee.

In the event that the Rally Master, Assistant Rally Master, or any of the Rally Captains are required to arrive at the rally location prior to the beginning of the rally the Club will pay for their early arrival camping fees. These early arrival fees are limited to a maximum of two nights camping per individual.

## **III Rally Committees and Functions**

Assembling a team of volunteers who are willing to contribute their time and energy to the success of the rally is your first objective to ensure that you have an outstanding rally and enjoy the responsibility that being a Rally Master presents.

The men and women the Assistant Rally Master select to head the committees are an integral part of a rally planning process. While the Assistant Rally Master will select the Captains for the key positions, it will be the responsibility of each individual Captain to fill their committee with sufficient volunteers to ensure that each and every function within their purview is accomplished in a satisfactory manner, and that no single individual is overworked or stressed in the process.

The following contains function descriptions appropriate for Captains appointed to support an FCOC Rally. While there may be some differences in these descriptions and duties among rallies, it is expected that the differences will not be significant. The goal should be to enlist the best individuals available as Captains and encourage the Captains to enlist as many of their teammates as possible. It is beneficial to the club to engage as many members as possible as this will reduce the amount of work required by any one person and provide a sense of belonging and participation to a greater number of attendees.

These function descriptions also allow potential Captains to understand the requirements for a particular position in order to make an informed decision about the scope and responsibilities of a position prior to accepting the position for which nominated. This document should also reduce the amount of energy required to “re-invent the wheel” for each rally.

Key positions for our FCOC rallies are Parking, Food, Greeters, Hospitality, Activities and Tours, Facilities and Seminars, Safety/Security and Red Hat.

## **Parking**

The primary responsibility of the Parking Captain is to assure that after registering, attendees are safely guided in their assigned site.

Unless there are no specific assigned parking sites within the rally park, the Parking Captain will receive the site assignments from the Assistant Rally Master. Consideration will be made for grouping rally staff and club officers together. Attendees with special access needs must be accommodated. If two or more attendees indicate at the time of registration that they would like to park together, the Parking Captain will make every effort to do so.

- Sites for the hospitality tent, the Freightliner chassis and Freightliner trailer will have been pre-reserved by the Rally Master.

The Parking Captain will coordinate with the Assistant Rally Master to establish parking requirements for the FCOC rally. The Captain must also ensure during the parking process, that assigned sites are of adequate size for the assigned RV.

For attendees arriving prior to the start of the rally, the Assistant Rally Master should make every effort to assure that their assigned site will be the same site that they will occupy for the rally.

The Parking Captain will make provisions to enable each attendee to be directed to their site. Depending on the size of the campground, the manner of direction may differ. Large campgrounds will likely require a team of parkers who will lead each coach, or group of coaches, to their site. In smaller campgrounds, a map with the route and site highlighted may suffice. The Rally Master, Assistant Rally Master and Parking Captain should all agree on the method to be used.

## **Food**

In an ideal situation, a caterer will be hired to provide food for the rally. Historically meals are not prepared by rally attendees. An exception might be a cookout luncheon hosted by club officers and/or the rally committee. Meals are most often either catered and served at the rally campground or provided at a nearby restaurant or club. If meals are served off-site, consideration should be given to driving distance and parking. Pricing must be fully understood and put in writing in advance of any event, and be included in the budget. For example, some caterers charge by the plate while others charge by the number of servings regardless of the number of plates used. The first method means that a plate of pretzels will cost the same as a plate of caviar.

In the event a caterer is not available, the Food Captain has one of the most important functions at the rally. To ensure that he or she has a complete knowledge of the food planning process, the Captain should be requested to assist the Rally Master and Assistant Rally Master planning the menus and budget for the meals.

If meals are catered, there must be a contract with the caterer, which specifies the menu and service time(s). The contract must be clear as to who is responsible for table set-up, linens and decorations. If dinner is served off-site, it must be specified whether the club can serve beer and wine and if the FCOC members can pay for alcoholic beverages through the facility bar. The Food Captain also will need to

determine how leftovers will be handled and special dietary needs met. If special needs cannot be accommodated, the Captain should discuss that fact with the requesting attendee before the event – not during. The Food Captain must also ensure that planned menus are delivered in a timely manner and that special dietary requirements, if requested, can be met.

Please remember that cleaning up after a meal and getting ready for another event that accommodates 300 to 400 people can be a big job.

## **Greeters**

The Greeters are the first people our attendees will meet upon arrival at the rally, and will set the tone for the rally. It is important that the Greeter Captain put the proper team together to reflect the respect, fun and enjoyment we all have together. The Greeter's Captain is responsible for forming a team of people who will perform the following tasks.

- The first task is to assemble the “welcome package”. The Rally Master will have determined the bag contents as well as who will be responsible for obtaining the necessary material. The Rally Master will work in conjunction with the Assistant Rally Master and Greeter Captain to develop a plan for distribution of the “goody bags.”
- As mentioned earlier, it would be helpful to both the Greeter Captain the Rally Master if the individual making the name tags were a member of the “Greeting” committee, and had a personal computer with printer capability available. However, this is not always the case, which means that some badges will be hand-written.
- There are a couple of distribution methods available. If arriving attendees are required to register at the rally park office, a greeter may be stationed there and distribute “welcome package” from that location. If attendees are pre-registered, they can be directed to their site by members of the Parking team, and then return to a pre-determined “welcome site” to obtain their badge and “welcome package.” Both distribution methods will provide control and minimize confusion.
- The Greeters can also be designated as your Games Captains.

The Greeters Captain will cooperate with the Parking Captain to determine where to locate the greeters and signs. At least one greeter should be located by the campground entrance. Signs should be provided to direct attendees into the campground.

## **Hospitalities**

The Hospitalities Captain's first task is to enlist the support of 12-15 volunteers to erect the tent in the location designated by the Rally Master. This effort should take less than one hour. The tent will normally be transported to the rally by a shipping company. The team of Rally Master/Assistant Rally Master/Activities Captain should stay in contact the Executive Vice President to arrange delivery of the tent to the erection site. Please be advised that some heavy lifting is involved in this particular job.

The Hospitalities Captain is responsible for procuring soft drinks, beer, wine, ice, and coolers or tubs for the beer (note: keep all receipts!) using funds provided by the Rally Master. The Hospitalities Captain will

be asked to arrange with a local merchant, e.g., Wal-Mart, for the soft drinks beer, wine, ice and snacks if needed. The Hospitalities Captain should utilize the services of one or two members of his team to provide pick-up and delivery of items to the Hospitality Tent. The Hospitalities Captain is encouraged to form a small team to help him/her. The Hospitalities Captain should also assure that there are a sufficient number of tables for the wine and snacks as well as trash barrels. Two tables will be delivered with the tent. Additional tables, if needed, and trash barrels may be borrowed from rally attendees. Each evening the Captain will assure that trash is picked up and the beer and wine is secured.

The Hospitalities Captain is responsible for assuring that snacks are provided. The Rally Master, Food Captain and Hospitalities Captain should determine whether snacks would be purchased or provided by attendees. If snacks are to be purchased, the Hospitalities Captain is responsible for purchasing them. If snacks are to be provided by attendees, the Captain should solicit volunteers. Different volunteers should be recruited each evening.

One of the final tasks is to return borrowed items, strike the tent and arrange to return it, and the two tables, to the appropriate shipping container. Again, a crew of volunteers is needed. This task should take about one hour and must be completed prior to conclusion of the rally.

The final task of the Activities Captain is to assemble all receipts collected for soft drinks, wine, beer, ice and snacks and to submit them to the Rally Master together with any unused funds. The Rally Master in turn will turn all receipts and funds remaining over to the FCOC Treasurer.

### **Activities and Tours**

There are multiple ways to arrange tours. The Rally Master can develop a tour and advertise the tour as part of the Registration Form, adding a cost of \$10.00 per person to defray the cost of the charter. The Rally Master will arrange for needed transportation on a scheduled time and date, and provide the Activities and Tours Captain with the tour attendance list. It will then be the responsibility of the Activities and Tours Captain to meet the bus, ensure that registered participants are boarded, and send the bus on its way at the scheduled time.

Another method is for the Activities and Tours Captain to develop a list of attractions using the local visitor guide and attractions pamphlets available through the rally site. This information will be placed on a bulletin board in the Freightliner Tent. Individuals who want to participate in any tour will add their name(s) to the sign up sheet. The Activities and Tours Captain will review the lists every morning, appoint a Leader for each tour, establish a departure time, and in most cases, utilize car pools for transportation. Should there be an event where 30 or more people opt for a particular tour, a bus will be chartered by the Rally Master, at a cost of \$10.00 per person to defray the cost of the charter. Tour participants can either pack their own lunch or the group can stop at a restaurant of their choosing.

Where tours are involved, contracts must be made ahead of time to accommodate the tour schedule, and the number of participants involved.

If possible tickets for trips and tours will be allocated as follows.

Each individual signing up for the tour will be registered on the tour list, issued a ticket, and have their ticket number logged against their name.

Depending upon the number of tours/trips or tour spaces available, there may be instances where the pilot and co-pilot may not both be able to attend the same trip, or if they are both selected, both may not be able to attend the tour at the same time. When these circumstances arise, the Rally Master and the Assistant Rally Master will try to assist with putting couples together on the same tour, if possible.

Seats for a tour/trip will be allocated by the drawing of tickets.

The Rally Master will post the names of those selected at least one day prior to the tour or trip being conducted.

Reimbursement will not be provided to any individual who was not selected by the lottery to participate in the tour/trip.

To eliminate any confusion, the Rally Master will include a statement on the rally registration form informing attendees if attendance for any of the planned trips or events is limited, and how participants will be selected.

### **Facilities and Seminar**

The Facilities and Seminar Captain is the liaison between the FCOC and seminar presenters, vendors, and the campground. It is the responsibility of the Facilities and Seminar Captain to ensure that adequate space and facilities including audio/visual equipment are made available to seminar presenters, and that presentation areas are set up and ready according to the published FCOC rally agenda.

- The Rally Master will provide the Assistant Rally Master with the rally schedule, a listing of seminar presenters, and the equipment needed by each presenter. It will be the responsibility of the Assistant Rally Master to ensure that the Facilities and Seminar Captain has a copy of this information and meets with the appropriate point of contact within the Rally Park to have the equipment on site and operational before each seminar is scheduled.
- The Facilities and Seminar Captain will ensure that seminar critique forms are available in all seminars. The Facilities and Seminar Captain will also ensure that a box, properly marked, is available at each breakfast session for deposit of critique sheets.
- The Facilities and Seminar Captain will make daily tours of the rally park/campground and be alert to any obstacles, debris, structures, obstructions, hazards, etc., that could cause injury to an FCOC Member or guest. Any and all hazards will be reported to the Rally Master, who in turn will make the matter known (in writing) to his rally park point of contact, or the rally park manager on duty.

### **Red Hat**

The Red Hat Captain (“Queen Mother”) or her designee, is responsible for the agenda and refreshments associated with the Red Hat meeting. It is the responsibility of the Rally Master to coordinate with the

Red Hat Captain for scheduling of the Red Hat Social, and to include this information in the Rally Schedule.

The Facilities and Seminar Captain will provide a location for the social gathering of the Red Hat.

## **IV Rally Timeline**

Ideally, you should start planning for a rally at least a year ahead of schedule. However, that does not always seem to be the case, so it is necessary to “hit the ground running.” Some of your first tasks should include the following as soon as you have been appointed the Rally Master for a specific rally:

- Select an area for the rally (usually in the general area of the FMCA meeting).
- Create a list of potential rally sites (unless already identified).
- Contact and compare the sites. Make a recommendation to members of the FCOC Executive Board, e.g., President, Executive Rice President and the Treasurer (unless already identified).
- Communicate with the selected park to ensure that adequate space is available, that park facilities (electrical, water, sewer, meeting rooms, seminar facilities, etc.) will be available, and start the contract process.
- Establish rally dates.
- Establish a budget. Provide to FCOC President, Executive Vice President and Treasurer for approval.
- Contact Chamber of Commerce, Visitors Bureau, Rally Park, Sponsors and Vendors for donations to be used as door prizes.
- Develop a Registration Form and send it to Rudy Morris for inclusion in the FCOC website.
- Send a copy of the Registration Form to Bob Smellie for inclusion in the upcoming FCOC newsletter.
- Develop a design that represents the rally theme, and submit to FCOC President, Executive Vice President for review.
- Order Pins.
- Develop a list of potential volunteers (Captains) to head up your committees and contact them.
- Assign your Captains.
- Write letters of invitation to potential seminar presenters.

Because the time of scheduling a rally and getting all necessary actions started is critical to the success of the rally, your next sequence of events involves:

- If no caterer has been hired, establish a schedule of meals by day.
- Establish a menu
- Through the rally park, determine what entertainment is available locally that would enhance your rally theme.
- Contact potential presenters, Freightliner, Cummins, Caterpillar, Michelin, Allison, etc.
- Prepare a broad outline of the agenda for the rally, including outside activities, tours, etc., and send to both the Webmaster and Newsletter Editor together with your Registration Form.
- Contact the rally park, local Chamber of Commerce, Visitors Bureau, etc., for handouts to be included in the “goody bag.”

- Develop your listing of important telephone numbers, doctors, dentists, veterinarians, directions to Wal-Mart, Sam's, etc.
- Communicate with your contact at the rally park.
- Review status of your budget and provide updated information to FCOC President, Executive Vice President and Treasurer.
- Complete your Captain list, and provide all with the position functions.
- Receive rally registration forms and checks from member participants.
- Send confirmation notices as rally registration forms are received.
- Deposit checks received with rally registration forms in FCOC bank account at least weekly.
- Maintain a deposit record that has date of deposit, name of each individual for whom a check is deposited and check amount. Provide a copy of this record together with the deposit slip to the FCOC Treasurer. There should be a running total of deposits made at the top of each deposit slip.

At least one month before the rally:

- Communicate with your contact at the rally park.
- Provide a list of registrations received to date, which should include the appropriate "F" number, attendee's name, city/state, make and license number of the coach, coach length, car license number, etc., to the Assistant Rally Master, who in turn will communicate with the rally park point of contact.
- Communicate with sponsors, vendors, etc., regarding donations for door prizes.
- Review status of budget and provide updated information to FCOC President, Executive Vice President and Treasurer.
- Provide FCOC President, Executive Vice President, Treasurer and Assistant Rally Master with an updated roster.

### **Important**

**WHILE NOT MANDATORY – IT IS RECOMMENDED THAT THE RALLY TEAM ARRIVE AT LEAST ONE, AND IF POSSIBLE TWO DAYS BEFORE THE RALLY.**

It is preferable that the Rally Master, Assistant Rally Master and all Captains' be parked together for ease in communication among the team. (A location near the Hospitality Tent is normal.) A day before the rally is to commence, the Rally Master should have a group meeting to preview upcoming responsibilities and actions, ensuring that everything is ready and in place to receive the FCOC rally members.

- The daily schedule should be displayed at central locations such as the front of the host rig, the dining area, seminar room(s), etc.

### **Final Action**

Following conclusion of the rally, the Rally Master will provide a final report to the FCOC Executive Vice President, which includes status of closing budget, lessons learned, and recommendations for input to the FCOC Rally Planning Guide.

Rally Evaluation and Seminar Evaluation Forms should be gathered and send to the FCOC Executive Vice President who will review, collate and publish the results in an upcoming newsletter.

## **V Rally Budget**

At Appendix H you will see a sheet that can be completed by pencil and calculator. We also have the program available on an Excel Spreadsheet that can be downloaded by using the following link. [Financial Model](#)

## **VI Potential Seminars to Consider**

Presentations by Freightliner, Cummins and Caterpillar are routinely scheduled, and the following list is certainly not all-inclusive, but might give you an idea of a seminar you would like to have conducted.

- Michelin
- Pet care while traveling
- CPR/First Aid
- Security on the road
- Towed Vehicle Braking
- Insurance
- Wireless Communications
- Arts/Crafts
- Tire and weight safety
- Communication while traveling
- Fire and Life Safety
- Monitoring, and Protecting the RV Electrical System
- RV-SEF

## **VII Past Rally Masters**

As we have learned from experience, each rally is different, and you will not always find the answers to all of your questions in this guide. The job of hosting a rally is not easy, but with patience, teamwork, and attention to detail your job will be fun and rewarding.

As an additional aid, we have included a list in this brochure of our past FCOC Rally Masters, who are available to answer any questions you might have, or offer suggestions on how to resolve a problem or issue if that is what you need. The telephone number and/or e-mail address of any of these individuals can be obtained from either the FCOC President or Executive Vice President.

Please note that this list is not all-inclusive. It only contains those names that we could determine from old newsletters. If your name was omitted, please let Ron Sliger know so he can update the master list.

FCOC Rally Master Handbook

Name	Rally Location	Year
Ken and Dottie Hawk	Greenfield, IN	2009
Ed and Lois Schinkle	Greenfield, IN	2009
Pete and Alice Pizzano	Seffner, FL	2009
Bob and Judy Roy Stewart	Seffner, FL	2009
Ron Sliger	Joslin, IL	2008
Steve and Kim Batorson	Joslin, IL	2008
Ron Sliger	Tucson, AZ	2008
Steve and Kim Batorson	Tucson, AZ	2008
Pete and Alice Pizzano	Seffner, FL	2007
Roy and Kathy Hopper	Seffner, FL	2007
Chuck and Ginny Belba	Yakima, WA	2007
Bill and Judy Johnson	Tucson, AZ	2006
Jill and Clint Bauman	Marion, NC	2006
Rick and Donna Kennedy	Marion, NC	2006
Jan Benedetti and Sue Wright	Myrtle Beach, SC	2005
Bill and Priscilla Buck	Myrtle Beach, SC	2005
Larry and Katherine Henley	Gillette, WY	2005
Pete and Martha Palasota	Gillette, WY	2005
Chuck and Donna Samuels	Welches, OR	2004
Laurie and Dean Singer	Welches, OR	2004
Ron and Brenda Sliger	Las Cruces, NM	2004
Katherine and Larry Henley	Las Cruces, NM	2004

## **VIII Rally Master Motto**

**Inspect what you expect!**

## **IX Appendix**

- b. Sample Registration Form**
- b. Sample Rally Schedule**
- c. Sample Invitation Letter to Seminar Presenters, together with Confirmation Notice of Attendance**
- d. Sample confirmation of attendance**
- e. Sample notification of being “wait listed”**
- f. Rally filled notification and return of check**
- g. Key Questions for the Rally Master to Consider**
- i. Door Prizes**
- i. RV Park site review**
- j. Rally Budget Form (Excel spreadsheet available)**
- k. Seminar Evaluation Form**
- l. Rally Evaluation Form**

APPENDIX a. Sample Registration Form

TUCSON ARIZONA FCOC RALLY REGISTRATION FORM

(Registration Deadline \_\_\_\_\_, 2008)

Rally Dates: March 1 through March 4 2008

at

Beaudry RV Resort & Rally Park

5151 S. Country Club

Tucson, Arizona 85706

Toll Free 1-877-694-9176

DATE SUBMITTED: \_\_\_\_\_ DATE RECEIVED BY RALLY MASTER: \_\_\_\_\_

FMCA# \_\_\_\_\_ (Have you updated the FCOC Database within the past three (3) months? If not, do so now.)

Pilot: \_\_\_\_\_

Last Name First Name Name You Prefer on Your Name Tag

Co-Pilot: \_\_\_\_\_

Last Name First Name Name You Prefer on Your Name Tag

Your Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

(Registration confirmations will be sent to the e-mail address listed above, otherwise confirmations will be mailed)

In order to recognize special dates, please indicate any birthdays or anniversaries occurring during the dates of the Rally: \_\_\_\_\_

Do you have any special meal requirements: \_\_\_\_\_

First time at an FCOC Rally? Yes \_\_\_\_\_ No \_\_\_\_\_ Handicap Parking? Yes \_\_\_\_\_ No \_\_\_\_\_

Red Hat Tea: Yes \_\_\_\_\_ No \_\_\_\_\_ Volunteer to help during the Rally? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you volunteer to be a Rally Master or Assistant Rally Master? Yes \_\_\_\_\_ No \_\_\_\_\_

Manufacture of Coach \_\_\_\_\_ Model \_\_\_\_\_ Length \_\_\_\_\_

We have 150 sites reserved with full hook-ups.

Make your check payable to FCOC for \$310.00 and Mail to:

Ron Sliger  
5261 Palomino Drive  
Melbourne, FL 32934-7892  
Telephone: (321) 757-0593

=====cut here =====

I request Freightliner parts for pick-up at Tucson Rally, March 1, 2008

Name: \_\_\_\_\_ FMCA # \_\_\_\_\_

Coach Mfg: \_\_\_\_\_ Model: \_\_\_\_\_ Engine: \_\_\_\_\_

Engine Number, if available: \_\_\_\_\_ VIN Last 6 digits \_\_\_\_\_

Filter Number: Air: \_\_\_\_\_ Oil: \_\_\_\_\_ Fuel: \_\_\_\_\_

Special services desired, time permitting: \_\_\_\_\_

Service Technicians can spend 1 hour on elective service. Be sure to confirm your requested for service upon arrival at the rally park with the Freightliner team.

**APPENDIX b. Sample Rally Schedule**

**Beaudry RV Resort Rally Schedule**

SCHEDULE OF EVENTS

**Saturday, 1 March 2008**

1:00 pm to 5:00 pm To expedite parking, check in will be conducted curb-side at the Beaudry RV Resort. Formal registration will be held in the Tradewinds Room in the resort building all afternoon.

1:00 pm to 5:00 pm Pick up your welcome bag and name tag after registering.  
5:00 pm to 8:00 pm Reception with hot appetizers and no host bar in the Beaudry RV Event Center. There will be a DJ for your entertainment and dancing.

**Sunday, 2 March 2008**

7:00 am to 9:00 am Breakfast buffet in the Beaudry RV Event Center.  
8:00 am Sign up for RV service at the Freightliner truck  
8:30 am to 5:00 pm FCCC technician service  
9:30 am Devotion in the Beaudry RV Event Center  
Noon to 3:00 pm BBQ Lunch in the Beaudry RV Event Center  
3:00 pm Ice Cream Social in the Beaudry RV Event Center  
5:00 pm to 6:00 pm Social hour at the Freightliner Tent

**Monday, 3 March 2008**

7:00 am to 9:00 am Breakfast buffet in the Beaudry RV Event Center.  
8:00 am to 5:00 pm FCCC Technician service on your RV.  
9:00 am to 10:00 am Seminar – Getting to know your Freightliner Chassis in the Beaudry RV Event Center  
10:15 am to 11:15 am Seminar – TBD in the Beaudry RV Event Center  
11:30 am to 12:30 pm Seminar on Understanding, Monitoring, and Protecting the RV Electrical System in the Beaudry RV Event Center – Robert Schneider  
12:30 pm on Lunch on your own. Afternoon free to enjoy Tucson attractions and shopping  
5:00 pm to 6:00 pm Social hour at the Freightliner Tent  
6:30 pm FCCC Appreciation Dinner in the Beaudry RV Event Center

**Tuesday, 4 March 2008**

7:00 am to 9:00 am Breakfast buffet in the Beaudry RV Event Center.  
9:00 am to 10:00 am Seminar – TBD in the Beaudry RV Event Center  
10:15 am to 11:15 am Seminar -- TBD in the Beaudry RV Event Center  
11:30 am to 12:30 pm Seminar – TBD in the Beaudry RV Event Center  
12:30 pm to 6:00 pm Lunch on your own. Afternoon free to enjoy Tucson attractions and shopping  
5:00 pm to 6:00 pm Social hour at the Freightliner Tent

FCOC Rally Master Handbook

6:30 pm

Farewell Dinner with live entertainment

**Thursday, 5 March 2008**

Check out

Weigh by RV-SEF upon departure

Camp Freightliner starts for those who signed up

**Note: FCCC Service Technicians will not be available on Tuesday, 4 March 2008**

**APPENDIX c. Sample Invitation Letter to Seminar Presenters, together with Confirmation Notice of Attendance**

Ronald W. Sliger  
5261 Palomino Drive  
Melbourne, FL 32934-7892  
Telephone: (321) 757-0593

10 November 2007

Ms. Suzie Adcock  
Caterpillar Corporation  
MOS #25  
P.O. Box 610  
Moosville, IL 61552-0610

Dear Ms. Adcock:

Following the FMCA International Rally at Pomona, California in February 2008, the Freightliner Chassis Owners Club will conduct a National FCOC Rally at the Beaudry RV Resort, Tucson, Arizona. Rally dates are 1-5 March 2008, with 3 and 4 March set aside for seminars.

Understanding and prevention are two key elements to maintaining an RV in a safe and good operating condition, which is why technical presentations are an important highlight of our rallies. These presentations provide our members with the latest information relative to their vehicle and are invaluable in helping them to understand the myriad of details needed to maintain their RV in a good condition. It is a fact however that not all RV owners are aware of the many technical idiosyncrasies that reside within their vehicle, which makes all technical seminars even more important.

The FCOC would appreciate having you or your designated representative, attend our rally at Beaudry RV Resort, Tucson, Arizona and make a technical presentation to our rally membership. I am enclosing a self-addressed envelope together with a short questionnaire to ensure that we are prepared to support your attendance, should you agree to attend.

The following information is pertinent to your stay in Tucson:

- There are several hotels near the Beaudry RV Resort. I suggest the Holiday Inn Palo Verde, telephone: (520) 746-1161, the Days Inn, telephone: (520) 747-8988, or the Palo Verde Inn & Suites, telephone (520) 294-5250. When making your reservation, confirm that the hotel you are booking is near the Beaudry RV Resort facility at Country Club and Irvington Road, as all of these hotels have multiple locations.
- On 2, 3 and 4 March 2008 there will be a breakfast buffet from 7:00 to 9:00 am in the Beaudry RV Event Center.
- All technical seminars will be in the Beaudry RV Event Center.

- Should you need to contact the Resort prior to your arrival, the toll free telephone number is 1-877-694-9176.
- We will have a Reception with hot appetizers and No Host bar in the Beaudry RV Event Center on Sunday, 2 March 2008 from 5:00 to 8:00 pm and have two dinners scheduled during the period of the Rally. The first will be the FCCC Appreciation Dinner on Monday, 3 March 2008 at 6:30 pm, and the second dinner will be on Tuesday, 4 March 2008, same time, same location.

In closing, I would like to thank you for accepting our invitation to participate in our FCOC Tucson Rally. Should you require any assistance or additional information, please do not hesitate to contact me. My home telephone is (321) 757-0593, and my email address is [rsliger@cfl.rr.com](mailto:rsliger@cfl.rr.com).

Sincerely,

Ron Sliger  
Rally Master

Copy to:  
President FCOC

=====

## CONFIRMATION NOTICE FROM: Suzie Adcock

YES, I WILL ATTEND YOUR RALLY.

For contact purposes, my cell telephone number is: \_\_\_\_\_

MY ARRIVAL DATE WILL BE: \_\_\_\_\_

MY DEPARTURE DATE WILL: \_\_\_\_\_

A. THE FOLLOWING SUPPORT IS REQUIRED FOR MY PRESENTATION:

- Please specify \_\_\_\_\_
- No support required \_\_\_\_\_

B. I WILL ATTEND THE FOLLOWING DINNER(S):

- Reception on Sunday, 2 March 2008 \_\_\_\_\_
- Dinner on Monday, 3 March 2008 \_\_\_\_\_
- Dinner on Tuesday, 4 March 2008 \_\_\_\_\_

**APPENDIX d. Sample Confirmation of Attendance**

**E-MAIL or LETTER**

**From:** Rally Master  
**To:**

**Subject:** 200X FCOC Rally at \_\_\_\_\_

**Dear Fellow FCOC Member,**

**We have received and processed your rally registration for the \_\_\_\_\_ Rally starting \_\_\_\_\_ and being held at \_\_\_\_\_.**

**If we can provide you any assistance, do not hesitate to contact us. Otherwise, we will see you there.**

**Thank you for your support.**

**Or by e-mail:**

**The following are confirmed for XXXXXX rally:**

- **Jerry XXXXXX**
- **Don XXXXX**
- **Tom XXXXX**
- **Joe XXXXXX**

**See you in XXXXX.**

**APPENDIX e. Sample notification of being “wait listed”**

**E-MAIL or LETTER**

**From: Rally Master**

**To:**

**Subject: 200X FCOC Rally at \_\_\_\_\_**

**Your registration form has been received, but due to space limitations at the Rally Park, we will have to hold your registration form on the “WAIT LIST.”**

**As soon as a spot at the rally becomes available, you will be notified. If we cannot accommodate you at the 200X FCOC Rally at \_\_\_\_\_, you will be notified and your check will be marked “CANCELLED” and returned to you.**

**APPENDIX f. Sample Rally Filled Notification and Return of Check**

XXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXX  
Telephone XXXXXXXXXXXXXXXXXXXX

Date

**MEMORANDUM FOR DISTRIBUTION LIST**

Subject: FCOC Rally, \_\_\_\_\_

Please be advised that all sites at the 200X FCOC Rally at \_\_\_\_\_ RV Resort have been filled. I did not receive a sufficient number of cancellations to get you in to the Rally. As a result, I am returning your check (marked CANCELLED) this date.

While I have been unable to affect your attendance at the \_\_\_\_\_ Rally, please consider attending the "\_\_\_\_\_ Rally" to be held at the \_\_\_\_\_ RV Resort, \_\_\_\_\_ August \_\_\_\_\_. You will find registration information for this Rally in the Xxx Quarter \_\_\_\_\_ Freightliner Flyer Magazine. You can also contact \_\_\_\_\_, the Wagon Master for the "\_\_\_\_\_ Rally" by calling him or her on (\_\_\_\_) \_\_\_\_\_.

Sincerely,

XX XXXXXX  
\_\_\_\_\_ Rally Master

Distribution:

Copy to:

**APPENDIX g. Key Questions for the Rally Master to Consider**

<i>Rally Park Name</i>	<i>Location</i>	<i>Distance from FMCA</i>	<i>Name/Phone Number and e-mail address of POC</i>	<i>Group Rally Rate (including tax) per night for full hook-up, early arrivals and stay-over's</i>
<b>Function</b>	<b>Yes</b>		<b>No</b>	<b>Comment</b>
<b>Distance from FMCA</b>				
<b>Deposit</b>				
<b>Reservation Cut-off Date</b>				
<b>Rally Dates</b>				
<b>Rate per night</b>				
<b>Any Insurance Requirements</b>				
<b>Does the park have sufficient space to accommodate FCOC</b>				
<b>Parking</b>				
<b>Will all FCOC rally participants be parked together</b>				
<b>What type of hookups, and how many of each, e.g., 30-50amp</b>				
<b>Are parking areas concrete, paved, gravel or grass</b>				

FCOC Rally Master Handbook

<b>Can we set a date for the rally master to pre-visit the rally park?</b>				
<b>Is there a facility on site to accommodate up to 400 people (200 coaches) for dinner, presentations, entertainment, devotion, red hat, etc?</b>				
<b>Does the facility have a stage with a sound system?</b>				
<b>Does the rally park have facilities (rooms) that can be used for training, seminars, etc. If so, how large and how many?</b>				
<b>Does the rally park have a location (preferable in the area where all rally participants are located) that can accommodate a freightliner chassis?</b>				
<b>Does the rally park have a location (preferable in the area where all rally participants will be parked) that can accommodate a freightliner tent?</b>				

FCOC Rally Master Handbook

<b>Can we provide our own caterer?</b>				
<b>Does the rally park have a caterer?</b>				
<b>Do we have access to amenities/kitchen?</b>				
<b>Will we have exclusive use or share use of amenities/kitchen?</b>				
<b>Is the electric in the kitchen capable of handling multiple coffee pots or roasting pans?</b>				
<b>Can the rally park provide local entertainment ideas, points of contact?</b>				
<b>Will the rally park provide brochures, maps and clear driving directions for local stores, golf courses, attractions, doctors, dentists, veterinarians, etc. for each attendee?</b>				
<b>Will the rally park provide a list of emergency locations, i.e., hospital?</b>				
<b>Recreation facilities on-site</b>				

FCOC Rally Master Handbook

<b>What is there to see and do in the local area?</b>				
<b>Can the rally park recommend a tour company?</b>				
<b>Can the rally park give us points of contact for group pricing for local events?</b>				
<b>Will the rally park provide a master bill for the rally and individual billing for those rally participants who either arrive early, or remain at the rally park beyond conclusion of the rally?</b>				
<b>Can the rally park provide any ideas that would make our rally more successful?</b>				
<b>Can the rally park suggest a theme for the rally that relates to the rally park itself, surrounding area or attractions?</b>				
<b>What are the rally park restrictions?</b>				
<b>Wireless Internet</b>				

FCOC Rally Master Handbook

<b>Does the rally park allow vendors?</b>				
<b>Can the rally park provide the name and phone number of a Chamber of Commerce POC?</b>				
<b>Are there any other items that should be considered?</b>				

## **APPENDIX h. Door prizes**

### **Where to look in order to identify sponsors for door prizes**

A good place to start looking for vendors who might provide door prizes for your rally are the sponsors shown in the FCOC Newsletter, and the FMCA Magazine. Take a look at the new product(s) listed in the FMCA Magazine, especially those under \$200.00. Since the product is new, there is a good chance that the vendor wants to advertise the product. Do not forget about the Rally Park where the FCOC is being held, local Wal-Mart, Cracker Barrel and Camping World. You should consider calling a potential donor before you send a letter – it could save you some time, and also ensure that your request is directed to the correct individual.

Following is an example of a draft letter requesting a door prize.

Ronald W. Sliger  
5261 Palomino Drive  
Melbourne, FL 32934-7892

10 November 2007

Mr. Steve Squires  
ABC Marketing, Incorporated  
4800 Eastland Drive  
Elkhart, IN 46516

Dear Mr. Squires:

Following the FMCA International Rally at Pomona, California in February 2008, the Freightliner Chassis Owners Club will conduct a National FCOC Rally at the Beaudry RV Resort, Tucson, Arizona. Rally dates are 1-5 March 2008, with 3 and 4 March set aside for seminars. We expect to have approximately 150 coaches in attendance.

The success of any rally depends upon the sponsors and vendors who support the RV industry, and who in turn are supported by the Club membership. The Freightliner Chassis Owners Club (FCOC) is the largest single Club within the Family Motor Coach Association (FMCA) with a membership of more than 6,000. Because we are mobile, our members travel the country far and wide and purchase, use, and discuss the virtues of many products, restaurants, stores, et al. We strongly believe that this communication among our members is integral to the sales success of many businesses and products.

It has been a practice since the first group of RV owners got together at a rally that door prizes be given to those in attendance, and it has been determined that your product would make a wonderful door prize. It would be appreciated if ABC Marketing would donate to the FCOC Tucson Rally one of your Rain Trackers. Should you agree to donate, your product will be recognized at time of award and our membership will be urged to buy it at their first opportunity. We do not guarantee a surge in sales, but do guarantee that this method of advertising cannot help but improve your product sales over a period of time.

Because your product is of high quality and value, it is our intention to raffle the item during the final dinner on 4 March 2008. One hundred percent of the raffle proceeds will be donated to a local charity in Tucson. Your name will be included in the letter forwarding the donation, and you will receive a copy of the letter together with a picture of the winning bidder.

In closing, I thank you in advance for your consideration of my request.

Sincerely,

Ron Sliger  
Rally Master  
5261 Palomino Drive  
Melbourne, FL 32934-7892

Copy to:  
FCOC President

**APPENDIX i. RV Park site review**

**Web site for RV Park site review**

Following is a web site that you can access to obtain reviews on all RV Parks that will assist you in identifying the good from the bad:

[www.rvparkreviews.com](http://www.rvparkreviews.com)



FCOC Rally Master Handbook


**APPENDIX k. Seminar Evaluation Form**

Technical Presentation:

Presented By:

Date:

	<b>Yes</b>	<b>No</b>	<b>Comment</b>
Have you attended this presentation before? If yes, how many times?			
Did you attend the presentation to learn about a specific issue? What was it?			
Were you able to have your issue addressed?			
Did you learn anything new from this presentation?			
Was the presentation interesting?			
Was the handout material provided for the seminar informative?			
Were you able to hear the presenter, and if a projection screen was used, were you able to see the presentation clearly?			
Did you have an opportunity to talk with the Presenter following the session, and was your discussion informative?			
Is there any additional subject you would like to have included in the presentation?			
Are there any other seminar(s) you would like to see offered?			
Would you recommend this seminar to others?			

Do you have any suggestions that could improve the content of either the handout or the presentation?			Please use reverse side of this form for your comments
---	--	--	--

**APPENDIX 1. Rally Evaluation Form**

<b><i>FCOC Rally Evaluation Form</i></b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Your Comments</b>
Did you attend the FMCA International Convention prior to this rally	<b>Yes</b> ___ <b>No</b> ___				
If you <b>did not</b> attend the FMCA International Convention, was there a particular reason you did not attend?					
<b>PLEASE RATE THE FOLLOWING</b>					
Overall Rally Park facilities					
Your site					
Meeting rooms, dining facilities, restrooms, grounds, etc.					
Happy Hour					
Meals					
Entertainment					
Rally gifts and door prizes					
Overall rally agenda					
Any tours you might have taken provided by the rally					
Technical seminars?					
Did you or your spouse play any games? Circle One	<b>1 Played</b> <b>No</b> <b>Both Played</b>				
Did you receive adequate information prior to the rally?	<b>Yes</b> ___ <b>No</b> ___				
Was the rally worth what you paid?	<b>Yes</b> ___ <b>No</b> ___				

FCOC Rally Master Handbook

What did you like best about our rally?	
What did you like the least about our rally?	
What could we have done better or changed to have made the rally more informative, fun and entertaining for you?	

Please use the reverse side of this form for your thoughts.