



NORTH WEST TREK FUN CLUB

Rally Check List

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Rally Name	
Rally Date	
Rally Location	

Wagon Master Duties

Done	Item	Due By	Notes
<input type="checkbox"/>	Identify site for rally		
<input type="checkbox"/>	Send dates and location to club rally coordinator for approval		
<input type="checkbox"/>	<u>After</u> approval, negotiate site price		
<input type="checkbox"/>	Obtain refund policy information, insurance requirements, penalty info, etc.		
<input type="checkbox"/>	Tentatively reserve # of spaces		
<input type="checkbox"/>	Send up-front funds request to rally coordinator if needed		
<input type="checkbox"/>	Determine # of group meals/potluck or restaurant locations and arrange for facility and/or catering		
<input type="checkbox"/>	Identify local events, historic tours, etc. for participants		
<input type="checkbox"/>	Prepare rally budget and set fees		
<input type="checkbox"/>	Set registration cut-off date		
<input type="checkbox"/>	Prepare rally announcement and send to club rally coordinator		
<input type="checkbox"/>	Forward rally registration checks to club treasurer	within 10 days after rally	
<input type="checkbox"/>	Provide financial accounting report to treasurer	within 14 days after rally	
<input type="checkbox"/>	Prepare brief write-up and send to secretary, newsletter editor and webmaster (include pictures)	within 3 weeks after rally	
<input type="checkbox"/>	Prepare short summary of any pitfalls & submit to rally coordinator		

Rally Coordinator Duties

Done	Item	Due By	Notes
<input type="checkbox"/>	Add rally to annual rally schedule		
<input type="checkbox"/>	Review/approve proposed rally		
<input type="checkbox"/>	Provide wagon master with rally packet		
<input type="checkbox"/>	Send rally notice to club secretary, newsletter editor and webmaster		
<input type="checkbox"/>	Review/Approve advance of funds and forward to club treasurer		
<input type="checkbox"/>	Review rally report for possible changes to rally guide		
<input type="checkbox"/>	Include in year-end rally report		
<input type="checkbox"/>	Send year-end rally report to club president and webmaster		



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Secretary Rally Duties

Done	Item	Due By	Notes
<input type="checkbox"/>	Send rally announcement to all members.		
<input type="checkbox"/>	Provide rally info to FMCA for inclusion in their newsletter	1 month prior to publication date	
<input type="checkbox"/>	Include rally info in <u>Safari Trails</u> news article (published Dec, Mar, Jun, Sept)	1 month prior to publication date	
<input type="checkbox"/>	Provide rally calendar info to <u>Safari Adventures</u> (published bi-monthly)	1 month prior to publication date	

Webmaster Rally Duties

Done	Item	Due By	Notes
<input type="checkbox"/>	Add rally info to <u>Trek Tracks</u> Community Page and Events Calendar	within 5 days	
<input type="checkbox"/>	Add rally announcement to scrolling box on main website page	within 5 days	
<input type="checkbox"/>	Add wagon master's email link on rally page	within 5 days	
<input type="checkbox"/>	Create rally information page	within 4 days	
<input type="checkbox"/>	Post rally report and photos to <u>Good Times</u> page	4 weeks after rally	
<input type="checkbox"/>	Send all members the email link to rally report and photos	4 weeks after rally	