

Guide/Tips on hosting a GMC Great Lakers Rally

Before the registration form goes out

Decide what you want to provide – you choose what you are comfortable with providing – it's your party!

- Pot Luck
- Number of Breakfasts
- Group Meal – Lunch or Dinner (Host provided, restaurant or catered)
- Activities (craft, tech session, games, tour, etc.)

Breakfasts – the host can decide how many and what to serve (hot/cold, etc.)

The host also decides what time to serve breakfast – it's your choice!

Potluck – this is entirely optional but, if you are doing this you must inform the rally participants ahead of time of the details (time, location, etc. and arrange a space to have this). Another option is to hold it outside (you may wish to ask members to help move picnic tables and, if needed, bring your own pop-up canopy and/or ask rally participants if they are willing to bring theirs for club use.

Group Meal – This is entirely optional. A lunch or dinner can be prepared/ provided by the host, held at a restaurant or can be catered into the campground – if space is available. This is usually not held on the first evening of the rally, but you may select which day of the rally to hold a group meal. The president typically holds a club meeting in conjunction with the group meal, so check with him/her regarding when to schedule the meeting.

Activities – this can be things like a craft session (held by any member), a tech session, or going to something of interest in the area (ex. Museum). You can reach out to other clubs for someone to lead a tech session. Any fees for an activity can be charged per person as the activity occurs. Not everyone will want to participate in all activities. So, this cost does not need to be part of the registration fee.

Evening Campfires – usually at the host's campsite, but can be at another campsite. Factor in the cost of the wood into the registration fee.

Registration Fee – after you have decided what will be included in the rally, then you need to come up with a registration fee. A good starting point is to figure about \$5.00 per person for each breakfast, then add in any cost for a catered/restaurant meal (don't forget the 18-20% gratuity, sales taxes, rental charges for a private room, delivery fees, etc.), firewood, and supplies. The host's camping fees are paid by the club and should be considered as another rally expense. Only plan to buy enough food to support your own rally. While the club bins can store excess rally food/supplies, we generally prefer not to since many products are perishable and will be discarded. The club does not generally supply paper products or utensils for club member use at a rally. Members are expected to bring their own plates, utensils, etc. for all group meals.

Send rally cost and information to the Vice President – he will create the form and send it out to the membership. This needs to occur about 2 months before the rally start date.

Before the rally

Get reimbursement for pre-paid expenses – If you have to pay for a rally expense before the rally occurs, immediately request a reimbursement from the treasurer. (or have the treasurer pay the fee directly) You don't need to wait for the rally to be complete to be reimbursed for your out-of-pocket expenses.

Collect the forms/checks/payments – Rally forms are mailed back to the host. It is very helpful to keep a list as the payments come in. (see example at the end of this document)

Create a schedule/handout – (see example at the end of this document)

Club Bins – Go through the club bins to see if anything needs to be purchased. Check for coffee, sugar and creamer.

Check with the President to see when he/she wants to hold a member meeting. – Add this meeting to the rally schedule.

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Print the handout – make enough copies for each coach (plus a couple extra). This will be handed out to everyone on the first day of the rally. Be sure the handout includes everyone's name/campsite number and the schedule for the rally.

Decide when to purchase the food for meals – You may need one or two coolers to hold it all. You can also purchase food while at the rally, if a suitable store is available in the area.

If you need help – such as pop-up tents, blackstone grills and cooks, etc., reach out to the membership – there is lots of help to be had.

During the rally

First Day – greet members as they come in and give them a copy of the handout.

Mornings - The rally host will make coffee.

Collect any fees that are due

Put up First Timer signs and the Host sign

Breakfast – At every breakfast remind everyone what is on the schedule for the day.

Give fees collected to the treasurer – be sure to have a list (see example at the end of this document).

Give a record of your expenses to the treasurer – make a copy for you and for the treasurer. Include copies of your receipts.

Last Day

Leftover Food – you can have a first come/first serve breakfast with the leftovers or hand the food out to people that will take it.

Pick up the First Timer and Host signs

Pack up the bins – Once packed, give the bins to either the Vice President or the next rally host. It would be nice to attach a list to the bins of what is needed to be purchased for the bins for the next rally.

Remember to relax and have fun. There are lots of great people in this group and they will help you out – you just have to ask!

After the Rally – Provide an article to our newsletter person about the rally. Make sure that you include photos (membership can help provide this!).

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Example of expenses to give to the treasurer for payment (include receipts with this document, if possible):

GMC Great Lakers October 2024 Rally Expenses

| | | | |
|--------------|---------------------|--|-----------------|
| 10/11/2024 | Kroger | Waffle Mix, Canola Oil, Aluminum Foil, Paper Towels, Ziploc Bags and Jam | \$47.62 |
| 10/12/2024 | Office Depot | Copies | \$7.46 |
| 10/13/2024 | Walmart | Waffle Mix | \$8.28 |
| 10/14/2024 | Costco | Bacon | \$33.98 |
| 10/14/2024 | Carroll Creek Farms | Sausage | \$40.00 |
| 10/16/2024 | Kroger | Eggs, Juice, Muffins, Bread, butter, Grapes, Strawberries, Cantaloupe | \$126.51 |
| | | | |
| TOTAL | | | \$264.05 |

Example of a rally handout: (see next page)

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| Member | | Site # | 1 st timer? |
|------------|-------------------------|---------|------------------------|
| Aubuchon | Tom & Sue | 147 | |
| Bolser | Ron | 180 | |
| Broadright | Randy & Shellie | 149 | |
| Carney | Peter | 144 | |
| Compton | Jack | 179 | 1st timer |
| Donaghue | Nancy D. & Beth Barnett | 177 | |
| Fetherolf | James & Darlene | 145 | |
| Giannosa | Tom & Sharon | 146 | |
| Gillen | Joe & Alesia | 176 | |
| Helmore | Bill | 141 | |
| Johnson | Steve & Becky | 153 | |
| Koenig | John & Melissa | 155 | |
| Lambert | Robert & Jennifer | 159 | |
| Lawson | Cary & Marcia | 152 | |
| Lenzi | Dave & Mary | 170 | |
| Leslie | Janet & guest | 151/172 | |
| Little | Rick & Teresa | 150 | |
| Matras | Rob | 255 | |
| Newman | Jerry & Bea | 154 | |
| Null | Terry & Sonya | 151 | |
| Oosterbeek | Andre & Janice | 121 | |
| Phinney | Bill & Lauren | 175 | |
| Rider | Jeff & Maureen | 178 | |
| Shaub | Dan | 157 | |
| Smith | Dan & Faye | 174 | |
| Thornburg | Steve & Phyllis | 045 | |
| Wibby | Jim & Sandy | 171 | |

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Thursday, Oct. 17th **6:00 p.m. - Pot Luck Dinner** — Shelter House – Please bring a dish to share and bring your own drink, plate, and utensils.

Friday, Oct. 18th **8:30 a.m. – Breakfast** – Site 174 (host) – if weather is bad, we will move to the Shelter House – Please bring your own plates and utensils. Breakfast will be eggs, bacon, sausage, fruit, toast, and coffee.

10:00 a.m. Tech Session – Site 174 – GMC Central Vacuum Bushing Repair – led by Dan Smith

Lunch – on your own

2:00 p.m. – Crafting – Shelter House – Card Make and Take

Dinner – on your own If you would like to eat out there is the Maumee Bay Lodge and the Oregon Inn (www.theoregoninn.com) – both nearby. The Oregon Inn will take reservations for groups of 6 or more – 419.697.1000

Saturday, Oct. 19th **8:30 a.m. – Breakfast** Site 174 (or Shelter House in bad weather) – Bring your own plate and utensils. Breakfast will be waffles, bacon, sausage, fruit, toast and coffee.

10:00 a.m. Tech Session – Back up brake vacuum boost pump – led by Dave Lenzi – Site 159 (Lambert)

Lunch – on your own

6:00 p.m. Dinner at The Spaghetti Warehouse, 42 S. Superior St. Toledo, OH 43604. Please plan on departing the campground at 5:30 p.m. for the 11 mile/20 minute trip. This meal was included with your registration fee.

Members meeting will occur after dinner.

Sunday, Oct. 20th **8:30 a.m. – Breakfast** – Site 174 (or Shelter House in bad weather) – any food that is leftover from the rally will be served until it is gone.

THANKS FOR ATTENDING THE OCTOBER GMC GREAT LAKERS RALLY!!!