

## Planning and Conducting a Campout

### 1) Contacting the RV Park

As soon as possible after the annual planning meeting, contact the RV park to schedule the outing and make an advance (tentative) reservation for an approximate number of rigs. A good starting number is probably 10 to 15, unless you have reason to believe otherwise.

### 2) Obtain the following information from the RV Park:

Name and phone number of the contact person \_\_\_\_\_

The deadline for making reservations \_\_\_\_\_

Information regarding cancellation dates and refund policy \_\_\_\_\_

The type of sites available: full service, 30/50 amp, pull through, etc. \_\_\_\_\_

Facilities available for meals and/or activities - clubhouse, ramada, etc. \_\_\_\_\_

Are there any pet restrictions \_\_\_\_\_

Particular things of interest in the area \_\_\_\_\_

### 3) Determine the RV park's preferred method for obtaining group reservations.

- Many parks want individuals to make their own reservation and provide a credit card.
- Some parks want you (Wagon Master) to obtain attendee information such as names and addresses, rig types/sizes, etc.
- Some Forest Service and State Parks have online reservation systems available.

### 4) Prepare an email indicating:

- of the outing (arrival & departure and number of nights).
- Any Name, address, and phone number of the RV park.
- Dates pertinent information obtained in #2 and #3 above.

### 5) Make the email available to the membership.

- Send the flyer to the Newsletter Editor for inclusion in the newsletter.
- Bring the flyer to the Quarterly Meeting with a sign-up sheet.
- E-mail the flyer to the membership. The Travel Coordinator (or designee) can e-mail your notice to the membership.

### Expenses

Expenses shall not exceed \$15.00 per rig in attendance.

### Reimbursement

An Expense Report form for reimbursement is available on the club website at <http://yavapairoadrunners.com/bylaws-guides/> . Within 14 days after the campout, the expense report should be mailed to the Treasurer with itemized receipts for all expenditures.

### Food Activities

The Wagon Master determines the food to be provided. The following information is provided for ideas only.

- 1) You may choose to supply a welcome dinner for everyone the night of arrival, or have a happy hour where you supply the snacks, or have a happy hour designated as 'heavy

hors d'oeuvres' and ask everyone to bring a dish. In addition, a happy hour may be held on any or all subsequent days.

- 2) A dinner potluck could be held where you supply the meat dish and ask everyone to supply the side dishes. Or you could have a BBQ dinner where everyone brings their portable BBQ (if they have one), their own meat to grill, and a dish to share.
- 3) On the morning of departure, you may choose to just say good bye and pack up and go, or you may choose to have a Continental Breakfast, or just supply pastries and juice.
- 4) Other food activities may be conducted such as going to a restaurant as a group, ice cream socials, or anything unusual and interesting that the Wagon Master dreams up.
- 5) Again, none of these food activities are required.

### **Other Activities**

As Wagon Master, you can plan as many or as few activities as you care to organize. Participation in activities is up to the discretion of attendees; nothing is mandatory or required.

You may schedule activities that are appropriate to the area visited, as well as provide information on places of interest in the area. Activities could be a visit to a local attraction (zoo, museum, craft fair), playing games in the park and have prizes for winners, supply grab bags of goodies, etc.

Remember, Wagon Masters can submit an expense report with receipts and request reimbursement for expenses up to \$15.00 per rig in attendance.

### **Obtaining Supplies**

About 1 to 2 weeks before your campout, call the Travel Coordinator to set up a time to meet at our cabinet at Affinity to obtain supplies you may need.

The following list contains some of the items that are available for you to use:

30-cup coffee pot	Tablecloths
Coffee: regular and decaf	Aluminum Foil
Creamer	Plastic Wrap
Sugar and sugar substitute	Serving Bowls
Stir Sticks	Garbage Bags
Tea Bags	12" Skillet with Lid
Salt and Pepper shakers	White Board with markers
Small Plates	Wagon Master Sign
Fruit Bowls	Roadrunner Banner
Juice Cups	Two 10'x10' Shade Cabanas (easy-ups)
Larger Cold drink cups	

Even though members are normally asked to bring their own table service to food activities - plates, cups, silverware - we have some of these items available also.

Note: If you run out of coffee, sugar or creamer, you may purchase this and bill the club. However, you are **not authorized to purchase other supplies** for the club without permission from the Travel Coordinator. If the Travel Coordinator is not available, please

contact the President for permission.