

*Sun City Shadow Hills RV Club
Wagon Master Guidelines*

1. Select location and dates for your trip.
2. Email or ask who is interested in trip and make list.
3. Check with RV resort: Minimum number for best group rate, deposit amount and due date, cancellation/refund policy. Advise members of details.
4. Make reservations to hold sites. Use personal funds for the site deposit. Club members will reimburse you.
5. Obtain RV park information, brochures, web site. If there are additional charges for facilities rental, that amount will be shared equally. All fees will be paid by members participating in the trip. If someone wants to stay additional nights, check if the group rate will apply.
6. Determine facilities needed for planned activities (such as room, tables/chairs, kitchen, BBQ) for appetizer night, meals/potlucks, games, etc. Check rental fees, if any, and reserve facilities.
7. Prepare and distribute agenda for planned activities. Also include information on restaurants, local interests, sightseeing, etc. If planning potlucks/appetizers, make assignments as to what to bring.
8. Collect deposit checks made payable to the Wagon master or arrange for each club member to call the RV park to make their own reservation. Provide the contact information to club members. Establish due dates for both deposit and final payment based on the RV Park's requirements. Reservation funds for RV rallies are not processed through the RV club's bank account as it requires more bookkeeping than necessary. If you have questions, contact the President or Vice-President for clarification
9. You will be the contact person for the rally and all detailed information for club members. When members need to make their individual reservation, provide the park's designated contact person, phone number, and email address.
10. Enjoy and have fun!

The Wagon master will post rally information on the message board. The board should be used as an information tool updated daily by the Wagon master and kept at the Wagon master's RV site visible to all rally participants.

Each rally participant needs to provide their own dining utensils, plates, glassware, and paper goods.

If you have any questions or need help, just ask!!!