

# Guidelines for New York Centrals Rally Hosts

## 1. Preparations and Considerations:

### a. Rally site/location:

- (1) Can the site accommodate the Class A coach size (40 ft plus) and the number of coaches you expect?
- (2) Are the sites full hook-up, partial or dry camping?
- (3) Are there shelters avail for inclement weather or for the activities you are planning to conduct?
- (4) Can you reserve the average number of sites together and how long can they be reserved and held?
- (5) Who can we “recruit” as co-host to assist or can we do it alone?

### b. Secure the rally site:

Confirm in writing (Encl # 1) with the RV site owner the dates, the reserved sites or reservation procedure and time schedule for reservations. The cost for sites and other costs (i.e. use of buildings, restrooms, shower, dump stations, etc), the chapter president can provide FMCA liability insurance certificate if required by the rally site owner.

## 2. Planning Details:

### a. Type of Rallies:

- (1) The Simple Rally: Everyone is on their own and only come together for Happy Hours and maybe coffee and donuts at breakfast.
- (2) More Complex Rally: The rally hosts will plan one or two breakfasts, happy hours and one or two dinners.
- (3) Fully Involved Rally: The rally host plans activities, meals, entertainment and a theme for the rally

**b. Determine the Cost:**

This may be the most difficult part and it will depend on the type of rally you plan. With some “leg work” it can be determined what the normal thing will cost (i.e. coffee, wine, paper products, rally site costs, etc) Determine what you need to charge each RV camper to cover your costs. It should not cost the host any money to cover the rally. It should not be so expensive that it drives campers away from coming to the rally.

**c. Announcing and Promoting the rally:**

- (1) Provide the chapter president with the dates and locations for approval and adding to the calendar.
- (2) Prepare a rally page flyer what can be published in the chapters monthly newsletter early which should give members details of the rally (i.e. Registration form, time, place, cost, activities and RSVP dates, directions to the rally site and other necessary information members need to know or have to bring with them.
- (3) Attend other rallies and talk up your rally  
(i.e. **Sell your Rally**)

**3. Conduct the rally:**

- a. Obtain the chapter rally packages and signs from previous rally host.
- b. Inventory the rally package and use what you can (i.e. paper products, flatware, condiments, etc).
- c. Determine your budget based on anticipated reservations.
- d. Purchase items you need to conduct the rally, being sure to keep financial records, which will be provided to the treasurer, along with any extra money generated at the conclusion of the rally.
- e. Prepare a time line agenda to give to campers when they arrive so they know “when and where and with what” they need to be prepared for. You should also use the “White Board” and post near your RV during the rally. Normally May and September rallies will require a business meeting scheduled for Saturday.

- f. Welcome Bags are a choice that rally hosts can make. They are nice but not necessary. Consider that many time the local chamber of commerce or even the campground can provide welcome bags at no cost to you. If you want to add your personal items that is also nice.
- g. Coordinate with rally site owner at least one week before the scheduled rally.
- h. Early on Day 1 or the day before place the directional signs, so campers can find the rally site.
- i. Prepare Rally Sign-In Roster (Encl #2) and insure every family sign the roster upon arrival. This will be turned into the chapter secretary at the close of the rally and will serve only in case of insurance claim to prove a member was present
- j. **HAVE FUN - - ENJOY YOUR RALLY - -**
- k. Secure directional signs and rally packages. Pack supplies to turn over to next host.
- l. Prepare Rally Expense report (Encl # 3) for the treasurer and After Action Report (AAR) to be published in the next chapter newsletter. Send the AAR the newsletter editor for publishing.

**4. Paperwork:**

- a. Rally Agreement - with rally site owner (Encl # 1 )
- b. FMCA Liability Insurance certificate for site owner, if requested; obtain from the chapter president.
- c. Rally flyer, with registration form, for publishing in newsletter and maybe early handouts.
- d. Time line for each camper.
- e. Rally Sign-In Roster (Encl # 2)
- f. Rally Expense Report (Encl # 3)
- g. Summary – After Action Report to be published in the next chapter newsletter.

**5. Enclosures**

- #1 – Rally Agreement - with rally site owner
- #2 – Rally Sign-In Roster
- #3 – Rally Expense Report
- #4 – Prior Rally locations (Not all inclusive)
- #5 – Surprises and Lessons learned

(Not all inclusive – feel free to add to list by telling the 1<sup>st</sup> VP who will publish a new list as necessary)

Start planning your next rally  
Thank you in advance



# Rally Agreement

## NEW YORK CENTRALS CHAPTER, FMCA

(Chartered May 28, 1977)



Campground: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Rally Dates: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Extra Cost or included:

Water \_\_\_\_\_ Electric 30 Amps \_\_\_\_\_ 50 Amps \_\_\_\_\_ Sewer \_\_\_\_\_

Deposit Required \_\_\_\_\_ If yes, how much \_\_\_\_\_ When Due \_\_\_\_\_

Refund terms \_\_\_\_\_

Rest Rooms \_\_\_\_\_ Showers free \_\_\_\_\_ or Fee \_\_\_\_\_

Propane \_\_\_\_\_ Dump Station \_\_\_\_\_

Are the Sites:

Level \_\_\_\_\_ Paved \_\_\_\_\_ Gravel \_\_\_\_\_ Grass \_\_\_\_\_ Dirt/sand \_\_\_\_\_

Handicap Accessible Sites near Activity Building \_\_\_\_\_ How Many? \_\_\_\_\_

Entrance OK \_\_\_\_\_ Exit OK \_\_\_\_\_

Building/Shelter for meeting/activities:

Open \_\_\_\_\_ Enclosed \_\_\_\_\_ Electric \_\_\_\_\_ Heated \_\_\_\_\_

Cooking facilities \_\_\_\_\_ Dining facilities \_\_\_\_\_ Will Seat \_\_\_\_\_

Date/times building/shelter needed \_\_\_\_\_

Extra Charge for building/shelter \_\_\_\_\_

Phone Police \_\_\_\_\_ Fire \_\_\_\_\_ Ambulance \_\_\_\_\_

Hospital Location \_\_\_\_\_

Notes/Area Attractions \_\_\_\_\_

The New York Centrals will furnish a certificate from FMCA for liability insurance for this rally to be presented prior to the rally. We usually require 20-30 sites for each rally. However, we cannot commit to a specific number of sites until 7 to 10 days prior to the first night of the rally. Our signature below does not constitute a reservation for any specific number of sites at this time. Your signature below indicates agreement with these terms, and further, that the prices quoted above will not be increased between now and the dates of our rally.

Signatures:  
NYCentral Member: \_\_\_\_\_ Date: \_\_\_\_\_

Campground Representative: \_\_\_\_\_ Date: \_\_\_\_\_

# Sign-In Roster

## NEW YORK CENTRAL'S CHAPTER FAMILY MOTOR COACH ASSOCIATION

RALLY/EVENT DATE: \_\_\_\_\_

	NAME	F#	SIGNATURE	PAID
1				
2				
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# Rally Expense Report

New York Centrals

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Hosts: \_\_\_\_\_ Co-Hosts: \_\_\_\_\_

Phone: \_\_\_\_\_ Number of coaches in attendance: \_\_\_\_\_

## INCOME:

Rally Fees: \_\_\_\_\_

Camping Fees: \_\_\_\_\_

Chapter Advance: \_\_\_\_\_

Other Income: \_\_\_\_\_

TOTAL INCOME \_\_\_\_\_

## EXPENSES:

Deposits: \_\_\_\_\_

Camping Fees: \_\_\_\_\_

Coffee: \_\_\_\_\_

Catered food: \_\_\_\_\_

Purchased food/drink: \_\_\_\_\_

Building rental: \_\_\_\_\_

Member refunds: \_\_\_\_\_

Other expenses: \_\_\_\_\_

TOTAL EXPENSES: \_\_\_\_\_

**PROFIT/LOSS FOR RALLY:** \_\_\_\_\_

Signature of host: \_\_\_\_\_

## New York Centrals Prior Rally locations

(not all inclusive)

Place	Location	Type	Last Visit	Comments	Notes
Adirondack Gateway Campground	Cold Brook, NY	Dry	October 2003	Rather primitive in 2003	
Algonquin College Campus	Ottawa, Ontario	Dry	July 2011	This was hosted by TVI. Parked on Blacktop.	
Association Island	Henderson, NY		2014	Good location & facilities	
Babcock Hollow	Bath, NY		July 2002	Nice rally	
Bluegrass Festival	Madrid, NY	Dry	June 2005		
Bonney Castle	Alexandria, NY		June 2009	TIV Hosted	
Brewerton Fire Station	Brewerton, NY	Dry	June 2010	OK but, understood that we had to make a sizable contribution for the use of the property. Small.	
Brown Barn	Boonville, NY		2013	Good. Have to drive into Old Forge for activities.	Also September 2005 and September 2007
Camillus Elks	Camillus, NY	Dry	June 2007	30th Anniversary rally, Excellent cooperation by Elks. Also 35th June 2012	
Canandaigua KOA	Farmington, NY		June 2004	Hard to negotiate with owner (Vic) because of KOA rules. Small sites.	
Cherry Grove Campground	Wolcott, NY		July 2016	Good camp ground. Good facilities.	Also, Sept 2002 and May 2006 and May 2011, 2013
Clute Park & Campground	Watkins Glen, NY		September 2016	Good	
Cooperstown KOA	Cooperstown, NY			Very muddy in the spring. Probably a OK campground in late Summer.	
Country Music Park	Cortland, NY		May 2016		Also May 2005, May 2007, great rally.
East Coast Resorts Of America, Parrish	Parish, NY				
Elkdale Campground	Little Valley, NY		May 2017		
Erie Canal Village	Rome, NY	Dry	July 2006	Pretty rough. No facilities	Also July 2009
Fairgrounds Balloon Festival	Gatineau, Quebec	Dry	September 2006	Rained and ground soft. Many coaches stuck.	
Fingerlakes Casino/Racetrack	Farmington, NY	Dry	August 2006	No facilities but a fun place to camp. Make sure the horses are running. Tried to schedule again a few years later, would not let us back in.	
Frost Ridge Campground	LeRoy, NY		May 2009	Great time	
Fulton Elks	Fulton, NY	Dry	June 2017	Good parking; Elks are great.	Also June 2009, 2011
Gates Family Farm	Cincinnatus, NY	Dry	2014		
Hejamada Campground	Port Byron, NY		September 2010	Very unfriendly. We were denied access to the club house at times. WOULD NOT GO BACK.	
Herkimer KOA	Herkimer, NY		September 2017	Very nice.	Also September 2006, 2015
Hickories Park	Owego, NY	Both	June 2006	Too few spaces. Difficult to arrange camping. WOULD NOT GO BACK.	
Howe Caverns	Howes Cave, NY				
Junius Pond Campground	Phelps, NY		May 2003	Smallish sites and management unorganized but may have changed in 12 years.	
Lake Ontario Park	Kinston Ontario				
Marathon Civic Building	Marathon, NY	Dry			
Old Mill Stream Campground	Lancaster, PA				
Oswego Harborfest	Oswego, NY	Dry	July 2017	Camping is on an old warehouse floor. No place to meet. Always fun to go to Harborfest.	Also July 2010, 2014
Owens Orchard	Elbridge, NY	Dry	September 2009	Always a fun weekend.	Also September 2011
Pinch Pond	Manheim, Pa		October 2014	No building, would not recommend we return.	
Regional Market	Syracuse, NY	Dry		No place to meet. Fun if there is a ball game. Of course Regional Market is always good.	
River Forest Park	Weedsport, NY		September 2013	Good Rally	
Rolling Wheels Race Track & Owen Orchard	Elbridge, NY		August 2016		
Romers Campground	Lancaster, PA		October 2008	Also October 2009 Great time.	
Round Top Campground	Gettysburg, PA		October 2010		
Sampson State Park	Romulus, NY				
Sned Acres	Ovid, NY		June 2016		
Southwoods RV Resort	Byron, NY		May 2013	Good location & facilities	Also August 2003
Streamside RV Park	Pulaski, NY		2014	Good when we went. No facilities.	
Sylvan Beach Marina	Sylvan Beach, NY		June 2015		
Tioga Park	Nichols, NY	Dry	May 2004	Hosted by Jim's RV and Marine	
Turning Stone	Verona, NY		2015	Good location & facilities	Also June 2002
Waddington Homecoming	Waddington, NY	Dry	2015	Also August 2004 and August 2007 and August 2010	
West Canada Creek	Poland, NY			If you arrivrd an hour early thry chsrge you for an extra day	
White Oaks Campground	Strasburg, PA		October 2011	Great facilities. Private building. Also October 2012 and October 2013	
Wilkins RV	Bath, NY	Dry	May 2010	Great facilities. Wilkins makes you feel welcome.	Also May 2008, May 2010
Yesterday's RV Park	Oswego, NY		August 2013		