



Rally Guidebook

Regional Rallies (9/12/2017)

Purpose of Regional Rallies

-to gather with other TDC members for the promotion of TDC fellowship

General Preparations

1. Identify a campground that is big-rig friendly.
2. Sites should be full hook up with 50 amps.
3. Campground should have an indoor facility large enough for your expected attendance.
4. Facilities should have a kitchen, restrooms and enough tables and chairs for attendees to meet comfortably for meals.
5. Confirm with the campground that we can serve our own beer, wine and beverages in their facility.
6. Contact TDC President to establish your rally budget. There are TDC funds available to support all regional rallies. These funds can be used for anything rally related such as providing happy hour drinks and snacks or augmenting your rally fee.

Liability Insurance

Regional Directors/Rally Masters should check with the campground to see if they have any liability insurance requirements. If so, the Regional Directors/Rally Masters must notify the TDC President in enough time to request a copy of the insurance from FMCA, typically 30 days in advance of your planned rally.

Contracts for Services

Only elected members of the TDC Board of Directors are authorized to sign on behalf of the Thor Diesel Club. All contracts should be sent to the President or Vice President for review and signature.

Regional Rally Dates

Review the rally schedule on the TDC website to avoid conflict with other rallies. Once a date has been selected, communicate your plans with the TDC President and Vice-President. The webmaster can then be notified to get your rally dates on the website.

Registration

1. Develop your registration form and share this with the TDC President and Vice-President. The registration form should include your regional rally fee and what is included for this fee. **All attendees, including the regional rally master, pay their own campground fees.** The webmaster can then be notified to post your rally registration form on the website.
2. Provide a general agenda to the TDC President and Vice-President and all attendees. This does not need to be detailed since the main purpose is socialization and self-exploration of the general area. Additional activities, such as a golf outing, crafts, or a group tour/activity may be included. If offered, notify attendees in advance of the fees.
3. To save on the expense of paper products, consider asking attendees to provide their own tableware and beverage ware.
4. Assemble a 'welcome packet' for all attendees, including the agenda and brochures for sites/activities, etc. of the area. Welcome gifts for attendees are not necessary.

After the Rally

1. Reconcile the expenses of the rally. All expenses should be sent to the President for review and approval. The President will forward these to the Treasurer for payment. The treasurer will not pay until rally expenses are reviewed and approved by the President. (Expense reimbursement forms can be found on the TDC website.)
2. The TDC President and Vice-President should receive a roster of all attendees. Highlight all first-time rally attendees and/or new members attending.
3. Submit a summary of the rally – highlighting activities and the fellowship. Include photos when possible. This summary should be shared with the TDC President, Vice-President, Historian and Newsletter Editor.
4. Write thank you notes to the campground staff.

Thank you for planning a Regional Rally and promoting TDC fellowship!