

Happy Trails RV Club Wagon Master
Duties and Responsibilities

1. Choose a rally location and dates.
2. Find a sufficient campsite (preferably with hookups).
3. Present rally information to the Trip Director for presentation to the Board. (Trip Director will supply forms, etc.)
4. Reserve space. Set a deadline for deposit / payment-in-full.
 - a. Be sure to ask for "group discount".
5. Create itinerary, cost sheet and forms for sign-up for tours, etc. (Club has a standard forms for most sign-ups.)
 - a. Determine amount of mandatory deposit needed and dead line for full payment.
 - i. Collect all money and forms.
 - ii. Deliver money to Treasurer in a timely manner.
 - iii. Advise Treasurer of any checks or payment to be made.
 - b. Determine deadline for side-trip sign-up and payment.
 - c. Determine cost of food (if no Food Director) and add it into the rally fee. („Opting out“ of food will not be allowed.)
 - d. Find a place to assemble and leave from and determine how many rigs will go at a time.
6. Present to Trip Director for comments/suggestions.
7. Present trip to general membership at next monthly meeting.
8. Recruit a Food Director, if desired. (Reminder: All tableware is BYO – not provided by Club.)
 - a. FoodPlanning
 - i. How many meals will be served?
 - ii. Cost of each meal
 - iii. Buy the food or assign someone to do it.
 - iv. Note any Restaurants in area if there are open meal times.
9. Plan Entertainment/Social activities. (Coordinate with Club"s Social Directors or recruit your own for your trip.)
10. Keep Trip Director informed. (Via e-mail is acceptable.)
11. Attend monthly club meetings to keep membership updated on plans.

- a. Be prepared to meet with the attendees, either before or after the general meeting to update them and answer any questions which may arise.
12. Have job assignments and what to bring prepared and ready to pass out two (2) weeks prior to trip.
 - a. Set up and clean up for each meal with a general timeline.
(There is a guideline available to follow.)
13. Create Info („Goodie“) Bags
 - a. Itinerary (Include written directions with a map, if possible.)
 - b. Responsibility list for whole trip
 - c. Brochures, etc. for things to see/do in the area.
 - d. It would be very helpful to include asheet with information on the nearest hospital, WalMart, grocery store(s), fuel/propane, etc.
 - e. Optional: Solicit and collect “freebies”/give-aways.
14. Coordinate parking upon arrival or assign members to do this.
15. Remind members to put their member number card in the right-hand corner of the windshield and leave there for the duration of the trip.
16. Prepare a written comment sheet (e-mail is acceptable) for the Trip Director at the conclusion of the campout with any feedback (positive or negative) for future reference.
17. Wagon Masters will have paid campground sites. If there are more than one, they will split the compensation. The cost of this compensation shall be part of the fee paid by members attending the rally. The cost shall be limited to a maximum of \$15 per person attending the rally. Fees in excess of the \$15 will be paid by the club. The club will pay up to \$50 per rally. A rally shall be defined as 6 or more rigs.