

## Wagon Master Guidelines

Select RV park/campground of your choice and dates for campout/rally.

When selecting an RV park/campground take into consideration the following items.

1. What is the cost of each RV space? Are the spaces full/partial/no hook ups? What level of amperage service is provided at each space?
2. When considering the dates for campout, take in consideration holidays and other TOW events previously scheduled. Select the dates for your event.
3. Will the RV park/campground provide the usage of a banquet room with the cost of RV spaces? Is there a special deposit/cleaning fee for the usage of the banquet room? Are there any special rules when using the room, i.e. no alcoholic beverages, special hours for usage of the room, kitchen facilities, barbeque, etc.  
Is there is a specific date(s) the group reservation must be confirmed? Can  
a partial number of the RV sites be canceled without a penalty?
4. The Wagon Master may adjust the camping fees to include the cost of food, picnic items, mailing expenses, etc. incurred for the event. It's the discretion of the Wagon Master if the camping fees will supplement his/her own camping fees. Contact the RV Park/campground to see if special consideration is given to the Wagon Master for free or reduced space rent for the event. Any excess fees collected from members should be donated to the club.
5. Wagon Master and/or his/her designee should be at the RV park/campground to greet and assist TOW members upon arrival to locate/assign their RV space. Request sufficient number of copies of RV Park/campground rules/regulations for each RV spaces reserved and provide a copy to each space. The Wagon Master may provide a sign in sheet and name tags if he/she so desires.
6. Check with the RV park/campground on their deadline for deposits and fees. Be sure to allow ample time to receive the camping fees from the various members. The TOW RV CLUB will provide the deposit money to the Wagon Master when necessary. All deposit money must be repaid to the TOW RV CLUB within 30 days after the last day of the campout/rally. Members should make all payments for the campout/rally directly to the Wagon Master or his/her designee and NOT to the RV Park/campground. It is advantageous to the Wagon Master to request ONE payment in full. The Wagon Master should establish a date when members' camping fees/deposits become non-refundable. When a member must cancel their reservation and the date is past the non-refundable date. The member may sale his reservation to another member. The exchange of money is between members only. The canceling member must notify the Wagon Master of the change in attendees.
7. Read the regulations and rules of the RV park/campground prior to selecting a place for a campout/rally; i.e. are there age restrictions, limitation on children attending, accessible for all type of RVs, including tents, etc. Are there restrictions on the type of RVs permitted and are pets allowed with or without deposits.
8. When TOW members wish to extend or arrive early at an RV Park/campground, they should make their own arrangements directly with the facility. Many RV parks/campgrounds will honor the group rate for members who extend their stay. The Wagon Master should only take reservations for the time period of their campout/rally.
9. Notify the Newsletter editor/WEB Master of your camping event; allow sufficient time (30 days)

- prior to the publication date. Also, notify the Membership Committee Chairman if you require an E Mail distribution notice to be sent out to all the members between publications of the quarterly newsletter. Include the following information: Dates; Cost; Agenda (Theme); Pot Lucks; Local Activities/Interest; Directions; Name of RV Park/campground; Names of Wagon Master and assistant Wagon Master; Address where payment is to be mailed including any deadline information.
10. Provide each TOW member a Release of Liability form at the campout/rally or prior to the event for signature(s). **NOTE:** All TOW member(s) and guest(s) must sign Release of Liability form. Retain original Release of Liability forms and mail them to Advisory Board Membership Chairman within 30 days after the completion of the campout.
  11. Follow the approved rules for the 50-50 drawing/raffle.
  12. When checking out of the RV park/campground, clean up the area and say THANK YOU/Good Bye to the park management.
  13. Notify (E mail, U.S.Mail) all members that their fees have been received and confirm their reservation. When notifying members include any new changes for the rally/campout, maps, space assignments, items for potluck, theme of potluck dinner, special clothing for activities available in the area, special interest activities in the area (ATV, boat trips, horse back riding, tours), etc.
  14. A Wagon Master may request a partial reimbursement of expenses if the following items are adhere to:
    - A. The request is made prior to any public notification of the camping event to the TOW Advisory Committee (TOWAC).
    - B. The request must state a specific amount of money and must indicate what the money will be used for at the camping event.
    - C. The TOWAC must reply within 14 days of the request to approve or deny, with a majority of the 3 of 5 members approving or denying it.
    - D. When a TOWAC member is the Wagon Master and he/she is making the request. He/she must abstain from voting. The remaining 3 of the 4 members must approve or deny
    - E. The Treasurer must receive all receipts for approved expenses within 30 days of the last day of the event or they won't be processed for repayment to the Wagon Master.

Accepted by the TOW Advisory Committee  
Dated: April 3, 2003