

## **Michigan Retiree Rally Guidelines**

### **Michigan State Retiree Director Duties** (Appointed by the Michigan State Director)

1. Determine the site location
2. Sign the contract
3. Appoint the following:
  - a. Retiree Rally Coordinator
  - b. Registrar
  - c. Rally Treasure
  - d. Rally secretary
4. Print Registration Forms
5. Mail Registration forms to :
  - a. State Director
  - b. State Webmaster
6. Provide Budget to Rally Coordinator, Rally Treasure
7. Work with Rally Coordinator on program
8. Oversee and assist the Rally Coordinator

### **Appointments**

- The Registrar has the most complicated and time-consuming task. The job should be assigned to someone with a home address. Attention to detail is important.
- The Treasure should be selected for ability to handle books.
- Registration forms must be available one year prior to the rally.
- If possible, the estimated budget for next year's Rally should be available at this year's Rally. Work closely with the Rally Coordinator.
- The program is the most important document at the Rally for the Registrant. Your task is to insure that everything is covered and that activities are scheduled for the proper date and time.

### **Rally General Instructions—Committee Chairpersons**

1. Chairpersons should work together toward the goal of a good rally. If conflicts arise, consult the Rally Coordinator.
2. Chairpersons are responsible for all assigned equipment and ensuring that the said equipment is forwarded to next year's Chairperson.
3. Where possible, schedules should be posted so Committees can plan their activities.
4. Expenditures should be kept within budget and an expense voucher prepared before submission to the Rally Treasurer.

## **Committees:**

- Parking
- Hospitality
- Food
- Games
- Entertainment
- King and Queen Contest
- Crafts and Flea Market
- Special Programs/Activities

## **Rally Coordinator** (Appointed by the State Retiree Director)

1. Determine the theme of the Rally
2. Appoint committee chairs
3. Confirm meal arrangements
4. Confirm entertainment arrangements
5. Create and print program book
6. Provide oversight and assistance to all committee chairs
7. Check with chairpersons periodically

## **Rally Treasure**

1. Collect and record all income and expenses
2. Pay all bills
3. Provide a budget for next year's rally coordinator
4. Turn over all profits to MSA Treasurer

## **Registrar**

1. Receives and records the registration forms
2. Deposits registration fees into the MSA Retiree Account OR forwards to Rally Treasurer
3. Keeps the registration process running smoothly
4. Create a Registration Form with Rally Coordinator and State Retiree Director.
5. Create a registration list showing the registration number, FCRV membership number, name, address, telephone, total number of people in unit, and amount paid.
6. Other columns should be available for date of refund status, Special Needs, VIP, First Timer, and International King and Queen.
7. Deposit all funds collected before the Rally begins minimally every two weeks.
8. Endorse the check with "for deposit only", and send to MSA Treasurer for deposit into MSA Retiree account.
9. Assign persons to welcome members when they arrive.
10. Hand out packets containing schedule, details to finalize registration, and other pertinent information.

11. Parking will show member where to park.
12. Designate and assign persons to finalize registration.
13. All early day fees must be paid at the time of registration

## **Rally General Information**

1. All rally attendees must be members of FCRV in good standing.
2. At least one member must be retired.
3. First time guests are welcome.
  - a. Promote FCRV and provide membership information
4. Members should be well-informed about rally activities and local services to be helpful to other registrants.
5. Day Pass members/guests must be registered upon entry to the Rally.
6. Questions or problems should be initially addressed with the Committee Chairperson.
7. Every effort will be made to be cheerful and cooperative. Chairpersons should attempt to solve problems fairly and quickly.

## **General Rally Schedule**

**Monday: Early arrivals: Register with the Campground office upon arrival**

**Tuesday: Register with Campground Office upon arrival.**

<b>12:00-3:00 PM</b>	<b>Registration</b>
<b>12:00-10:00 PM</b>	<b>Hospitality</b>
<b>5:30 PM</b>	<b>Meal--Handicapped arrive at 5:15 pm</b>
<b>* Bring own table service</b>	

**Wednesday:**

<b>8:30 AM-10:00 PM</b>	<b>Hospitality</b>
<b>9:30 AM</b>	<b>Washer Toss</b>
<b>10:00 AM</b>	<b>Registration</b>
<b>1:30 PM</b>	<b>Bean Bag Baseball</b>
<b>4:00-7:00 PM</b>	<b>Dime Auction</b>
<b>7:00 PM</b>	<b>Ticket Call-Off</b>

**Thursday:**

<b>8:30 AM-10:00 PM</b>	<b>Hospitality</b>
<b>9:30 AM</b>	<b>Bocce Ball</b>
<b>5:30 PM</b>	<b>Dinner-- Handicapped arrive at 5:15pm</b>
<b>7:00 PM</b>	<b>Entertainment followed by Ice Cream Social</b>

**Friday:**

<b>8:00 AM</b>	<b>Golf Outing</b>
<b>8:30 AM-10:00 PM</b>	<b>Hospitality</b>
<b>1:00 PM</b>	<b>Finals for Games</b>
<b>7:00 PM</b>	<b>Awards and Pageant</b>

**Rally ends Saturday**