

# MANATEEAN SAMS



## CHAPTER #67

CONSTITUTION  
BY-LAWS  
STANDING RULES

JANUARY 2013  
Manateean Sams  
MANATEEAN SAMS – CHAPTER #67 – GOOD SAMS CLUB

*Organized January 13, 1982*

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# Chapter #67 – Good Sam Club

## CONSTITUTION

### ARTICLE I – Name

As chartered by the Good Sam Club, this Chapter shall be known as the Manateean Sams and was organized on January 13, 1982. The aforementioned shall recognize the Good Sam Constitution and By-Laws as their ultimate body of law. The Manateean Sams will always use the terminology “Chapter” when referring to its organization. The term “Club” always means the Good Sam Club. This Chapter will only use the Good Sam name and Logo in good taste and to promote the Good Sam Pledge and Chapter activities and in a manner consistent with the Club’s Constitution, By-Laws and Standing Rules of the Club. The Chapter agrees to cease and desist from all use of the Good Sam name and Logo upon loss of its Charter from the Club for any reason.

### ARTICLE II – Purpose

It is the purpose of this Chapter to operate a social organization to promote the use and enjoyment of recreational vehicles and outdoor fellowship amongst its members through trips and group activities. This Chapter shall maintain an attitude which is non-sectarian, non-partisan, non-sectional and non-racial; and shall be dedicated to bringing together people interested in the ideals and principals of the Good Sam Club.

### ARTICLE III – General Membership

All people who are members in good standing with the Good Sam Club, and who are interested in the promotion of good recreational camping and the purpose of which this Chapter was formed, are eligible for membership.

### ARTICLE IV – Officers

Officers of this Chapter shall be the President, Vice President, Secretary, Treasurer, and such additional Officers as deemed necessary by the members of this Chapter. All officers will be elected as per the Chapter “Standing Rules”.

### ARTICLE V – Emblem

This Chapter must include either the words “Good Sam” or include a reasonable facsimile of the Good Sam Logo. The emblem must be approved by the Good Sam Club before it is recognized as official.

### ARTICLE VI – Amendments

Amendments to this Constitution shall be made only with the approval of three quarters (3/4) vote by the membership of this Chapter.

Manateean Sams  
Chapter #67 – Good Sam Club

**BY-LAWS**

ARTICLE I – Standing Rules

Standing Rules to include, but not limited, to those items specifically noted below, shall be established for the purpose of stating those rules by which this Chapter shall operate. Proposed changes to the Standing Rules shall be presented in writing. The Standing Rules may be changed by a two thirds (2/3) vote of the members present at the next regular or special meeting after presentation.

ARTICLE II – Membership

All members of this Chapter must be members in good standing with the Good Sam Club. Initial membership and termination shall be in accordance with the Standing Rules of this Chapter.

ARTICLE III – Membership in the State Committee

Each local Chapter is authorized to act with other local Chapters within the same state to form a State Committee. The State Committee is composed of one Chapter President, or his appointed delegate, from each Chapter in the state, and has the voting power to reconcile serious disputes within the state and in any Chapter within the state; and to establish, regulate, and control a state treasury, including the right to levy a reasonable fee to be paid to the state treasury by all Chapter members within the state. It is the Chapters responsibility to have a delegate present at all scheduled State Committee meetings. Each Chapter must fully participate in the State Committee and meet all requirements thereof.

ARTICLE IV – Dues

- A. Annual Chapter: Dues for membership shall be established in accordance with the Standing Rules for this Chapter.
- B. State: If the State Committee of which this Chapter is a member, has established a state dues, the Chapter members will be required to pay such dues annually.

ARTICLE V – Voting

- A. Each member shall be entitled to one (1) vote except the President who shall only vote to break a tie.
- B. A quorum at any individual meeting shall be 50% plus one (1), of the Chapter membership in good standing.

ARTICLE VI – Meetings

Regular meetings shall be held in accordance with the Standing Rules of this Chapter.

## ARTICLE VII – Election of Officers

The method by which Officers are elected or appointed and the duties of those Officers shall be in accordance with the Standing Rules of this Chapter.

## ARTICLE VIII – Chapter Treasury

All monies received shall go into the Chapter Treasury, and all expenditures made shall be paid from the Chapter Treasury. Audits shall be conducted in accordance with the Standing Rules of this Chapter.

## ARTICLE IX – Committees

See Standing Rules for all committees.

## ARTICLE X – Disbandment

In case of disbandment the Chapter shall notify the State Director in writing: this Chapter agrees to cease and desist from all use of the Good Sam name and Logo; all money and property will be disposed of in accordance with the Standing Rules of this Chapter.

Manateean Sams  
Chapter #67 – Good Sam Club

STANDING RULES

STANDING RULE I – Membership

- A. All members of this Chapter must be in good standing with the Good Sam Club and must show their card annually to the Chapter Treasurer.
- B. Applicant must attend at least two (2) Chapter meetings before submitting an application (See Exhibit A), which will be discussed by attending membership at the next regular meeting. Applicant will be notified by the Chapter President of acceptance or rejection of the application.
- C. There shall be a new member orientation conducted by the Chapter Vice President.
- D. All members shall order an official Chapter uniform consisting of a white polo shirt and vest as approved by the Chapter within 3 months of becoming a member.
- E. New members shall be given a Chapter Manatee with the member's last name for the sign board and windshield display kit within 3 months.
- F. New members shall obtain official Chapter badges as soon as possible. Members must obtain badges from a registered badge maker at a State Samboree or coordinate the acquisition with the Chapter Treasurer if unable to attend.

STANDING RULE II – Dues

- A. Annual dues will be \$30.00 per couple, \$15.00 per single member, payable at the October meeting.
- B. New member dues shall be the lesser of \$30.00 or \$2.00 State dues plus \$4.00 per month remaining in the season.

STANDING RULE III – Attendance

- A. Members shall meet their financial and wagon master obligations or shall be dropped from the Chapter roll at the end of the calendar year.
- B. Reinstatement shall be treated the same as a new application.

STANDING RULE IV – Chapter Size

- A. The number of members shall not be limited.

STANDING RULE V – Voting

- A. All voting for Chapter Officers shall be by written ballot unless otherwise requested by members and as outlined in the By-Laws Article V – Voting.

- B. Voting of all new potential members shall be by a show of hands of the attending current members after the potential new members are escorted out of the meeting. Acceptance shall be by a majority vote of the attending current members.

## STANDING RULE VI – Meetings

- A. Regular meetings shall be held on the Saturday of each official Chapter campout, from October thru May, or as voted by a majority of the members present at the regular meeting.
- B. Special meetings may be called at the Chapter President's discretion, or at the request of twenty five (25) percent of the membership as determined by a signed petition. The reason for the meeting shall be stated in writing to the Chapter President and limited to only that subject. The Chapter President shall notify all members of any special meetings and announce the time and place.
- C. Roberts Rules of Order, unless in direct conflict with the Standing Rules, shall govern all business meetings which will be conducted as follows:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Introduction of Guests
  - 4. Reading of minutes of previous meeting
  - 5. Chapter Treasurer's Report – Presentation of bills
  - 6. Reading of correspondence
  - 7. Committee Reports
  - 8. Unfinished Business
  - 9. New Business
  - 10. Announcements
  - 11. Adjournment
- D. A campout shall be defined as the second full weekend of each month starting with October and ending in May of each calendar year or as voted for a change by the majority of members.

## STANDING RULE VII – Election of Officers

- A. Election shall be determined by the Nomination / Election Committee and a candidate must receive fifty (50) percent PLUS one (1) of the votes cast to be elected. If a candidate does not receive the above, a runoff of the two candidates receiving the most votes will be held. In the case of a tie for second highest vote, all candidates in the tie shall be included in the runoff.
- B. A nominating committee shall be appointed at the April meeting. Nominations shall be presented and received from the floor at the October meeting and the election of officers will take place at the November meeting. Newly elected Officers shall take office in January.
- C. Absentee voting may be submitted by each member, in writing, to the Chapter Secretary prior to the November election in a sealed blank envelope placed inside of a mailing envelope with a return address attached. Each ballot shall have the blank envelope signed or deemed void. All ballots from the same mailing address may be placed in the same mailing envelope however they must be in separate signed blank envelopes.
- D. No officer may hold the same office for more than two (2) consecutive one (1) year terms or more than one (1) office concurrently.



## STANDING RULE VIII – Rosters

- A. Rosters of the newly elected officers and all Chapter members must be sent by the Chapter Treasurer to the Chapter's assigned Assistant State Directors in accordance with the State Guidelines and in accordance with Standing Rule X-D.3.

## STANDING RULE IX – Vacancies

- A. Vacancies of any Officer's position shall be filled by appointment of the Chapter President. At the next meeting following the appointment, the membership must confirm the appointment by two thirds (2/3) vote of the members present. In the event that the Chapter President's position is vacated, it shall be assumed by the Chapter Vice President (Standing Rule X.B.1) and later filled at the next election of Officers.

## STANDING RULE X – Duties of Officers

- A. Chapter President:
  - 1. Presides over all Chapter meetings.
  - 2. Appoints all committees and committee chair persons.
  - 3. Supervises all Chapter activities.
  - 4. Represents the Chapter as a member of the Good Sams of Florida, Inc. Committee, if unable to attend can appoint and provide a letter of authorization to any Chapter member to serve as their delegate.
- B. Chapter Vice President:
  - 1. Conducts the meetings in the absence of the Chapter President.
  - 2. Maintains a Wagon Master list.
  - 3. Acts as an advisor, and provides the Wagon Master guideline.
  - 4. Acts as coordinator at all non-Chapter events.
  - 5. Provides orientation to all new Members.
- C. Chapter Secretary:
  - 1. Shall record all minutes of all Chapter Meetings.
  - 2. Will record attendance at meetings.
  - 3. Receives, reads, and answers all correspondence.
  - 4. Will issue a current membership roster in January of each year.
- D. Chapter Treasurer:
  - 1. Shall maintain all Chapter monies.
  - 2. Will serve on the Audit/Financial Review Committee as a non-voting member.
  - 3. Will submit dues and required forms to the Good Sams of Florida State office by the due date.
  - 4. Will provide orientation to the newly elected incoming Treasurer.

## STANDING RULE XI – Chapter Treasury

- A. All receipts and / or expenditures of monies pertaining to any Manateean Sams Chapter Operations shall be processed through the Chapter treasury and shall be ratified by the membership at regular business meetings. Extraordinary expenditures requiring immediate attention, may be authorized by the Chapter President after telephone conference with the Executive Committee.
- B. All disbursements from the Chapter Treasury shall be paid by the Chapter Treasurer based on receipts or other supporting documentation and accompanied by a check request form, and be ratified by the membership.

## STANDING RULE XII – Special Funds

- A. Fines collected by the Sheriff are to be deposited into the Chapter's fund for Florida Dog Guides For The Deaf, Inc.
- B. 50/50 raffle proceeds are to be deposited into the Social Fund. The raffle shall be held at Saturday's social/happy hour by the previous month's winner or suitable replacement if they are unable to attend and the results shall be immediately submitted to the Chapter Treasurer.
- C. Social Funds are to be used for:
  - 1. Special Chapter functions as voted on by the Chapter membership.
  - 2. Thanksgiving and Christmas meat shall be paid in full by the Chapter from its Social Fund.
- D. Memorial Gifts: A donation of \$25.00 or an amount voted by the Chapter members will be taken from the General Fund to make a memorial gift to the Florida Dog Guides For The Deaf, Inc., in the memory of the current Chapter member who has passed away.
- E. The Chapter will support only one charity, Florida Dog Guides For The Deaf, Inc. Chapter members shall approve any donations. The Chapter or its individual members may support other charities, donations and / or volunteer labor as may be requested by Good Sam of Florida, Inc. by providing individual contributions or special raffles.
- F. The money from the sale of donated Chapter attire shall be put in the general club account, unless another fund is specified by the donor.

## STANDING RULE XIII – Committees

- A. Executive Committee: Will consist of all elected Officers.
- B. Nominating / Election Committee: The Chapter President shall appoint a committee of not more than five (5) but not less than three (3) Chapter members who are not current Officers. This committee will present nominations to the members at the October meeting. This committee will prepare and tally votes for the election to be held at the November meeting with the newly elected officers taking Office at the following January meeting.
- C. Audit / Financial Review Committee: An Audit / Financial Review Committee of no more than five (5) but not less than three (3) Chapter members all with voting authority and the current Chapter Treasurer in a non-voting capacity shall be appointed by the Chapter President during the October meeting. The Audit / Financial Review Committee is responsible to examine the Chapter Treasurer's records for accuracy and compliance with the Constitution, By-Laws and Standing Rules of the Chapter. The Audit / Financial Review Committee shall submit a written report during the February meeting. The written report shall include, but not be limited to, a scoring of the examination with the results, conclusions, and any recommendations (Refer to Exhibit "B").

- D. Past Presidents Committee: All active past Chapter Presidents are automatically on this committee. They will act as an advisory group to the current Chapter President as necessary or as requested by the current Chapter President.
- E. Other “AD HOC” Committees: Shall be appointed by the Chapter President as necessary.

#### STANDING RULE XIV – Wagon Master

- A. A host / hostess (Wagon Master) will handle the details for their assigned monthly meeting which includes all responsibilities on the planning checklist (Appendix 1).
- B. A Wagon Master will be assigned twelve (12) months in advance. If for any reasons the member cannot fulfill their duties it is their responsibility to change or find a replacement. In case of the resignation or death of an assigned Wagon Master, the Chapter President shall first ask for a volunteer to fulfill this assigned duty, which shall be in addition to their current Wagon Master responsibilities (if applicable) and if unsuccessful the next unassigned member on the membership roster will be assigned to that month.
- C. The Wagon Master will serve in an alphabetical order as per the current Wagon Master roster as maintained by the Chapter Vice President until depleted (Standing Rule X.B.2).
- D. Each Wagon Master shall select from the list of new unassigned members, an Assistant Wagon Master so that the new members can have a better understanding of the duties and responsibilities involved. Upon completion of serving as an Assistant Wagon Master the new member will be removed from the list of new membership and placed on the roster as a future Wagon Master.
- E. The Wagon Master roster shall at all times be kept current monthly for one year in advance.
- F. If needed a deposit for the Chapter’s rally reservation, up to \$100.00, may be requested by the Wagon Master from the Chapter’s Treasury. Every month the Treasurer’s report shall reflect all outstanding deposits.
- G. Wagon Masters may be reimbursed up to \$1.50 per person for members and Guests in attendance of Chapter dinner with the number being established one week before the rally. The reimbursement will be for meat and other food related items for the meat preparation (i.e. Spaghetti Sauce, cheese sauce, Hamburger / Hotdog buns, condiments, etc.).

#### STANDING RULE XV – Pets

- A. All pets of any description will not be allowed at any Chapter gathering where food or beverage is served.
- B. Exceptions to the rule are animals used in service, with proper identification, for those members or guests with physical impairments.

#### STANDING RULE XVI – Membership Identification

- A. Each member shall begin wearing their name badges, have their Manatee placed on the Chapter sign board, and have their windshield sign in clear view no later than Happy Hour at the first day of attendance for each member or the following day if arrival is after Happy Hour.
- B. Name badges shall be worn at all times during Chapter activities at the camping facility.
- C. If any member fails to comply as indicated above they will be subject to a \$1.00 fine to be collected by the Chapter Sheriff.

## STANDING RULE XVII – Disbandment

- A. If this Chapter should disband, all monies left in the Chapter treasury shall be distributed to a charitable organization of the Chapter's choosing as defined in Standing Rule XII-E. (Also refer to By-Laws Article X – Disbandment)

### Standing Rule Amendments

January 1986

February 1986

March 1993

February 2007

January 2008

February 2009

February 2010

November 2010

January 2013

**Exhibit "A"**  
**Manateean Sams**  
**Good Sam Club - Florida Chapter #67**  
**Membership Application**

We hereby apply for membership in the Manateean Sams fully aware that this application does not automatically enroll us as members. We may have to be placed on a waiting list or meet other requirements before our membership becomes official.

We further agree to meet the following conditions in order to become members of the Chapter:

1. Be a member in good standing of the national Good Sams organization
2. Be sponsored by a member in good standing of the Manateean Sams Chapter
3. Be voted into membership by a majority vote of the Chapter members
4. Abide by and support the Chapter By-Laws, Constitution and Standing Rules
5. Act as hosts as outlined in the By-Laws, Constitution and Standing Rules

Please type or print the following information:

Name: \_\_\_\_\_  
(Last) (First) (MI) (Birthdate)

Spouse: \_\_\_\_\_  
(Last) (First) (MI) (Birthdate)

Wedding Anniversary: \_\_\_\_\_

Good Sam Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_  
(all nine digits)

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Children's Names: \_\_\_\_\_  
(Last) (First) (MI) (Birthdate)

Children's Names: \_\_\_\_\_  
(Last) (First) (MI) (Birthdate)

Children's Names: \_\_\_\_\_  
(Last) (First) (MI) (Birthdate)

Sponsors: \_\_\_\_\_

Are you willing to help the Chapter in whatever ways you can at Samborees and Mini-Samborees?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to hold an office in this Chapter? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibit "B"**  
 Manateean Sams  
 Good Sam Club - Florida Chapter #67  
 Audit / Financial Review Report

**Scope of the Audit / Financial Review**

This Audit / Financial Review was conducted in accordance with the requirements of Standing Rule XIII, C. of the Good Sam Club Chapter #67 - Manateean Sams. The Chapter does not maintain a balance sheet. As such, our Audit / Financial Review was limited to an examination of the income and expense records of the Treasury, including supporting documentation. The Treasury records were also examined for compliance with the requirements of the Standing Rules as approved and Amended. We examined the records from January 1, 20\_\_\_\_ to December 31, 20\_\_\_\_

**Voting Members of the Audit Committee:**

Member #1 (Chairperson) \_\_\_\_\_  
 Member #2 \_\_\_\_\_  
 Member #3 \_\_\_\_\_  
 Member #4 \_\_\_\_\_  
 Member #5 \_\_\_\_\_

**Non-Voting Members of the Audit Committee:**

Current Treasurer \_\_\_\_\_

**Records Provided:** Yes      No      Comments

Records Provided:	Yes	No	Comments
Bylaws & Standing Rules			
Last Audit Report			
Ledger			
Checkbook register			
Cancelled Checks (including voids)			
Authorizations for Payment			
Bank statements including cancelled checks			
Remaining unused check supply			
Receipts/bills			
Cash receipts			
Chapter Meeting Minutes (for approvals of expenditures)			
Monthly Treasurer's Report			
Membership roster			

**Audit Results Checklist:**

Yes

No

Comments

Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) agree with the starting balance recorded in the checkbook register, ledger and treasurer's report			
All bank statements reconciled since last audit by treasurer			
Ending balances (checkbook register, ledger and treasurer's report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement)			
Deposits and Checks recorded in checkbook register, ledger and agree with treasurer's report			
Bank charges and interest recorded in checkbook register, ledger and agree with treasurer's report			
All expenditures approved/ratified in Chapter meeting minutes and in accordance with Standing Rules (list any expenditures not approved in the recommendations section of this report)			
All authorizations have receipt/bill attached (list missing receipts/bills in the recommendations section of this report)			
Membership payment amounts recorded and deposited equals total number of memberships Number of Members        @\$30.00			
All income received matches deposits recorded in the checkbook register, ledger and treasurer's report			
Designated income as detailed in Standing Rule XII - Special Funds spent as approved			
Treasurer's report filed monthly			
Treasurer's reports agree with ledger and checkbook register			

**Audit Results Checklist:**

Yes

No

Comments

All checks issued and unissued were examined for continuity of numbering			
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Audit / Financial Review Conclusions and Recommendations:

The Audit / Financial Review Committee has examined the account(s) listed above, reviewed procedures, Standing Rule Requirements, and accounting methods, has reconciled receipts and disbursements with bank statements and bank balances, and has found the balances presented to be correct, procedures proper, and records properly kept, except as may be noted in the Conclusions and Recommendations.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_

Member #1, Chairperson

\_\_\_\_\_

Member #2

\_\_\_\_\_

Member #3

\_\_\_\_\_

Member #4

\_\_\_\_\_

Member #5

\_\_\_\_\_



## **Appendix 1**

### **Manateean Sams – Wagon Master Planning Check List**

Dates of event:

Number of Sites requested:

Final count to park due by:

Campground location:

Campground brochure if available (obtain their website address):

Driving directions:

Resorts mailing address – for GPS use:

Campground rules and regulations:

Discounts (Good Sam, etc.):

Electric, Air conditioning or Heat charges per day:

Full Hook ups (Electric, water & sewer):

Dump station available:

Will group parking be available:

Cost per day plus tax:            Cost per day for early / late stay (i.e. Thur, & Sun or Mon

Charge for extra persons:

Pay when entering or pay Wagon Master:

Pet restrictions:            Size / weight:            Breed:

Contract signed (on letterhead):

Computer access:

Hall available:            What days:

Kitchen available:            What days:

Space rental per day:

Shade:            Paved sites:            Paved roads:

Picnic tables at site:

Barbeque grills:

Camp fires:

Recreation area:

Chapter meeting time (Coordinate with President):

Breakfast Time:

Dinner Time:

Activities to be scheduled:

## Appendix 2

# Manateean Sams - Wagon Master Guideline

### 12 MONTHS PRIOR TO YOUR EVENT – “Do not panic!”

- A. Your turn for Wagon Master has been announced! Use the Wagon Master Check list for planning your event — Appendix 1 & 2
- B. Check with the President to determine if any special arrangements have been made for any of the winter months. (i.e. November – Thanksgiving, December – Christmas, January – Tampa Super Show, etc.)
- C. Review Standing Rules – VI.A and XIV.

### 11 MONTHS TO YOUR EVENT- REVIEW YOUR OPTIONS

- A. Resources:
  - Trailer Life Campground Directory
  - State of Florida Camping Guide
  - Friends & Manateean Sams Members
  - Chamber of Commerce
  - AAA Camping Guide
  - Road markers along highways
  - Woodall's Camp Directory
  - One of your favorite places
- B. Planning Considerations / Questions
  - 1) **SITES NEEDED:** Approximate 20 – 25 rigs (approximately 40 to 50 people).  
What is park's policy for doubling up on a site if spaces are limited?
  - 2) **LOCATION:** Where  
Price per unit  
Will deposits be required in advance (See Standing Rule XIV.F)
  - 3) **ACCOMMODATIONS:**
    - Hook-ups available (Water, sewer, electric 30 & 50 amp)
    - Pool
    - Fire Place
    - Camp fires (are they allowed?)
    - Outdoor Grills
    - Special entertainment available — provided by park
    - Games & activities
    - Recreation Hall: How will it be used Friday to Sunday morning?
    - Use of kitchen (refrigerator, stove, etc.). Will it be shared?
    - Area for crafts, card games, and Chapter meeting
    - Meals: Thursday, Friday, Saturday, and Sunday (Breakfast only)
    - Tables & Chairs
    - Are restaurants nearby?
    - Will you schedule a meal out?
  - 4) **PETS:** Will cats and dogs be welcomed? (Check weight limits & breed restrictions)

## 5) WAGON MASTER REIMBURSEMENT:

Wagon Masters may be reimbursed for meat, up to \$1.50 per person for members and guests in attendance of Chapter dinner - upon presentation of receipts to the Chapter Treasurer. The number shall be established one week before the rally. Wagon Master shall submit a Check Request form and receipts to the Chapter's Treasurer for reimbursement (Standing Rule XIV.G).

## **10 MONTHS TO EVENT:**

### **A. NEGOTIATIONS WITH THE RV PARK (Appendix 1)**

- 1) Price & discounts (Club or Good Sam)
- 2) Discuss arrangements once again with the RV Resort.
- 3) Agree to verify with park - to confirm number of rigs to expect - at least one month in advance - or do they have a different deadline to report a count?
- 4) Confirm availability and use of kitchen and recreation hall.
- 5) REQUEST RV PARK TO PROVIDE A SIGNED AGREEMENT THAT WILL ENSURE THAT YOUR ARRANGEMENTS WILL BE REMEMBERED AND HONORED WHEN IT IS TIME FOR YOUR WEEKEND EVENT. (On their letter head - with the dates, price, and any special arrangements.)

### **B. WEEKEND PLANS:**

Advise the Chapter Vice-President of your selected location early. Your final plans (dates and location) should be given to the Chapter Vice President at least 5 months in advance, so it may be included on the Chapter's website. This site provides the members, in advance, the scheduling for the up-coming camping schedule.

### **C. HOW WILL YOU PLAN YOUR WEEKEND?**

Will you have a Theme Weekend? A special event? A good old fashioned relaxing event? Or, will your weekend will revolve around a holiday? i.e. Thanksgiving or Christmas....  
(Standing Rule XII.C.2)

### **D. SCHEDULE & MEALS ARE AT THE CHOICE OF THE WAGON MASTER.**

There can be various options - pot luck, eat out, or? (*Standing Rule XIV*)

### **E. SUGGESTED SCHEDULE — IT IS THE WAGON MASTERS CHOICE**

Thursday: This is an early day for those who choose to come.

It is optional for the Wagon Master to make & schedule plans for this day.

Friday: Breakfast – optional

Social Hour

Soup or Salad, pot luck, or a restaurant

Evening Optional: Games, social, special program, etc.

Saturday:

Breakfast (Pot Luck or on your own -your choice)

Chapter Meeting - Required (coordinate with President)

Mid-day activities

Games - Bean Bag Base Ball and/ or ????

Crafts – Optional

Lunch - On your own

Dinner – Planned by the Wagon Master

Evening: Optional .....Games, social, special program, etc.

Sunday:

Breakfast provided by Wagon Master (Coffee, tea, Sweet Rolls, juice – or your choice  
Coffee or tea are optional – provided by Wagon Master  
Clean – up  
Transfer Chapter supplies to next assigned Wagon Master  
Head for home

**9 - 5 MONTHS TO THE EVENT**

- A. By the 6th or 5th month (or as soon as your plans are made), give the Vice President & Webmaster your Dates and Location - so it may be included in the Chapter's Records and website.
- B. During this time, consider coordination of your plans and review what supplies you will need. Do you need Table Covers or Place Mats — or will they be provided by the RV Park? (Check the supply box there may be some available for your use).
- C. Call the RV Park - be sure your arrangements are in their books, get to know the person you are coordinating with for your event.

**4 MONTHS TO EVENT**

Fine tune your ideas, make any necessary contacts, and think about your handout with information to share with the members the month prior to your event.

**3 MONTHS TO EVENT**

- A. At the Chapter Meeting - Share information (Location and Dates only) - now it is too soon to get into all the fine details of your event as some members will forget).
- B. Call the park again - Confirm our attendance along with a promise to provide a number count as agreed upon with the RV Park.

**2 MONTHS TO EVENT**

- A. At the monthly Chapter Meeting, again briefly tell members the Dates & Location only of your weekend.
- B. Fine-tune your own plans.
- C. Discuss the meeting time with the President.
- D. Prepare your handout to share at the next month's meeting. Now is the time to include all the details you need the members to know.

**ONE MONTH TO GO**

A. Final Plans

1) Handout: At the Chapter Meeting - provide the members with a detailed handout about your weekend, and provide specific details and instructions along with driving directions as needed and your own special needs.

2) Who is coming? Ask for a show of hands - make a note of the "yes and no's" so you may verify your final count with the RV Park. (You will need to call or send an Email to the other missing members and determine what their plans are?)

B. Contact all members not present to verify their attendance at your event. Provide them with a copy of your handout (your printed schedule) or you may refer them to our Chapter's website to view the schedule online.

C. Will you be having visitors attending? Be sure they are registered one week in advance with the Wagon Master and introduced at Happy Hour and other group gathering events.

D. Please provide visitors with name tags.

- E. Pick up the Wagon Masters Supply Boxes, soup pot from the current Wagon Master (See Appendix 3 – Inventory List) (Please note: the assigned October Wagon Master will store the Chapter’s supplies during the 4 summer months.
- F. Check your supply boxes. What do you need?
- G. Provide a final confirmation and number count to the RV Park one week prior to event or as specified in your contract.
- H. Dinner Reservations: If your plans include dinner out - confirm your count with the restaurant - if eating out was part of you plan.
- I. At your weekend consider coordinating arrangements for transportation with other Chapter Members, if eating out was part of your plan (carpooling),

**NOW THIS IS IT – Your weekend**

- A. In case of an emergency, call one of the Chapter Officers, for assistance!
- B. It will be a fun time for all of us, because you took the time to plan for our event. We thank you in advance for all your hard work.
- C. Be sure the recreation hall is clean, neat and in order ... RETURN THE KEYS if applicable and thank the Park Manager for letting us use their facilities.
- D. At the end of the event, put Chapter Supplies in order. Give the Chapter Supplies to the next Wagon Master ... for now, it is their turn to put their plan into action!

**THANK YOU FOR MAKING  
THIS A SPECIAL OUTING AND,  
PLANNING THE WEEKEND FOR ALL OF US TO ENJOY!**

## Appendix 3

### Wagon Master Inventory List

When you receive your boxes from the previous Wagon Master, please check each inventory box prior to your campout. If something is missing please contact the previous Wagon Master to locate it.

Item #1: Blue Denim Bag containing -

- PVC Poles
- Rebar Stakes
- 2 flags for Chapter's Sign (Manateean & Good Sam)

Item #2: Small yellow box contains the wooden Manatee  
(Caution - it is fragile)

Item #3: Large wooden sign board

Item #4: Large brown cardboard box containing -

- Soup pot & lid
- 2 metal soup ladles
- 1 wood spoon

Item #5: Large plastic tub with green top - contains table covers

Item #6: Bean Bag Baseball game board

Item #7: Bean Bag Baseball basket - contains 8 bean bags plus home base, etc.

At the end of your weekend event please pass along all the supplies to the next Wagon Masters - or make prior arrangements for exchange of the inventory.