

Vol State Winnies



The Winnebago International Travelers (WIT) Club of Tennessee

President's Playbook

Guideline of Duties and Responsibilities

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Rally Week 20

This document provides a comprehensive guide for officers of the VOL State Winnies Club. It is intended to provide sufficient information to assure smooth planning and execution of the roles, responsibility and duties of the leadership team and each of its officers.

INTRODUCTION

VOL State Winnies officers are elected to serve a two-year term beginning on November 1st following the Club's bi-annual State Rally and ending in October 30th or at the conclusion of the next State Rally. The two-year term is contrary to WIT by-law, which define terms are one-year. The deviation is approved by WIT, but is subject to term limits (5-years) established by WIT. Therefore, VOL State Officers can serve no more than two terms (4 years).

INSTALLATION OF OFFICERS

It is the outgoing officers' responsibility to make a smooth transition to the new officers. Each officer should have organized files and records containing all materials relative to their office. The WIT office receives many calls from new officers telling us they did not receive any materials from the officer and did not know what to do.

The officers of the club or chapter determine the success or failure of the club or chapter. Throughout their tenure, they shall make a strong effort to gather all club or chapter materials, files and data and organize them. This will enable them to better execute their duties and ease the transition to future officers.

New officer of the VOL State Winnies will be nominated by a select committee of its members and dully elected by its full membership. Once elected, an installation ceremony will be held in conjunction with the Club's October State Rally. During the rally, the WIT Regional Representative or other designated WIT representative will administer the Oath of Office to the incoming officers. The installation process includes:

Oath of Office

The oath of office is administered by the WIT Area Representative or their designee to the Club president first and then administered to the remaining officers:

President

"As President of the VOL State Winnies you hold an important position leading your membership. Consider your election an honor because the members expressed their confidence in you."

Please raise your right hand and repeat after me:

"I, (state your name) pledge that I will serve the VOL State Winnies fulfilling the duties of my office and support the aims, purposes and bylaws of the WIT Club to the best of my ability."

Other Officers

"Your election should also be considered an honor because the members expressed their confidence by choosing you for your respective office."

Please raise your right hand and repeat after me:

"I, (state your name) pledge that I will serve the VOL State Winnies fulfilling the duties of my office and support the aims, purposes and bylaws of the WIT Club to the best of my ability."

Declaration

"I affirm all of you are duly installed officers of the VOL State Winnies of the WIT Club for the coming two years."

To the Club Members

"You have elected these officers and by doing so have indicated you will support them. The success of the VOL State Winnies depends on your working together."

TRANSITION TASKS

Following the installation ceremony, the outgoing officers will allocate sufficient time with the incoming officers to affect a smooth transition. The following section provides guidelines for incoming officers during this transition:

President

1. Obtain President's Binder and all files from previous president to include:
 - a. Definition of duties as defined by WIT and VSW
 - b. Guidelines and schedules for duties and tasks of the office:
 - i. Preparation and execution of Campouts, Rallies, and GNR
 - ii. WIT communication and reporting requirements and schedule
 - iii. Club/Chapter of Excellence requirements, schedule and execution
2. If Wilson County Fairground will be used for the April and October outings, reserve the for next two years. If not, an alternate site must be reserved no later than November 30.
3. Obtain audited financial statement from outgoing Club Treasurer
 - a. Verify financial statement. Working with the outgoing and incoming Treasurers, ensure that the Clubs books are in order and that all debts and income has been accounted for.
 - b. Arrange for transfer of authority for Club bank account to new President and Treasurer

- c. Agree (with incoming Treasurer) on accounting practices as well as report format and frequency for next two years. See recommended templates.
4. Receive and distribute physical assets:
 - a. WIT flags, banner and TN Vol State signs
 - i. Archives and photo albums
 - ii. Records and files, including copies of financial records

Vice President

1. Obtain Vice President's Binder and all files from previous vice president to included:
 - a. Definition of duties as defined by WIT and VSW
 - b. Guidelines and schedules for duties and tasks of this office:

Secretary

1. Obtain Secretary's Binder from outgoing secretary. Binder to include:
 - a. Definition of duties as defined by WIT and VSW
 - b. Meeting minutes (current and past two years)
 - c. Treasurer's reports (current and past two years)
 - d. Newsletters (current and past two years)
 - e. WIT submittals (current and past two years)
 - f. Obtain a current Membership Roster from the outgoing Secretary that includes all active members as of October rally, their dues status and dues renewal date.
2. Ensure that out-going VSW Secretary has made the November 1st submittal for the WIT Newsletter. If not, obtain information from out-going VSW and Charter Secretaries for the submittal. (See WIT Publication Schedule)

Treasurer

1. Obtain Treasurer's Binder and all files from outgoing treasurer to include:
 - a. Audited financial report that includes all income and expenses incurred though the transition rally (October)
 - b. Check book and all bank records
 - c. All current and past (at least ten years) files, documents and records
 - d. Membership roster of all active members and their status (dues—both WIT and VSW)
2. Accept responsibility for VSW physical and financial assets:
 - a. Numbered Vol State campout/rally tubs
 - b. Coffee makers, coolers, serving bowls, utensils, etc.
 - c. Supplies, decorations, and miscellaneous

GOVERNANCE

The Vol State Winnies and its chapters are governed by both the Winnebago International Travelers (WIT) and VSW by-laws. These by-laws are updated periodically and current version shall be the ultimate guidelines for all formal activities of the Club and Chapters. See Appendix A (WIT By-laws) and Appendix B (VSW By-laws)

LEADERSHIP TEAM ROLES AND RESPONSIBILITIES

VOL State Winnies officers are elected for a two-year term of service. During that term, they are responsible for recurring duties that ensure compliance with WIT Club and Chapter By-Laws, creates an environment that maintains current and welcome new members, maintains a mutually beneficial relationship with area Winnebago dealers, and fiscally responsible for Club revenues. This section provides an overview of these recurring duties:

PRESIDENT

1. Presides over meetings and ensures that all provisions of the WIT Club bylaws are followed. A minimum of three (3) Club meetings are required each calendar year, but four (2) are recommended. To be official, a meeting must have:
 - a. A quorum (20% of active membership as defined in the VSW By-laws) must be present
 - b. Club officers or a designated alternate who are prepared to provide the requisite reports, e.g. previous meeting minutes and financial status must be present.
 - c. Follow Robert's Rules of Order and meeting guidelines provided by WIT and VSW, See template.
 - d. In case of tie vote, casts deciding vote, otherwise the President abstains.
2. Ensures club/chapter bylaws are in accordance with national by laws.
 - a. Upon assuming the position, the incoming President should perform a point-by-point comparison of the WIT, VSW and each of its Chapters By-laws to assure they are in compliance.
 - b. Any differences should be reviewed within the VSW leadership team to gain a consensus interpretation and confirmation of the differences.
 - c. Confirmed differences are then presented to the WIT Area Representatives and WIT headquarters
 - d. All discrepancies between VSW and WIT By-laws, not approved by WIT, shall be rewritten and ratified by VSW membership.
 - e. All discrepancies between WIT and/or VSW By-laws and VSW Chapters shall be rewritten and ratified by the Chapter's membership
3. Appoints committees as needed and serve as chairperson of all committees except the nominating committee.

- a. A chairperson who is a member in good standing shall be appointed to lead the nomination committee.
4. Notifies WIT Club of any accident or injury which occurs during any outing, meeting or rally. In the event of an accident:
 - a. The first imperative is the care and welfare of the injured parties.
 - b. WIT Club and area representatives should be notified by phone and confirmed by email as quickly as possible without impacting (a).
5. Works with area representative for the club or chapter area.
6. Works with area Winnebago dealers (within 150 miles)
 - a. Plan and execute Show and Tell outings with area dealers. These activities are in conjunction with the appropriate Chapter and coordinated with the Chapter President.
 - b. Obtain sponsorship from Dealers to support ongoing Club and Chapter activities.
7. Mentors and works with each officer of the Club and Chapter Presidents to be sure that all duties are being performed.
 - a. Part of the President's responsibility is to grow future Club and Chapter officers.
 - b. Time should be allocated to mentor and help current leaders.
8. Encourages members to participate in club or chapter functions and recruiting new members for the club or chapter. This includes effective use of:
 - a. Including as many members as possible in committees, outing planning and execution, show and tell events, and other club and/or chapter activities.
 - b. Club web site, newsletters, new owner's list, and personal invitations.
9. May appoint other optional positions as the Club sees the need, i.e. wagon master, director, chaplain, historian, etc. Except any additional Vice-President, who must be elected.
10. If running a state or regional rally, requests an email blast for that rally from the WIT Club office. Please contact Brynn Daniels at bdaniels@wgo.net.
11. Submits requests for a friendship outing, which may be held once every 12 months if your club or chapter chooses to hold one.
12. Coordinate and cooperate with WIT Clubs in adjoining states. The VSW President should contact their counterparts of the WIT Clubs, or Chapters where Clubs do not exist, extending an open invitation to share experiences and knowledge that will help each to provide more value for members. Cooperation may include:
 - a. Attendance of the adjacent state's Rally or outings
 - b. Sharing newsletters, brochures, Rally planning approach, etc.

13. Confirms Club or Chapter of Excellence form(s) are completed and submitted prior to the deadline. The Club and Chapter of Excellence forms must be received by VIT and the Area Reps before June 15th to be eligible. This requires:
 - a. Achieving the CoE award is a year-long effort and requires planning (See template) and execution of specific tasks. The VSW President must lead Club and work with Chapter Presidents to assure all criteria are met throughout the year. The mind map template for CoE provides the roadmap for success.
 - b. Chapter forms must be complete and submitted to the VSW President no later than May 15th,
 - c. Club form, excluding input required from Chapter forms must be complete by May 15th.
14. Receives and acts on the President's Reports of new members, new owners, and members not renewed. Each month, WIT provides a list of new owners and new WIT members in the State of Tennessee. The VSW president will:
 - a. Send a letter of invitation (See template) to each person on the list upon receipt.
 - b. A thank you letter (See template) to any new members who respond to the invitations, or
 - c. A follow up letter (See template) should be sent to any individual who has not responded within 30 days.
15. Assures that a monthly VSW newsletter is created and distributed to the active membership of the Club. Primary responsibility of the newsletter typically resides with the Club Secretary, but may be delegated to any member in good standing of the Club. The monthly newsletter shall contain, but is not limited to:
 - a. Outing and Rally schedule for the Club and each of its Chapters
 - b. President's message
 - c. Current and future events
 - d. Winnebago news
 - e. Special interests, e.g. birthdays, anniversaries, health concerns, etc.

VICE PRESIDENT

1. Presides over meetings, if the president is absent.
2. Actively recruits new members and works to retain current members
3. Responsible for planning Spring (April) State Outings
4. Coordinates with Chapter Presidents, arranges and leads at least one "Show and Tell" with authorized Winnebago dealers annually.
5. Actively participates in planning State Rally and GNR
6. Carries out duties assigned by the club or chapter bylaws.
7. Assists the president as needed.

8. Reviews Club / Chapter bylaws periodically for national bylaw compliance. If revisions are made, ensure that they are sent to the WIT Club office and your area representative.
9. Facility insurance for outings and rallies: Some campgrounds and fairgrounds require certificates of insurance. Clubs and chapters are automatically covered by Winnebago Industries' \$1,000,000 general liability policy when their activities are scheduled 60 days prior to the event in the Who's Inviting Travelers of the WIT Club News. What does the policy cover?
 - a. Actions of the club or chapter, that damaged the facility. An example is while using a stove or grill, a fire starts and part of the building is damaged, Winnebago's policy will pay for damages.
 - b. Actions of individual members while attending the outing, such as, backing their unit into the building or over a water hydrant, the Winnebago policy will not pay for damages. The member must use his own personal insurance to cover the damages.
 - c. The facility is covered for the specific dates of the event. If members come early and/or stay late, include those dates in your request. No additional insured will be added, unless requested in the contract. Winnebago Industries will name only the campground or fairground as insured. If you have concern, please call the WIT office.
 - d. Coverage is automatic if outing is published in WIT Club News Magazine or online in advance
 - e. Request hard copy of certificate of insurance 60 days prior if required by facility from WIT Club office.
10. Lead show & tell program with Winnebago dealers:
 - a. The Show & Tell program proves to be very beneficial to the club or chapter and the dealer. Working together, both are successful.
 - b. Information concerning the Show and Tell should be sent to the WIT office. Including:
 - i. Name of the participating club/chapter,
 - ii. Contact name & number/email,
 - iii. Dealership name & phone number.
 - iv. Dates and location of the Show and Tell. –
 - c. Upon receipt of this information you will receive a banner for display at the Show and Tell and extra copies of the recent WIT Club News and WIT membership pamphlets to share with prospective members you meet there.
 - d. After the show & tell, submit an article for the WIT Club News magazine.
 - e. Members who "work" the Show & Tell, normally bring their motor homes to the dealership for display and stay at the dealership during the designated

times to greet and visit with the potential new owners and future WIT members.

- i. During a Show and Tell members are not there to sell motorhomes but to be ambassadors for the RVing lifestyle and to introduce visitors/customers to the benefits of belonging to the WIT Club and to introduce them to the local chapters and the state club and their activities.
- f. The club or chapter may approach the local dealer and ask if he would be interested in doing a show & tell.
- g. The WIT Area Representatives work with Winnebago Industries' dealer network. The WIT Area Representative may ask the dealer to contact the club or chapter in their area. Remember, the key to success is "TEAMWORK." For additional information, contact the WIT office.

SECRETARY

1. Keeps accurate up-to-date records of the club/chapter membership. These records shall include for each member
2. Following the election, sends a complete membership roster, (including names, addresses, WIT number, phone number, etc.) and listing of new officers to the WIT Club office and your WIT Club area representative. Both items are required annually.
3. Records the proceedings of all meetings of the membership and its executive board and distributes the minutes by mail or email to the membership.
4. Submits information on club or chapter outings or rallies for "Who's Inviting Travelers" to the WIT Club witclubnews@winnebagoind.com.
5. Handles all correspondence for the club or chapter.
6. Prepares a newsletter, if there is not already a designated person for this task, on a regular basis and send to the membership and a copy to your area representative.
7. Submits news articles to the WIT Club for publication in the WIT Club News magazine and/or on the website witclubnews@winnebagoind.com. Information requested by WIT for inclusion in their newsletter:
 - a. State Rallies: Pre-registration information for state and regional rallies will appear in chronological order in the state rally section of the WIT Club News. Information should be limited to no more than 300 words. Keep directions limited in the article but include address or GPS location to make it easy for travelers to find. You may want to consider sending out specific directions with confirmation materials or make it available from a

contact. Please be aware of the deadlines for all articles so your rally article will appear in ample time for participants to register.

- b. Memorials: Deaths of members should be submitted separately to be listed in the Memorial section of the magazine and will be published bi-monthly.
 - c. Anniversaries: Anniversaries of Club members of 50 year or more will be printed in the bi-monthly WIT Club News. Any anniversaries for the two-month period that are submitted by the 1st of the month will be printed for that publication.
 - d. Photographs: WIT Club News welcomes pictures of members involved in various activities to promote the RV lifestyle. We recommend sending photos as .jpg attachments NOT PDF or a MSWord document. When sending in photos, identify members or activity in photo for the caption. WIT will publish ONE photo per story, but if you send more they might be used on its Facebook page. Photos for print publication should be emailed as high-resolution (prefer 300 dpi) attachments.
8. Submits requests for honorary membership to the WIT Club office.

TREASURER

1. Verifies that all members and applicants for membership are members of the WIT Club.
2. Receives, safeguards and keeps accurate records of all club or chapter funds in the name of the club.
3. Provides an oral report of all income, expenses and current balance, as well as all planned expenditures at each VSW meeting. Submits a detailed written report, with support detail, to the leadership team, and members is requested, for review. The Club Secretary shall receive and file all reports from the Treasurer.
4. Provides the President, with a copy to the Club Secretary, a monthly report that includes a balance sheet and all planned expenditures.
5. Distributes approved patches, logos, branded clothing, and other related materials that require payment or reimbursement by members. The Treasurer shall establish and maintain records of all transactions.
6. Disburses funds only for authorized purposes upon receipt of documented invoices or receipts. All disbursements shall be supported by valid receipts that provide sufficient detail to confirm expenditure.
7. Assures that the books are submitted for audit once annually (be sure to include this in the bylaws also).
8. Files the Annual Electronic Filing Requirement for Small Exempt Organizations
 - a. VSW is a small exempt organization (treasury less than \$50,000)
9. In the absence of the Treasurer, the President is authorized to disburse funds, but only upon receipt of valid invoices or receipts.

COMMITTEES

Committees may be formed and chaired by the President, except for chairing the Nominating Committee.

1. All committees shall serve until the end of their task or the end of the fiscal year.
2. Committee members shall be selected from the entire membership.

Nominating Committee

Shortly after the first anniversary of the installation of officers, the Executive Board shall appoint a nominating committee to create and propose a slate of candidates for each elective office.

3. The committee shall elect its own Chairperson.
4. This committee shall propose a slate of Club members who are willing to assume the duties of the elective offices for the next two years.
 - a. The proposed slate shall be presented to the membership via at least one newsletter and a minimum of 30 days prior to the next October State Rally meeting.
 - b. The proposed slate of officers shall be presented to the full membership at the October (State Rally) business meeting.
 - i. The outgoing President shall solicit, a minimum of three times, other nominations from the floor (full membership).
 - ii. Upon completion of nominations, the full membership shall vote on the proposed slate of officers put forward by the nominating committee and augmented by nominations from the floor.
 1. If more than one candidate for any office is nominated, the election shall be by private ballot
 2. If only one candidate is proposed for each office, the President shall call for a motion to accept the slate of new officers. Upon a second, a show of hands for and against shall determine the outcome.

Appointees

If a vacancy occurs in the line of elected officers, the Executive Board shall appoint a successor who will hold that office for the unexpired term.

1. If the vacancy is in the office of the President, the vice-president shall become the President until the end of the un-expired term.

OUTINGS, STATE RALLY, AND GRAND NATIONAL RALLIES

Each year, VOL State Winnies plan and hold two statewide events. During the first years of the new leadership team's tenure, it will hold two campouts—April and October; and the second year one campout, in April and a rally in October. In addition, the Club is responsible for leading the Tennessee Row activities at Winnebago's Grand National Rally held at their Forest City, Iowa headquarters in July.

PREPARATION

Preparation for each year's Club activities require effective planning and active participation of the Club's membership. The Club's President or their designee are responsible for:

- Set up the Club's camping schedule at least one year in advance. Have an officer or wagon master in charge of the scheduling. Get other officers involved in decision-making and ask members for suggestions of campgrounds
- Prepare an agenda to inform members about the outing and include a separate page with a registration form and instructions, including where to mail form—unusually the Treasurer. This information should be sent at least 3 weeks before outing and have a deadline for reservations about 7 days preceding the outing. Mailing should include a contact and phone number to call if they have questions or need more information.

This Section provides leadership team guidance for these events:

OUTINGS

Outings are informal events that are primarily for the Club and its member, but are open to any current WIT member who wishes to attend. They are typically three-day events, beginning on Thursday afternoon and ending Sunday morning. The Club has historically used the James E. Ward Agricultural Center, located at the Wilson County Fairground, Lebanon, TN, but alternative sites may be used. Guidelines for outings include:

- *Outing locations:* should be selected and reserved as early as possible. If the James E. Ward Agricultural Center is used, it must be reserved for the next two years as part of the new officer's transition at the October State Rally. If other sites are to be used, they should be reserved at least 6 months ahead of planned date. Basic requirements for a suitable location includes:
 - Adequate space and infrastructure to support the number of coaches anticipated to attend. Sites should provide electricity, water and dump stations—but the latter is not mandated as long as adequate dump stations are available on site.
 - Covered space, preferably enclosed, with adequate space and kitchen facilities to accommodate the anticipated number of participants.
- *Be organized:* If the President elects to delegate responsibility, chose a wagon master or host well in advance. Plan early and be prepared:

- *Plan food serving, cooking, catered, or dining out.* If dining out, it is wise to make restaurant reservations even for small groups. For pot luck meals, divide up the food categories so that a good mix is provided.
- *Plan activities.* Try to have a main event for the weekend and build around it.
 - *Team games.* Mix people up, draw names or assign teams or count off by number
 - *Plan evening event after dinner.* Interest people to stay and enjoy informal time together
 - *Keep meal times on time.* No one likes cold food or long waits
 - *Be flexible.* Agendas will change due to unplanned circumstances. Make sure everyone, especially guests and new members, gets the word
 - *Ask for suggestions.* Ask members and guest for suggestions on things to do or see in the future
 - *Allow free time in the agenda.* Constant, non-stop schedules tend to become work not fun. Allow downtime for relaxing, visiting with friends or site seeing.
 - *Prepare New Member kits.* Continue health of a Club depends on new members and the Club should always seek and be prepared to greet new members whenever the opportunity arises. Pocket folders work well. Contents should include membership application, list of current officers-with phone numbers and email addresses, information on how to order name badges and chapter shirts, annual camping schedule, current membership list, history about the Club, member's in case of emergency card—to be kept by the Club President.
- *Greeters:* Greet everyone upon arrival at the campground for the outing. Greet first time quests or new members and be a mentor. Ask an officer or member to escort guests to the first activity and throughout the event to assure guests are not sitting alone or left out of activities.

- *Name Tags*: Name tags are a must at all events. Introduce new members and guests at the first event of the outing; have them introduce themselves, if they are willing to do so. Members should wear name tags. Provide stick on tags for guests and new members

STATE RALLIES

VOL State Winnies hold a statewide rally in alternate years and will occur during the second year of the Club officer's tenure. State rallies formal three-day events that begin on Thursday afternoon and conclude Sunday morning. While the state rally is primarily for the Club and its Chapters, it historically draws large numbers of out-of-state WIT members. Historically, VSW rallies attract between 75 – 100 coaches, more than half from other states.

Planning and executing a successful rally requires significant time and effort. The process should begin no later than January of rally year and follow the guidelines provided by WIT.

Guidelines for State Rally

This is a guideline and hopefully it will help you have a successful rally. It is encouraged for all states to have a rally no matter the size of your state. It is to have fun and to enjoy your surrounding area.

- Start organizing your rally early. It is recommended to have a chairperson for each aspect of the rally, parking, entertainment, crafts, donations, decorations, games, and dealer participation.
 - An electronic template that incorporates the major activities and tasks required to plan and execute a state rally is provide in the President's files. This template identifies the tasks, chairperson and others who will be responsible for planning and execution. (See Volunteer Spreadsheet)
- Try to plan your rally to flow in with other State Rallies around you. Do not have your rally at the same time and date as the state next to you as you will be competing. Many people will travel from one state to another to attend rallies so you want to be on their route. If you have questions about a date, please contact your WIT Club area rep or the WIT office.
 - The VSW rally (alternates with Louisiana) is the last WIT rally of each calendar year. It is typically slotted for the third week of October. Location and binding reservation for rally should be made at least one year in advance.
- Your WIT Club representatives will only be able to attend one rally per weekend in his area. If you have a rally at the same time as another in his area, he will

decide which to attend. It will probably be the one that is closest to his last rally. If you want a representative there from WIT, please keep this in mind.

- This is typically not a problem. WIT Area Representatives make up their travel schedule at least one year in advance. Effective communications is essential to assure there are no schedule conflicts.
- Find a location that will give you plenty of campsites with at least 30 amps electrical and a dump station. Water and sewer connections are optional. You may use campgrounds or fair grounds.
 - VSW has traditionally used the James E. Ward Agricultural Center of the Wilson County Fairgrounds, in Lebanon, TN for state rallies. It is conveniently located and encourages out-of-state WIT members to attend.
- In choosing a location or site you must have an area to accommodate all that are coming into a building for meetings as well as for foul weather. The facility should also have a kitchen. You then have the option to cook for the rally if you wish or you can still have a caterer do it for you.
- Choose an area that has attractions nearby. People love to go to areas that have points of interest or entertainment. These places can be for pre-rally or part of the rally entertainment. Most all states will have some historic areas, entertainment or businesses that offer tours. There are attractions in all our states. Use this to help build your rally especially to out of state participants.
- Your rally should have a theme. People like to dress up and they feel more of a part if they all dress to the theme. Use this as part of the Saturday's entertainment. Maybe they have some talent that could be used for the entertainment also. You can also have them compete for prizes.
 - The theme for the state rally should be decided as part of the preceding year's October outing—but no later than the April outing of rally year. All advertising, solicitation of dealer sponsorship, vendor support as well as planning for the rally hinges on the theme. The early it can be decided the better.
- Try to cover your costs to put this event on. You don't have to get rich but it is great if you can make ends meet. Rally admission costs vary from \$100 to \$175.
 - Major costs for the rally includes entertainment, food, door prizes, and logistics (building and camping fees). Average costs to plan and execute a 3-day rally is \$9,000 - \$12,000.
 - Live entertainment should be limited to no more that 2-nights.
 - Dinner for Friday and Saturday nights are the norm.

- Door prizes and goody bag items costs can be offset by soliciting contributions from RV-related vendors and Winnebago dealers.
 - Also, remember that the profit made from the bi-annual rally contributes much of the operating revenue of the Club. Membership dues (\$10/coach/year) cannot support the operating cost of the Club and must be augmented by the only other revenue producing activity—the rally.
- Invite all your dealers from your state to attend. Give them all the opportunity to attend if they desire. You might want to contact them well in advance, maybe 8 to 10 weeks. Do not call them as the call may be directed to someone that can't make that decision. Send a letter to the General manager of the dealership. You might also luck out and get some sponsorship from them. People enjoy looking at the new Winnebago products. It is a real benefit to have them attend your rally. This is a very big part of the rally. It is our suggestion that the only charge would be the cost the Park or Fair Grounds charges you for parking.
 - The electronic files provided to each incoming President includes names, addresses and contact information for Winnebago dealers in Tennessee, as well as examples of invitation letters and past dealer participation.
 - Generally, letters and phone calls are ineffective without personal contact. If VSW and its membership have not developed a relationship with the dealers, a personal visit is recommended.
- The only brands of Rvs that can participate in the rally are those that were manufactured by Winnebago Industries. If you have a vendor that owns a brand X, they may be allowed to come to your rally. It is very difficult to find vendors to attend rallies so we do bend the rules for them. The vendors brand X unit is not to be directly in front of all the activities. They shall be parked at a location away from the main rally.
 - This only applies to vendors. All other participants must be active WIT members and in a Winnebago Industries or authorized brand, includes Country Coach and towables that are now part of the Winnebago family.
- Charge your vendors a small fee to attend and sell at your rally. This will help you off set some of the building costs.
 - A list of previous vendors, with their contact information and application form, is included in the President's electronic files.
- Plan some games for the rally such as: washer toss, beanbag baseball or horseshoes. Cake walks, 50/50 pots, bingo and money hats are also fun. You can sell tickets for state baskets which are all things made in your state or surrounding area. These are all fun to do and you can hopefully make some money for your rally fund.

- VSW must comply with Tennessee Laws. 50/50 pots, bingo and money hats are prohibited, as are all other forms of gambling.
- If possible, have some seminars. Local motorhome enthusiasts or possibly the Service Manger from a dealership are good seminar sources. You can also do cooking seminars or exterior caring and cleaning for your motorhome.
- Doing a craft is always fun for rally goers. The cost is minimal and it can consume quite a bit of time and is very enjoyable.
- Keep the rally interesting. You want to keep the attendees busy. They will enjoy the activities that you have planned. Offer a wide variety of things to do to keep them busy.
- You can do goodie bags. These are always nice to give when your rally attendees arrive. In the bag, can be articles that you have received from businesses, dealerships, vendors or sometimes members make items to put in the bags. You will also want to put the schedule of events into this bag.
 - An electronic database of previous sources for goody bags and items is included in the President's electronic files.
- Live entertainment following dinner at least one day of the rally is recommended. You do not have to pay big money to have entertainers. Find some of the local entertainers or talent who will do the entertaining for a minimal fee. Some of the best and most fun is when you do your own. Do a skit, play a version of a TV game show. It can be a lot of fun at very little cost. Discontinue the evening's activities at 9:00 pm.
- Advertising the rally. Utilize the WIT Club News and website. This is a great way to tell others that you are having a rally. Make sure that you have your rally advertised well in advance. After the details are worked out, write a nice advertisement about your rally and send it again to WIT Club News as soon as possible. It is great to have all this information in at least 6 months in advance. This will be put in Who's Inviting Travelers in the magazine as well as on the web site.
- Encourage others to attend your rally. You want to have a pre-registration form available so you know how many to plan for. Other state and clubs like to travel to your area especially if you have a lot of points of interest and fun things to do.
- At the rally, please ask for those that are attending for the first time or those that are from out of state to be recognized. Make them feel welcome. Please ask these out of state and first timers to be part of your group. Don't just sit with your chapter; invite them to join you for the meals, games, and other social events. If the guests are treated well and enjoy all your events, they will bring more people

to your next rally. After all that is what it is all about isn't it? Having fun and making new friends.

- Do not park your guests in the back of the rally grounds. Give them a good place to park and to be in with your chapter or state group. Make them feel that they are very welcome.
- Insurance Certificate. Please call the WIT Office, Membership Coordinator, and request a policy for Liability. This will be supplied to your Club at no cost.
- Program Information: We would suggest the following to be included:
 - Rally Agenda
 - Rules for Campgrounds
 - Emergency Numbers
 - Medical Facilities
 - Rally Chairperson
 - Pet reminder
 - Acknowledgements
- Also, mention the following:
 - Rest Rooms
 - Dump Station
 - Dealer Display
 - Vendors
 - Merchants Display
 - Dealers
- It would be suggested that your main meal begins at 5:00 or 5:30 in the afternoon. This would allow your program to begin about 6:30.
- Saturday evening is generally the main event. It is suggested that prizes be given out during this event. Suggest order:
 - Announce the attendance.
 - Recognize the States attending.
 - Club Announcements
 - Dinner Program:
 - Introduce guests
 - Introduce out-of-state Presidents and allow them to plug their rallies.
 - Introduce your officers.
 - Swear in new officers
 - Entertainment
- Head Table: We suggest you have the Officers and the Chairperson who has worked extremely hard should sit at this table and should be recognized. It is your call if this table should eat first or not.
- Don't forget to recognize everyone that makes the rally successful. The volunteers should be thanked before the end of the rally.

- Have your Club or Chapter meetings on Friday or Saturday. Try not to have them on Sunday as many people will go home early on Sunday and not attend the meetings.

GRAND NATIONAL RALLY

GNR is an annual event that all WIT members strive to attend. As the state club, VOL State Winnies is responsible for the Tennessee Row at GNR and that entails that we have a significant presence and represent the state of Tennessee and our Club well.

Club and Chapter officers are encouraged to park in the Tennessee state row, but length restrictions could prohibit. Starting in 2017, WIT has imposed a 40-foot limit for state row parking. Depending on the location of the state row, this restriction may be waived.

GNR consumes a significant part of VSW operating costs each year without a means of recouping the expenditures. Caution is needed to manage expenses and minimize impact on the Club's operating funds. Typically, major expenses have included:

- Tent rental \$500
- Golf cart \$400
- Row decorations \$250-\$300
- Refreshments \$200-\$300 (Lynchburg lemonade and misc.)
- Donations \$200-\$250 Optional, must be approved by membership

Participation at GNR and associated expenses is an on-going discussion within the Club. It is a significant expense and many consider it unnecessary.

Preparation

Preparation for GNR begins in January. The VSW President, or his designee, must reserve the following:

President or Head-of-Row Reservations

VSW president or if the president is not attending GNR the Club designated officer who assumes head-of-row responsibilities, must make their personal reservations with WIT and identify themselves as head-of-row. In addition, they must reserve space for an end-of-row tent, at least one extra table and identify any other Club officers (maximum of three) who will be parking in the Tennessee state row.

End of Row Tent

Reserve a F10 x 20 White West Coast (Set as 10x30) from Special Occasions, 323 West 15th Street, Waterloo, IA 50702. Telephone: 319.234.3104. Tell them that it is for Winnebago GNR and the Tennessee State Row. Deposit due at reservation and balance due one month before GNR. Special Occasions will deliver and install the tent during Pre-rally week, usually on Wednesday.

Tent Space Fee

We must pay for the space allocated for the tent. This fee is paid directly to WIT and space must be reserved before the end of February each year.

Extra Table(s)

Winnebago provides one (1) table for each state row. Typically, we need at least two additional tables. This should be decided during the April campout. Reserve the additional tables (as needed) from WIT no later than April.

Golf Cart

VSW provides a golf cart for the Club president during the GNR week—does not include pre-rally week. The golf cart should be reserved no later than the end of January. To reserve golf cart contact Miller & Sons Golf Carts, 2197 James Avenue, Britt, IA 50423. Telephone: 641.843.4132. Email: millergolfcars@gmail.com. Carts will be available for pickup and drop off on site. Location is usually near the red barn.

Lynchburg Lemonade

VSW has a tradition of serving Lynchburg Lemonade on Row Night. No later than the April campout, assign someone to take responsibility for this project. It entails purchasing and transporting the Jack Daniels and other ingredients and method of distributing during Row Night.

GNR Theme

Each year, WIT selects a theme for GNR. While not mandatory, each state row is expected to interpret the theme and provide row decorations. On State Row night, a panel of WIT judges will award prizes (\$100) to the rows with the best interpretation of the theme. Judging is divided into classes, determined by the number of coaches from each state attending GNR. VSW normally competes in the 15-30 coach class, but that will vary year-to-year.

Preparation for row decorations must begin no later than the April outing. A chairperson and team members for the decoration team should be assigned as well as a club decision on how best to interpret the theme. The decoration team is responsible for timely completion of the decorations, transportation to GNR and decorating the row prior to Row Night.

Pre-Rally

VSW officers should arrive at least 3-5 days before the beginning of GNR. They are expected to park on the Tennessee State Row, if at all possible. The Club does not have any formal activities during pre-rally week, but normally provides informal activities each evening.

President's Dinner

Usually on Friday or Pre-rally week, WIT will sponsor a President's dinner for state, local chapters, and special interest group presidents. This is an invitation-only event. You will receive an email from WIT in the March-April timeframe requesting RSVP. Make sure that you respond with copy to your area WIT representative. While attendance is not mandatory it does provide an opportunity to meet the leadership team of Winnebago Industries.

Rally Week

Rally week in Iowa is non-stop from morning until late into the night. There will be seminars, exhibits and live entertainment throughout the week. As officers of VSW, the amount of free time you will have to enjoy GNR is directly dependent upon how well you planned and delegated tasks before arriving at the campground.

Required Activities

During rally week, WIT will hold or schedule a series of meetings and/or other activities that required Club and Chapter officers' attendance:

Officers Seminar

This meeting is usually schedule early in the week and should be attended by all club and chapter officers. WIT Club uses this meeting to update the clubs and chapters on current and future plans. In 2016's meeting, we were briefed on changes in the WIT by-laws, Club/Chapter of Excellence Award criteria, and area representative changes.

State Meet and Greet

WIT also schedules an informal, table-top "meet and greet" session during rally week. This is time allocated for new Winnebago owners who do not belong to a state or local club to stop by the appropriate state table to discuss joining.

VSW officers should be prepared to provide signs, displays and application forms for this event. At least one officer should be present to meet and answer questions from potential new members.