

<p>RED RIVER ROVERS CHAPTER</p>	<p>POLICY & PROCEDURE</p>	<p>Effective Date 05/10/2003</p>
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RALLY POLICY

POLICY: It is the policy of the chapter to have each rally financially self sufficient, having all basic rally costs within the amount collected as a rally fee.

PROCEDURE: The chapter shall establish a standard rally fee to be collected monthly from those registered for the rally. The rally fee is to be used for food and other incidentals as determined by the hosts. The hosts of each rally are responsible for planning the rally, its activities, suggestions of leisure time, and the expending of rally funds within the amount collected for the rally. It is permissible to collect additional fees for catered meals or services that are contracted in advance.

The goal of each host committee is to plan a fun, exciting rally without the need of chapter funds unless approved in advanced. Excess rally funds not spent on the rally are to be given the treasurer to be deposited as chapter funds. The host committee chairperson may request an advance for the rally expenses. At the conclusion of the rally, the host chairperson shall give the treasurer an itemized accounting of funds collected and expended. The host committee is to be reimbursed for all rally expenses. It is recognized that unforeseen rally costs may occasionally require the support of chapter funds.

When purchasing food for a rally, hosts should limit the purchase of food and supplies to the rally being planned. Plan purchases that the hosts of a coming rally are not responsible for left over food and supplies.

The rally hosts will consult with the President as to the need of a chapter business meeting and schedule as needed.

The Second Vice President is to provide the Host Committee Chairperson with a copy of the contract with the campground (when available) and other items of interest that may be available within the Park and/or the surrounding areas.

The committee chairperson is to fill out the Rally Agenda Form and forward to the Newsletter editor no later than three weeks prior to the coming rally.