



Classic RV Club Policy Manual

Updated: 2/13/09

INTRODUCTION

Purpose

This Classic RV Club Policy Manual is intended to document the standard practices of the Classic RV Club within the guidelines established by the Classic RV Club ByLaws. It should not be used to establish or implement new ByLaws unless those ByLaws are brought to the Club Membership for ratification.

In addition, this Policy Manual provides sample forms related to Classic RV Club activities.

Organization

General organization of this Policy Manual follows that of the Club ByLaws; however, there will be no information where a ByLaw does not need additional explanation. You will find information organized as follows:

NOTE: In electronic (PDF) versions of this Policy Manual, click on the following items to go directly to the applicable area of this Policy Manual.

ByLaws-Related Topics

- Name of Organization
- Objectives
- Non-profit Status
- Business Office Location
- Fiscal Year
- Membership
- Voting Rights
- Governing Body
- Elections
- Board of Officers
- Duties of Elected Officers
- Committees
- Indemnification
- Membership Meetings
- Membership Fees
- Parliamentary Authority
- Local Chapter Rule Adoption
- Amendments
- Dissolution
- Club Expenditures
- Sample Forms (see Attachments)

Other Information

NOTE: Information under Other Information does not fit within the structure of the ByLaws as used to organize this Policy Manual. However, any information included here cannot contradict or alter any ByLaw but is for clarification of Club operation only.

- [Club Privacy Statement](#)
- [Club Information Distributed to Members](#)
- [Club Webpage](#)
- [Member Notebook](#)

Distribution of Policy Manual

This Policy Manual will be distributed as follows:

- Each member of the Board of Officers will receive a reference copy, to be returned when their elected term of office ends
- Each active member of the Policy Manual Committee will receive a reference copy, to be returned when their appointed term ends
- An electronic copy of the Policy Manual will be posted in the Members Only section of the webpage which can be accessed by all members of the club using the password distributed via email with each newsletter (password not distributed with postal copies of newsletter)

Changes to Policy Manual

- This Policy Manual will be updated to reflect all decisions of the Board that reflect current practice or clarification of the ByLaws
- The Policy Manual Committee may recommend changes or additions to the Policy Manual for approval by the Board as long as the committee remains active
- Any Club member may recommend changes or additions to the Policy Manual subject to approval of the Board

POLICY MANUAL

1. Name of Organization

No policy-related information

2. Objectives

No policy-related information

3. Non-profit Status

No policy-related information

4. Business Office Location

No policy-related information

5. Fiscal Year

No policy-related information

6. Membership

a. New Members

- New members will be given a Member Notebook as soon after they join the club as possible in order to acquaint them with Club operations
- See **Other Information, Member Notebook** for suggested notebook contents
- Also see **Membership Fees, New Member Dues**

b. Visitors

- Members are welcome to invite family and friends to Club outings
- Members are responsible for informing the outing host(s) and Club Wagonmaster of guests that have been invited to future outings sufficiently in advance to make necessary arrangements for RV space, food, games, crafts, etc.
- Members inviting guest to outings are responsible for all payments, food, and other particulars related to the outing
- Visitors may not attend more than two Club outings in any calendar year without applying for membership. EXCEPTION: Children or grandchildren of Club members

7. Voting Rights

No policy-related information

8. Governing Body

No policy-related information

9. Elections

No policy-related information

ATTACHMENTS: Sample Absentee Proxy Ballot for Election of Officers

ATTACHMENTS: Sample Election of Officers Ballot – to be used at Annual Meeting only

10. Board of Officers

a. Schedule of Board Activities

Following is a suggested schedule of items that need to be addressed by the Board during the calendar year and suggested months that they need attention:

- **January** – Distribute Club documents such as Membership Roster, Birthday List, Schedule of Activities, etc. (responsibility of Secretary)
- **April/May** – Appoint Nominating Committee – ByLaws requires this to be three months prior to Annual Meeting (responsibility of Vice President)
- **June** – Discuss budget & dues for next Club year, prepare draft budget (responsibility of Treasurer)
- **June/July** – Announce candidates for officers to be elected at Annual Meeting – ByLaws requires this be not less than one month prior to Annual Meeting; ask for nominations from the Club Membership – ByLaws requires that a final list of candidates be given to the Club Secretary not less than four weeks prior to Annual Meeting (responsibility of Vice President)
- **July/August** – Send out notice of the Annual Meeting and proxy ballots for Vote on Officers and Vote on Budget and Dues including a copy of the proposed budget – ByLaws requires this be sent a minimum of two weeks prior to the Annual Meeting (responsibility of Secretary)
- **August** – The following items should be presented at the Annual Club Meeting:
 - Vote on Slate of Officers
 - Vote on Budget for next Club year
 - Vote on Club dues for next Club year
 - Schedule of activities for next Club year (responsibility of Wagonmaster)
- **August** – Board discuss the annual Club Christmas Project (responsibility of President)
- **September October** – Present annual Club Christmas Project to Club membership
- **October** – Send out Membership Renewal forms (responsibility of Secretary)
- **December** – Collect donations for annual Club Christmas Project
- **December** – Finalize Club membership roster for coming year based upon dues payments – (responsibility of Secretary)

11. Duties of Elected Officers

a. Secretary's Duties

- To clarify duties of the Secretary as related to serving as Publisher of the Club's Newsletter:
 - Ability to create and produce the Club Newsletter should not be qualification for someone serving as Secretary
 - Instead, the Secretary should provide information for the newsletter, edit and proof the newsletter before distribution, and coordinate printing and distribution
 - If someone other than the Club Secretary produces the newsletter, they will report to the Secretary on all matters relating to the newsletter
- In the same way as described above, the Secretary shall serve as Publisher of the Club Website

12. Committees

No policy-related information

13. Indemnification

No policy-related information

14. Membership Meetings

a. Suggested Order of Business for Club Meetings

- Following order is suggested for Club Business Meetings
 - Call Meeting to Order
 - Pledge of Allegiance/Flag Salute
 - Minutes of Previous Meeting, ask if any corrections
 - Treasurer's Report, ask if any corrections
 - Old Business
 - New Business
 - Health Updates
 - Birthdays
 - Next Outing Preview
 - Motion to Adjourn

NOTE: Information on Health Updates, Birthdays, and Next Outing Preview are not technically items of business but are part of the Classic RV Club business meetings by tradition.

b. Approval of Secretary's Minutes and Treasurer's Report

- Even though it is implied in Robert's Rules of Order, reading of the Secretary's Minutes and Treasurer's Report are not required at every meeting; if presented, they do not require approval by vote.
- Instead of asking for a motion to approve the Secretary's Minutes as read and Treasurer's Report as presented, the President should say "Are there any corrections? If not, they are accepted as presented".

c. Information Meetings

- Information meetings can be held at Club outings which are primarily social in nature (Christmas Brunch or Annual Lunch/Dinner).
- Information meetings can be held at Club outings where there is low attendance
- Information meetings can be held at Club outings where there is no business to transact.
- Information meetings do not need to be formally called to order. The Club President may choose to have the Secretary's Minutes read or the Treasurer's Report presented at an information meeting at his/her discretion.
- Information on member's health updates, birthdays, and next outing can be provided at an information meeting since this does not constitute Club business.
- No business items requiring a vote in any form should be presented at an information meeting unless the meeting is duly called to order and a quorum exists; if items are brought up that require a vote of the club membership, the President should table these items until the next official Club business meeting (next outing or the Annual Meeting).
- In order to keep Club members not present at an information meeting up-to-date on Club activities, the Secretary should keep notes of information meeting proceedings and report them in the normal manner (newsletter, web, etc.).

15. Membership Fees

a. Setting Annual Membership Fees

- The Board should set the proposed membership fees for the coming year as part of the annual budget process and present to the Club membership for approval at the Annual Meeting.

b. New Member Dues

- New members will be charged a \$10 fee for the Club Member Notebook in addition to Club dues; this is not considered optional as we want all new members to be fully informed of club operations when they join.

NOTE: See **Other Information, Member Notebook** for suggested contents of notebook.

- New members who join after the Annual Meeting will be charged dues at half price; Club Member Notebook fee at full price as discussed above is in addition to membership dues.

ATTACHMENTS: Sample Absentee Proxy Ballot for Approval of Membership Fees

ATTACHMENTS: Sample Ballot for Approval of Membership Fees

16. Parliamentary Authority

a. Roberts Rules of Order

- Roberts Rules of Order is a text that describes the process of conducting an orderly business meeting where everyone is on an equal footing and has an opportunity to participate in the business of the organization. This book is the recognized authority for most non-governmental meetings.
- Printed copies of this book should be available in most book stores or libraries. You can also find excerpts and information on the web. Here's one website as a starting point:

<http://www.robertsrules.org/>

b. Summary of How to Conduct a Proper Meeting in Accordance with Roberts Rules

Roberts Rules can be quite imposing and tends to become legalistic in nature. The following summary is presented to aid the Club President in conducting a proper meeting as well as for other Club members to understand what to expect in a meeting. It is not intended to modify or contradict any of the provisions of Roberts Rules; Officers are urged to review this information and make comments if it conflicts in any way with Roberts Rules:

1. **Call to order** – All formal meetings of the Club should be called to order by the President.
2. **Items for discussion** – Items to be discussed at a formal meeting are flexible, but should consist of the following:
 - Secretary's Minutes – From previous meeting(s)
 - Treasurer's Report – Financial activity to date
 - Old Business – Any items not completed at previous meeting(s) or specifically tabled (remanded) to this meeting including reports from committees or Officers/members previously tasked with bringing information/reports to the membership
 - New Business – Recommendations/proposals from the Board; proposals from the membership; reports of new items from committees or Officers; new items brought up by members
3. **Quorum** – A quorum is required to conduct formal business that requires a vote (see **Article XIV – Membership Meetings 14:5** in the ByLaws). The President should inform the membership that a quorum of members present plus members voting via absentee proxy vote exists before such votes
4. **Discussion** – Members should be allowed sufficient time to discuss a proposal before a vote is called for. However, this discussion should be conducted in an orderly manner with the member requesting permission to speak and all discussion should be addressed to the President (or person chairing the meeting in place of the President). No discussion should occur between members but should always be addressed to the President. President should be careful that all members have an equal chance for discussion and that more vocal members don't dominate all discussion.

5. **Question** – Any member may call for the “Question” (call for a vote) ending discussion at any time but the membership must agree by voice vote to end the discussion before the vote is taken. If the membership does not vote in favor, the discussion may continue.
6. **Amendments** –
 - Members may propose amendments to proposals presented for vote
 - If the amendment substantially changes the original proposal, the item should be referred to committee for clarification or revision and re-presented at a future meeting
 - Amendments must be voted on before the original amendment is voted on
 - Correct wording to vote on an amended proposal is to ask the membership to vote on the “proposal as amended”.
7. **Tabling Items** –
 - The President may table (postpone) any proposals or items of discussion to a later meeting
 - Proposals may also be tabled by a motion from the membership
 - The President may ask the person bringing the original proposal to provide additional information at a later time or appoint a special committee to review the item and make a proposal at a later meeting
 - In particular, the President should table any proposals that require notice of the general membership not present at the current meeting before a vote is taken
8. **Voting** –
 - Voting on Election of Officers should be by written ballot
 - All other votes can be by voice or by show of hands
 - Any member may call for a count of members voting yea or nay on a voice vote if they question whether an item has passed or failed
 - Before voting on proposals, the President should ask the Secretary to read the proposal including any amendments
9. **Dismissal** – Formal business meetings should be dismissed by the President stating “If there is no other business, this meeting is adjourned”.
10. **Information Meeting** – See previous item under **Membership Meetings, C. Information Meeting** regarding Information Meetings.

17. Local Chapter Rule Adoption

No policy-related information

18. Amendments

a. Need For A ByLaws Revision Committee

- Minor ByLaws revisions involving modification or clarification of wording of a single Article can be proposed to the Club body by action of the Board
- Revision of multiple Articles should be referred to a ByLaws Revision Committee as outlined in these ByLaws

b. Schedule For ByLaws Revisions

Following is a typical schedule for proposing a revision or amendment to the Club ByLaws:

- TO BE ADDED

19. Dissolution

No policy-related information

20. Club Expenditures

a. Budget

- A proposed budget is to be presented for vote at the Annual Meeting
- Proposed budget should address:
 - Expected revenue based on proposed annual membership dues
 - Proposed expenses based on historical or planned expenditures
 - Required reserve

ATTACHMENTS: Sample Absentee Proxy Ballot for Approval of Proposed Annual Budget

b. Reserve

- The club will maintain a minimum bank account balance to ensure that the Treasurer can pay any required RV park deposits BEFORE funds for the outing can be collected from members.
- Board action 7/08. The reserve balance is set at \$400 for Fiscal Year 2009. Also agreed that the reserve balance should be increased each budget cycle to a desired minimum of \$500.
- The Club Treasurer is to inform the Board when the balance in the Club bank account drops below the specified reserve.

NOTE: The ByLaws requires that the Club Treasurer inform the Board when the balance in the Club bank account drops to \$300

OTHER INFORMATION

NOTE: Information under Other Information does not fit within the general structure of the ByLaws as used to organize this Policy Manual. However, any information included here cannot contradict or alter any ByLaw but is for clarification of Club operation only.

1. Club Privacy Statement

It is the intent of the Classic RV Club to protect the privacy of all club members. To that end:

- No club member's name, address, phone number, or email address will be given to anyone outside the Classic RV Club without the members specific consent
- To protect members identity, club members last name will be represented by initial only in any printed publications or on the Club webpage.
- Club Webpages that include private information such as last names, addresses, phone numbers, email address, etc. will be password protected; members should not give password to any non-members

2. Club Information Distributed to Members

The following printed information is to be distributed to Classic RV Club members annually:

- Club Membership Roster
- Club Officers
- Club Birthday List
- Club Activities for Coming Year
- Duties of Campout Host & Wagonmaster

NOTE: Above information is to be distributed to members in printed form as soon as possible after the annual membership renewal is complete (December 31 each year). PDF copies of the information should also be uploaded to the Club webpage and updated whenever changes occur. However, printed copies of updated material will not be distributed during the year except by directive of the Board.

3. Club Webpage

a. Domain Name

1. Official Domain Name for the Classic RV Club website is:

www.classicRVclub.org

2. In order to prevent addressing errors or set up of competing websites using the classicRVclub prefix which might lead to confusion, the club has also reserved the Domain Name:

www.classicRVclub.com

Links to the .com address are forwarded to the primary .org website.

4. Member Notebook

- Member Notebooks will be given to new members (one copy per couple) as soon after they become members as possible.
- Suggested contents of the Member Notebook:
 - About The Classic RV Club (history of Club, etc.)
 - Club Documents
 - Club Membership Roster
 - Club Officers
 - Club Birthday List
 - Club Activities for Coming Year
 - Duties of Campout Host & Wagonmaster
 - Club ByLaws
 - Pictures of active Club members
 - Copy of recent Club newsletters
- Updates to above information will be distributed to all active members when changes occur. However, it is the responsibility of individual members to update their own copies of the Member Notebook

ATTACHMENTS

Sample Forms

The following sample forms are not absolute as to the format to use but are presented here as a starting point for the required forms for Classic RV Club operation.

1. Sample Absentee Proxy Ballots

- a. Sample Absentee Proxy Ballot for Election of Officers

IMPORTANT! ABSENTEE PROXY BALLOT ONLY

A quorum of members present or represented by proxy is required for votes on club officers, setting club dues, or items related to club budget. Return this proxy ballot ONLY IF YOU WILL NOT be attending the next meeting.

Election of Classic RV Club Officers – YEAR

Return this absentee proxy ballot only if you WILL NOT be attending the annual meeting. Copies of this ballot will be distributed for voting at the annual meeting.

Officers to be Elected This Year

POSITION:

Two (2) year term expiring August YEAR

NAME

_____ (write in)

POSITION:

Two (2) year term expiring August YEAR

NAME

_____ (write in)

Officers Continuing Term

POSITION:

One (1) year term expiring August YEAR

– NAME

POSITION:

One (1) year term expiring August YEAR

– NAME

PROXY BALLOT INSTRUCTIONS: To cast an absentee (proxy) ballot, mark your vote on this ballot, sign and date below. Return to President NAME in person or by postal mail (ADDRESS) in a sealed envelope not later than one week before the next meeting. Each adult member (18 years or older) may cast one vote.

NOTE: One proxy vote per member (two per couple); Email or faxed proxy ballots will not be counted.

----- (President: Detach to ensure privacy before submitting proxy vote for count)

Signed _____ Date _____

b. Sample Absentee Proxy Ballot for Vote on Annual Budget and Club Dues

IMPORTANT! ABSENTEE PROXY BALLOT ONLY

A quorum of members present or represented by proxy is required for votes on club officers, setting club dues, or items related to club budget. Return this proxy ballot **ONLY IF YOU WILL NOT** be attending the next meeting.

Vote On Proposed Classic RV Club Budget & Dues For YEAR

Return this absentee proxy ballot only if you **WILL NOT** be attending the annual meeting. Copies of this ballot will be distributed for voting at the annual meeting.

VOTE IN FAVOR

- I vote in favor of the proposed budget
- I vote in favor of the proposed annual dues

VOTE IN OPPOSITION

- I vote in opposition to the proposed budget
- I vote in opposition to the proposed annual dues

PROXY BALLOT INSTRUCTIONS: To cast an absentee (proxy) ballot, mark your vote on this ballot, sign and date below. Return to President NAME in person or by postal mail (ADDRESS) in a sealed envelope not later than one week before the next meeting. Each adult member (18 years or older) may cast one vote.

NOTE: One proxy vote per member (two per couple); Email or faxed proxy ballots will not be counted.

----- (President: Detach to ensure privacy before submitting proxy vote for count)

Signed _____ Date _____

2. Sample Ballots for Annual Meeting

a. Sample ballot for Election of Officers at Annual Meeting

Election of Classic RV Club Officers – YEAR

Ballot for voting at annual meeting only. **DO NOT** vote again on this ballot if you have previously submitted an Absentee Proxy ballot.

Officers to be Elected This Year

POSITION:

Two (2) year term expiring August YEAR

- NAME
- _____ (write in)

POSITION:

Two (2) year term expiring August YEAR

- NAME
- _____ (write in)

Officers Continuing Term

POSITION:

One (1) year term expiring August YEAR

– NAME

POSITION:

One (1) year term expiring August YEAR

– NAME

c. Sample Ballot for Vote on Proposed Budget and Club Dues

Vote On Proposed Classic RV Club Budget & Dues For YEAR

Ballot for voting at annual meeting only. **DO NOT** vote again on this ballot if you have previously submitted an Absentee Proxy ballot.

VOTE IN FAVOR

- I vote in favor of the proposed budget
- I vote in favor of the proposed annual dues

VOTE IN OPPOSITION

- I vote in opposition to the proposed budget
- I vote in opposition to the proposed annual dues

3. Sample Annual Membership Renewal Form

NOTE: Information in **BOLD UNDERLINE** is filled in via mail merge from Excel-based Club Membership list



Classic RV Club Membership Renewal Form

NAME & NAME

It's time to renew your membership in the Classic RV Club for another year. Membership dues for the upcoming year are payable by December 31st.

- Membership Renewal** – Yes, renew our membership in the Classic RV Club
Check enclosed for **\$AMOUNT** to cover annual dues payable to Classic RV Club

Newsletter Preference: Please send newsletter and club info via PREFERENCE.

IMPORTANT: Please check and update your address information and other membership information shown at the bottom of this page

- Sorry** – Drop us from the Classic RV Club membership roster

* * * * *

Membership Information

The following information is currently in our files. Please check carefully and give us any corrections, updates, additions, or changes:

NAME: **NAME**
ADDRESS

PHONE: HOME: **PHONE**
CELL PHONE #1: **PHONE-M** CELL PHONE #2: **PHONE - F**

EMAIL: EMAIL #1: **EMAIL - M** EMAIL #2: **EMAIL - F**

RIG: **YEAR – MAKE – TYPE – LENGTH**

SLIDES: **SLIDES** (NOTE: L = Left, R = Right, 0 = None)

MEMBER SINCE: **MONTH YEAR**

BIRTHDAY: **NAME-M = DATE** **NAME-F = DATE**

Optional Information

The following information is optional; it will be used only in the “private” area of the Classic RV Club webpage

NOTE: To check your current information, click below:

www.classicrvclub.com/Members/MembersOnlyPrivate.html

FAVORITE CAMPING SPOT

IN OREGON: **INFO.**

ELSEWHERE: **INFO.**

HOBBIES

NAME - M: **INFO.**

NAME - F: **INFO.**

Return completed form with your payment to: **CLUB SECRETARY, ADDRESS**

4. Sample Club Outing Signup



Classic RV Club – Campout Signup

Date: _____

Location: _____

Address _____

Phone: _____

Email: _____

Co-host: _____

Co-host: _____

Deposit: _____

Y/N	Name	Arrival Day	Deposit	Check / Cash	Rig	Length	Slides
<input type="checkbox"/> Yes <input type="checkbox"/> No	NAME	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	RIG DESCRIPTION	LENGTH	SLIDES
<input type="checkbox"/> Yes <input type="checkbox"/> No	NAME	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	RIG DESCRIPTION	LENGTH	SLIDES

•
•
REPEAT FOR ALL MEMBERS
•
•

<input type="checkbox"/> Yes <input type="checkbox"/> No	NAME	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	RIG DESCRIPTION	LENGTH	SLIDES
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Guest: Name _____

Guest of: _____

Guest: Name _____

Guest of: _____

TOTAL ATTENDING: _____

TOTAL DEPOSITS: \$ _____

(see signup instructions and host duties on back)

5. Sample Campout Host Duties



020509

Campout Signup Information

1. Prices on the annual campout schedule and on the webpage are subject to change; final prices are posted on the signup sheet.
2. Deposit for the next campout is normally due at the preceding campout; if member cannot attend the preceding campout, it is their responsibility to get their deposit to the Host and/or Treasurer in advance.
3. If member decides to attend campout after registrations are sent in, they should contact the Wagonmaster and may need to call the RV park directly to make reservations; they must also let the Host know that they plan to attend in order to allow for proper planning for food and activities.
4. For additional information on club activities, check the Activity page on the Classic RV Club webpage: www.classicRVclub.org or check the latest Club Newsletter.



Duties of Campout Hosts

Wagonmaster Responsibilities

1. Secure the campground and group meeting room.
2. Inform campground of final signup.

Campout Host Responsibilities

At the preceding campout:

1. Promote the upcoming campout including advance deposit required, theme, general activities, etc.
2. Collect first night deposit for the upcoming campout if prepayment is required by the RV Park.
3. Compile a registration list of people who plan to attend the upcoming campout (use the signup sheet provided) and have paid the required deposit.
4. Give a copy of registration list to the Club Wagonmaster and Club Treasurer at the end of the current campout.
5. Give all monies collected to the Club Treasurer at the end of the current campout.
6. Pick up the club supplies, coffee maker, and activity boards from the previous host.

Plan campout activities:

1. Prepare a promo flyer for the upcoming campout; give 10 printed copies ready for distribution to the Secretary before end of previous campout so it can be distributed with the newsletter (within 2 weeks after current campout).
NOTE: Graphic help for promo flyer is available from the Secretary or Jerry K; allow 2 extra weeks for design and development.
2. Plan club activities for Saturday.
3. Plan menu for Saturday evening dinner; assign food or ask for volunteers for menu items.
4. Plan Sunday brunch; assign food or announce as "potluck".
5. Check club supplies for items required for the campout – napkins, salt & pepper, coffee, creamer, sugar, etc.
NOTE: Buy only enough coffee (one pound should be sufficient) for the current campout as it gets stale if held over. Check with Wagonmaster before buying cups as there may be stock stored elsewhere.
NOTE: Campout Host may request reimbursement for campout supplies or decorations purchased for a campout up to \$20 (\$50 for Annual Meeting); turn in receipts with description of purchase to Club Treasurer.
6. Locate a local restaurant for dinner on Thursday and Friday evenings or assign task to someone else; make reservations and arrange for individual checks. If restaurant adds gratuity to individual tickets, be sure to inform members attending dinner of this.
7. If you want a Mystery Word Puzzle for the outing, contact Joe R 3-4 weeks before campout. Host is responsible for a prize for the winner; not to exceed \$5 (can be included in reimbursement request).

At the campout:

1. Prepare club room for the weekend activities Friday through Sunday morning.
2. Set up the activity boards promoting the weekend activities – one in the clubroom and one outside the Host's rig.
3. Make coffee by 7am on Saturday and Sunday mornings and at other times as required (or assign duty to someone else); a timer is included in the coffee pot – set it to turn on a minimum of 30 minutes before needed.
4. Coordinate cleanup of the club room at the end of the campout so the club gets the full deposit back.

Questions?

Contact the Wagonmaster

Jan Slothower

503-638-8080

wagonmaster@classicRVclub.org

NOTE: Latest version of this document can be found on the Classic RV Club website: www.classicRVclub.org/ClubHostWagonmasterDuties.pdf

6. Sample Campground Rating Form



Classic
RV
Club

RV Park Rating

Please provide your rating of this RV Park:

Rate the overall cleanliness and appearance of the park?

(good) 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 (poor)

Comment: _____

Rate your individual RV parking space

(good) 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 (poor)

Comment: _____

Rate the restroom/shower facilities

(good) 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 (poor)

Comment: _____

Rate the clubhouse/meeting facilities

(good) 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 (none)

Comment: _____

Did the park provide everything advertised/expected?

(good) 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 (poor)

Comment: _____

Rate the overall condition of the facilities

(good) 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 (poor)

Comment: _____

Rate the friendliness and helpfulness of the staff

(good) 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 (poor)

Comment: _____

Do you recommend that we come back to this campground?

(yes) 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ 0 (no)

Comment: _____

General comments _____

Suggestions for other Classic RV Club campout locations

NOTE: Only the Wagonmaster or someone designated by the Wagonmaster will discuss these ratings with the campground management on behalf of the club