



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. Do not buy in larger quantities than needed for current campout.
NOTE: One pound of coffee should be sufficient for each campout; do not buy large quantities as it gets stale.
NOTE: Campout Host may request reimbursement for campout supplies, prizes, and 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 with 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 back any deposit.

Questions?

Contact the Wagonmaster

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