



Rainier Ramblers Information & Guidelines For Hosting an Outing



The purpose of this information is to assist you in hosting an outing as a wagon master/host. The guidelines will help you decide, plan, and organize an outing that is successful and enjoyable. Keep in mind though; the primary goal is to have fun!

You need not do it alone; seek other members to help and co-host with you. For new members, watch and observe; members attending the outing are always willing to help, if needed.

- ⇒ First, find the month and location that you would like to host. You may want to plan around a local activity, such as festivals, tours, demonstrations, etc. Themes are also popular, such as Halloween, Thanksgiving, Easter, Valentines Day, Hawaiian Luau, Italian food, etc.
- ⇒ The location of outings for the current year is decided upon a year in advance and is maintained by the vice president of our club. The outing schedule, along with those who have volunteered to be wagon master/host, and outings in need of a wagon master/host is listed on the club's web site, as well as the newsletter for those without Internet access.
- ⇒ Once you have selected a date, check with the treasurer to see if a deposit on the recreation room has been made or is required. The deposit is often made at the time the vice president books the park or shortly thereafter. In some cases, the deposit is made 30 days in advance of our visit. Each park has different requirements. The treasurer and/or the vice president will be able to tell you the status /details of the deposit requirements (if any) for any of the scheduled outings
- ⇒ The date, place, directions, camping costs, and any additional information, as well as planned activities, needs to be provided to the secretary in sufficient time to be included on the club web site and in the newsletter covering the outing (at least the month prior to the outing). Success of the outing can depend on the completeness, accuracy, and timeliness of this information.
- ⇒ You and/or the co-host will need to pick-up the club's green supply totes from the previous wagon masters. If unable to do so, please arrange to have someone pick them up for you. Check totes for supplies to see what is needed, if anything (coffee, sugar, coffee cups, etc...).
- ⇒ Purchase needed supplies; turn in cash register receipt to the treasurer for reimbursement. It is important to provide the treasurer with receipts for reimbursement in a timely manner.



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- ⇒ At the outing, coordinate on-site, as necessary, with the park or campground management. If any problems arise, they should be mutually solved such that when we leave they are happy and we are happy.
- ⇒ General –
 - Plan an agenda for the outing, including plans for group meals, club business meeting and other events (local events, cards, games, etc). This information should be listed on the club's bulletin board and set up in a convenient place at the park for all to view.
 - Set up morning coffee pots, cream, sugar, etc. each day (sorry someone has to rise with the roosters to plug in the pot).
 - Each member is expected to bring his/her own cups, utensils, and napkins to all meals.
 - Decorations are not required or expected. If the wagon master/host should choose to decorate in some capacity, they do so at their own expense.
- ⇒ Friday -- More often than not, the club goes out to dinner as a group on Friday night at a local restaurant. As wagon master/host, you will be responsible for making reservations for the group.
- ⇒ Saturday – typically, Saturday is the “event” day. It usually includes any local events, the club business meeting and a group meal.
 - Provide information/instructions for any scheduled events and let the members know the time for the club business meeting (~1 hr).
 - For the group meal:
 - You may choose to have the group meal be a full potluck with each member bringing a dish to share, **or**
 - You may choose to provide the meal. If you provide the meal (with a main entrée (such as spaghetti, ham, turkey, taco salad, etc.), salad/veggies and dessert), you may be reimbursed for the main entrée portion of your meal per the clubs Wagon Master Reimbursement Policy, **or**
 - You may choose to provide the main entrée and have club members “potluck” the side dishes and/or desserts.
- ⇒ Sunday –generally includes a group meal with our traditional Rainier Rambler Club Fruit Bow and a raffle.
 - Each member is requested to bring some type of fruit to add to the fruit bowl. A large bowl is provided in the Wagon Masters green totes.



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- As Wagon Master, you are responsible for holding the traditional Sunday Morning Raffle. A roll of raffle tickets may be found in one of the green totes. Tickets are sold three for a dollar, with 50% of the money going to the lucky holder of the number called, the other half going to the club's treasury.
 - For the meal:
 - You may choose to have a full potluck breakfast with members bringing the dishes (typically done if Saturday has not been a potluck), or
 - You may provide the full breakfast (typically done if the Saturday meal was a full potluck). Per our Wagon Master Reimbursement Policy, you may be reimbursed for the main course of this meal (if you are not reimbursed for a Saturday meal).
- ⇒ Coordinate setup and cleanup. Everyone attending the outing is a willing worker; they just need a little guidance in what needs to be done. Ensure that we leave all facilities we use in good or better shape than we found them.