

Golden Empire Sams

Outing Reservation basic Guidelines for Trail Boss/Host

1. These guidelines are provided to give guidance to Trail Boss, they are not rules carved in stone.
2. REMEMBER, the main purpose of the outing is to share time with fellow members, not worry about going to a really neat place with awesome planned activities.
3. Outings are held monthly, March- November. They are normally held the Monday before the 2nd Wed. of each Month and end on Thursday. Generally, Sunday is for early arrivals (most come on Sunday) and meals, activities start Monday night.
4. Wagon Master will provide a calendar for following year and members will sign up to host a particular month. NOTE, trail boss can change dates within their month if a park is unavailable the normal dates. If a long driving trip is being planned, host may want to consider including Friday. Just let Wagon Master know of changes to dates as soon as possible.
5. Reserving a RV park for outing.
 - Due to increase in people RVing, you want to start booking a park about 1 year in advance if possible.
 - Ask park if they can handle big rigs, our members have from 17 ft. to 40 ft. rigs.
 - Ask if 14 sites with at least water and electric and preferable also sewer available on dates. What is per night charge? Any discounts available?
 - Is there a club house available?(not required but usually nice to have). What is cost and requirements for use of clubhouse.
 - CANCELLATION POLICY: What is it, when does park need to know final number? If policy says that cancellation requires loss of money for entire stay, we recommend not reserving. Normal policy is usually something like if individual site is cancelled inside of 7 days of outing, first night fee is lost.
 - Whatever the cancellation policy is, be sure to include on outing flyer
 - How much and when is deposit due to campground. Trail boss is responsible for this deposit and will be reimbursed by attendees.
 - How does campground want payments to be made: check or credit card, individually as guest check in or in ONE check for the whole group stay.
 - Provide location of outing to Wagon Master and web master as soon as you have it.
 - Provide completed flyer on outing to web master at least 2 months in advance.
 - Collect first night cost and completed flyer from attendees before cutoff date required by park..

6. If possible, arrange for a tour of a local attraction for members to do on Tuesday or Wednesday.
7. Refer to flyers and Duties of the Trail Boss for other events held during outing like coffee, bingo, potluck etc.
8. Questions? Please don't hesitate, ask other members. THANK YOU FOR HOSTING, outings is what our club is for and to have fun.

July / 2020