

**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.  
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	<b>Youth/Teens</b>	COMMITTEE #	<b>280</b>
RESPONSIBLE TO:	1st Vice President	AREA:	II
EFFECTIVE DATE:	January 2019		

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**RESPONSIBILITY:**

Plan activities; work in coordination on registration and collecting money for trips and finalizing trip arrangements. Prepare crafts and gather supplies. Supervise children in all activities.

**COORDINATE WITH:**

Rally Manager, Tables and Chairs, Sign Shop, Parade

**SPACE ARRANGEMENT:**

Need room with no rug to seat up to 60 persons. (Prefer gym and 1 classroom size room)

**EQUIPMENT NEEDED:**

Tables and Chairs

**SUPPLIES NEEDED:**

Art supplies, craft supplies, paint, Fun Day equipment, Ribbons issued for Fun Day

**COMMITTEE REPORTS:**

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

**GENERAL OPERATING PROCEDURES:**

1. Plan program for youth and teens attending the International Rally. Include trips, crafts, parade entry and Fun Day (possibly with other youth groups).
2. Check with President on numbers of youth and children registered for rally and budget for youth activities.
3. Prepare program to be distributed to the youth at registration.
4. Recruit committee members to assist with Youth registration and programs.
5. Staff table at Check In to register youth attending rally for programs. Provide information on activities planned and distribute programs. Collect Parental Permission forms as needed.
6. Supervise all activities of youth at rally.
7. Coordinate transportation to activities located away from the rally site.
8. Collect admission/fees for activities and handle payment for such.
9. Coordinate contracts for activities requiring a contract.