WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Awards**	COMMITTEE #	**300**
RESPONSIBLE TO:	2nd Vice President	AREA:	III
EFFECTIVE DATE:	March 2019		

RESPONSIBILITY:
Responsible for all ribbons, rosettes and streamers awarded at the rally contests. Post winners of Competitive contests on the Contest Results Board.

COORDINATE WITH:
Master of Ceremonies, Corporate Manager, Contest Committee Chairs and Rally Manager

SPACE ARRANGEMENT:
None

EQUIPMENT NEEDED:
Computer with spreadsheet software to update the order sheet and record the contest results.

SUPPLIES NEEDED:
1 black marker, 6 - 8 1/2 X 11 envelopes
Streamers, ribbons and rosettes

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 PROCEDURE:

1. In January, contact each committee chair for the contests and review the previous year's order; update order as needed. Ask the Rally Manager for contact information for the committee chairs.
2. Send the order to Headquarters by February 1st so that they can order the ribbons for the current year.
3. After arrival on the grounds, check with Property Logistics or Headquarters Corporate Manager in the club office for box containing the awards order.
4. Get the cork/bulletin board and easel from Property Logistics and set these up in a prominent location. Check with Rally Manager on a location.
5. Inventory ribbons received. Match with totals ordered.
6. Use the 8 ½ x 11 envelops for distribution of ribbons to the contest/event Chairs. Include Contest Results sheets with each order.
7. When orders are processed and packaged, contact appropriate committee chairs to arrange pick-up. The International Secretary can provide a list of committee chairs.
8. Arrange nights for the distribution of UNIT awards with the Master of Ceremonies. This will typically be the night after the contest. (Note: Only Unit awards are given out from the stage unless a request for an exception is approved by the President and MC).
9. Collect Contest Results Sheets from each chair and prepare a list of all contest winners. Make sure all chairs complete all columns of the report. Winners should be posted on the Contest Results Board as soon as possible after the event.
10. Destroy any leftover ribbons.
11. Prepare a list of all contest winners and send to WBCCI Headquarters for distribution to the Region Officers after the Rally.

WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY CONTEST RESULTS

Contest: _____ Date: _____

Number of Participants: _____

	Category	Contestant Name	WBCCI#	Region	Unit	Award
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						