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

COMMITTEE NAME:	**Craft Workshop**	COMMITTEE #:	**310**
RESPONSIBLE TO:	2nd VP	AREA:	III
EFFECTIVE DATE:	February 2019		

RESPONSIBILITY:
Recruit 10-20 teachers willing to prepare 25-75 craft kits and teach their craft.

COORDINATE WITH
Rally Manager, Tables and Chairs, Property Logistics, Rally Program Editor, and Sign Shop

SPACE ARRANGEMENT:
Adequate space for 75-100 people at tables

EQUIPMENT NEEDED:
12 – 8' tables, 60 chairs – depending on number of crafts to be taught

SUPPLIES NEEDED:
Paper to cover tables.

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. Recruit and organize members willing to teach a craft workshop at the rally
2. Discuss with 2nd Vice President the budget for craft supplies or if a small charge should be made for classes to cover costs
3. Make arrangements with Rally Manager for necessary space, tables and chairs for craft workshops
4. Notify teachers of dates and times of their individual workshops as soon as arrangements are made, preferably by February
5. Determine supplies needed for workshops and how best to acquire them: ahead of time, at rally, teachers bring own supplies. Remind everyone to retain receipts if they are to be reimbursed from rally budget.
6. Get signs from Sign Shop to advertise craft workshops
7. Set up table at Check In for members to sign up for craft workshops
8. Coordinate classes and let teachers know where their classes are being held
9. Communicate any changes to the schedule to the Rally Manager
10. Consider putting a notice in the Rally Newsletter about the workshops if not all are full after Check In