

**WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME: **Check In**
RESPONSIBLE TO: Treasurer
EFFECTIVE DATE: November 2018

COMMITTEE #: **640**
AREA: VI

RESPONSIBILITY:

This committee is responsible for preparing the give-away bags for attendees, checking in all attendees at the International Rally, supplying attendees with rally programs and give-aways, and directing members to services and sign-ups as needed.

COORDINATES WITH:

Rally Club Offices (receive Property Requisition for needed supplies and reimbursement)
Computer Services (get list of registered members)
Rally Cashier (attendees who need to pay additional fees)
Rally Manager (for location, general questions)
Guest Badges (for members who need badges made)
Headquarters and/or President (pick up rally giveaways)
Property Logistics (delivery of stored supplies)
Sign Shop (pick up pre-made signs)
Rally Site Contact (pick up rally give-away items shipped directly to rally site)

SPACE ARRANGEMENT:

This committee requires adequate floor space with a locked storage area, work areas with a minimum of congestion and noise, and adequate lighting.

EQUIPMENT NEEDED:

8 tables and 20 chairs
Cart to transport supplies from locked storage area to Check In area

SUPPLIES NEEDED

Give Away items: Rally Programs, bags, pins, rally plaques, gifts, promotional materials
Office supplies: Pens, tape, staplers, duct tape, scissors, black permanent marking pens
Forms: Rally Registration forms, WBCCI Membership forms for walk-ins who are not members (cashier should have both of these), and Youth Registration forms (Youth program chair should have these)
Ribbons: First Timers and Military Service (Veteran)
Signs: Designating location and hours of Check In, WBCCI number ranges for tables at Check In, designating line to get in, sign indicating who to call in case of an emergency
Other: Bell to recognize First Timers

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. Secure volunteers with good people skills who are resourceful, problem solvers, and service oriented.
2. Determine needed supplies and get approval from the Treasurer. Save all receipts for reimbursement.
3. Coordinate with Sign Shop and Sign Placement for proper signage for "Check In", tables, and other as needed.

4. Hours for Check In - Coordinate with Rally Manager to confirm days and hours for Check-In. Consider later hours, maybe open until 6 pm, on busiest days to give members a chance to get to Check-In after parking.
5. After hours, post a sign instructing members to call the on-call Executive Committee member for emergencies. (A mobile pre-paid phone will be used so that it can be carried by the on-call member.)
6. Make out work schedule for volunteers, requesting them to work approximately 12 hours (three 4-hour shifts).
7. Check with Rally Manager on location of Check In tables, a place to stuff bags, and a place to secure supplies at the end of each day.
8. Retrieve supplies for the Goodie Bags from Headquarters Assistant and rally site staff; stuff bags for members to pick up.
9. Check with Property Control to have supplies from WBCCI trailer delivered.
10. Check In Process:
 - a. Look up member on the Registration Report by number or name. Verify the number of people attending and direct members who need to pay for additional attendees to see Cashier. Registration Report will be provided by Headquarters Assistant or rally site staff a day or two prior to opening of Check-In.
 - b. If not on Registration Report but member says they registered, ask for proof such as an email or receipt.
 - c. If members need badges, direct them to the Badges table which should be located near Check In to get badges made. Badges Chair will have replacement badges available for purchase.
 - d. Direct walk-ins to see Cashier to pay for registration and to get ribbons, meal tickets, and ticket for rally gift bag. If they are not currently WBCCI members, ask if they would like to join and direct them to the Cashier to complete a membership form and pay the membership dues.
 - e. If First Timers, issue First Timers ribbons and ring the First Timers bell.
 - f. Ask members if they are Veterans and issue them Veteran ribbons if they are.
 - g. Collect Rally Gift Bag Ticket and supply members with their "goodies" for the rally. Rally Gift Bag contains: rally gift, rally pins, decal, rally plaque, etc.
 - h. Issue members their copies of the rally program. Remind members to write their WBCCI number on the program in case of loss. We cannot replace lost programs.
 - i. If Youth are registered, direct them to the Youth table to complete the Youth Registration form. Since this table is not manned at all times, have the Youth registrations forms available and get them filled out.
 - j. If members ordered rally shirts from supplier to pick up at the rally, direct them to the appropriate table.
 - k. If they are the delegate for their unit, direct them to the Credentialing table.
 - l. Direct members to browse the region, intra-club and other meal sign up tables. (These may or may not be manned all the time but should have information for signing up and paying.)
 - m. Direct members who need to buy Day Passes to Day Passes and Badges table to purchase these.
 - n. Direct members seeking refunds to immediately send a written request (email or letter) to WBCCI Headquarters.
 - o. Set up a separate table with Duct tape available for members to affix Rally Ribbons to their badges. Remind members to write their WBCCI number on the back of the ribbon in case of loss.

11. Members with questions not relating to Check In should be directed to the Member Services desk which will be open at the same time as Check In.
12. At end of each day, secure all supplies in locked area.
13. Provide Youth Chair with any Youth Registrations received each day if Youth table was not manned.
14. When Check In closes for the rally, complete Rally Committee Final Report which includes inventory. Inventory supplies, box them and return to Property Logistics. Leftover programs go to Member Services.
15. Refer any questions to the Rally Manager or the Executive Committee Member on-call.