

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

COMMITTEE NAME:	<b>Club Store</b>	COMMITTEE #:	<b>610</b>
RESPONSIBLE TO:	International Treasurer	AREA:	VI
EFFECTIVE DATE:	February 2019		

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**RESPONSIBILITY:**

Opening, closing and staffing the Club Store.

**COORDINATES WITH:**

Rally Manager, Property Logistics, Tables and Chairs, Sign Shop, Credentials, Rally Cashier, Member Services

**SPACE ARRANGEMENT:**

Large booth in the Vendor area or nearby. Need minimum of 4-5 tables and 4 chairs.

**EQUIPMENT NEEDED:**

Cash register shipped in rally trailer. Credit card device from Corporate manager.

**SUPPLIES NEEDED:**

Merchandise will be shipped from Headquarters to rally site and held in Property until picked up by chair. Supplies needed: 4 - 1.5 Volt batteries for cash register, pencils, ball point pens, pad of paper, wide felt tip pen, 6 rolls cash register tape, masking tape, 3" plastic tape to seal boxes, a Phillips tip screw driver to unpack the wood boxes.

**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. The store sells only official WBCCI items or items receiving endorsement from WBCCI. It will also be responsible for unit orders coming in during the rally.
2. Recruit committee members sufficient to handle the workload (about three workers per session). Committee members should be familiar with handling money and making change. Also, recruit members who can deal with the stress related to the volume of people who come to the store, but also stress the fun and meeting most of the rally attendees.
3. Provide training on the cash register for committee members.
4. The store hours are from 9:00 AM - noon and 1:00 - 4:00 PM. The store is closed on Sunday and the morning of the opening ceremony and at other times if appropriately announced and posted.
5. At the close of the rally, inventory will be taken, as needed, items packed and returned to Property to be shipped back to the home office. Cash Register should be returned to Property in its wooden box to be packed in the rally trailer (DO NOT return to Headquarters.)

**UPON ARRIVAL AT THE RALLY SITE:**

1. Contact Rally Manager to get space assignment and key for locked storage, if available.
2. Inspect room to determine need for tables (minimum of 4-5) and chairs. Work with Tables and Chairs committee chair to get space set up.
3. Get cargo boxes from Property Logistics, unpack and inventory supplies against inventory list sent.
4. After checking supplies in cargo box, get approval from Treasurer to purchase additional needed supplies: 4 -1.5 Volt batteries for cash register, pencils, ball point pens, pad of paper, wide felt tip pen, 6 rolls cash register tape, masking tape, 3" plastic tape to seal boxes.
5. Work with Treasurer and/or Controller to get check for cash to open store.

6. Contact cashier to get cash forms, set up money turn in times (per cashier's schedule), coin envelopes, money wrappers, etc.
7. Go to bank and cash check. \*
8. Get signs from Sign Shop; update as needed for price changes and post signs.

AT THE END OF EACH STORE SESSION:

1. Count out cash reserve and turn in excess to cashier using cashier form for counts. Get receipt for cash turned in and retain until end of rally.
2. If necessary, go to bank for additional change.
3. If inventory runs low prematurely, contact Headquarters to request more (if possible).

AT END OF RALLY:

1. Inventory all supplies and repack boxes to be returned to Headquarters.
2. Turn in ALL money to cashier. (Hang on to cash bag, you may never see one again.)
3. Complete Rally Report.
4. Turn in all signs.
5. Have Property Logistics pick up inventory cargo box.
7. Send Headquarters a report detailing Club Store activities after the rally.

\*Recommended Operating Cash:

Pennies	\$ 5.00
Nickels	10.00
Dimes	20.00
Quarters	100.00
Ones	50.00
Fives	115.00
Tens	100.00
Total	\$400.00