

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

COMMITTEE NAME: **Day Passes and Badges** COMMITTEE #: **625**
RESPONSIBLE TO: Treasurer AREA: VI
EFFECTIVE DATE: September 2019

RESPONSIBILITY:

Preparation and distribution of Guest badges for non-member rally attendees such as host-to-host guests, judges, vendors, Member guests, etc., and WBCCI badges for members.
Meeting with the Security Chairperson to provide schedule for wristband color day identity.
Manning a booth to sell Guest badges and provide/sell Membership Badges during the rally.

COORDINATE WITH:

Rally Manager, Property Logistics, Sign Shop, Carpenter, Rally Cashier, Check In Chair

SPACE ARRANGEMENT:

Small office/area approximately 12' x 16' with two 8 foot tables and four chairs in a very central location where rally attendees will be. Needs to be with Rally Cashier during Check In and prefer not to move afterwards. It is a requirement to have access to solid wi-fi internet and access to electrical outlet for computer and printer.

EQUIPMENT NEEDED:

Casio label makers, Computer, and Printer

SUPPLIES NEEDED:

Label maker cartridges, batteries, Ink cartridges if using personal computer.
Avery business card stock 28371 packages or heavy stock paper, badge holders, assorted colored wristbands, pencils, pens, magic marker, paper clips and 2 pairs of 8" scissors.
Supply of WBCCI two-slot badges.

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 box to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

Before Rally:

1. Recruit committee members to work during check-in and during the rally.
2. For supplies needed, such as ink cartridges and heavy paper for badges get approval from Rally Treasurer.
3. Design and prep badges for Rally using the official rally logo. Presently (since 2017) using Avery website online. Sample designs for each type of badge will show in files. Specific information – year, rally, etc. are on the insert. If new Chair, contact past chair to obtain files used.
4. Contact Vendor Chair and obtain list as early as possible. These can be prepped before rally. Stay in contact for changes and updates. These can be completed as soon as you get to rally. Attach the violet Vendor ribbon to these badges.
5. Contact Host to Host Chair and obtain list as early as possible. These can be prepped before rally. Names of participant may not be available until closer to rally. Use the blue Guest ribbon for these badges. When completed have Chair pick these up.
6. Prepare Guest Badge assortment (see sample from last year on Avery website).
7. Send out message on Facebook, asking that any committee needing Guest Badges to get in touch with you as soon as they know their needs.
8. Confirm Day Pass policy.

At the Rally:

1. Finalize schedule for volunteers to work. Train volunteers on the Day Pass Policy, the member badge procedures and how to handle the payments.
2. Provide Security with sample badges and daily wrist band color code for rally. The order of the colors for each day should change each year.
3. Get supply box from Property Logistics.
4. Provide Vendor Chairperson with Badges, check for corrections and new badges needed.
5. Check with committees that need badges and arrange for pick-up.
6. Staff booth during Check-in and other rally times. Make guest badges, member badges as sold during rally.
7. Get approval from cashier/Treasure for any supplies are needed during the rally
8. Turn in fees collected to the Rally Cashier daily. Complete the cashier report and retain a signed copy of the report. Turn in receipts for any purchases you were approved for each day. (as per decision of Treasure)
9. Issue Guest Badges to family or friends of members who have registered. Unregistered guests may pay the per person fee and be issued a Guest badge and rally ribbon. Guest badges entitle the person to attend day and evening activities at the rally on the days for which they have paid.
10. Members or guests not registered for the rally may purchase Day Passes for the number of days they wish to attend. The Day Pass permits entrance into all activities at the rally except meals and does entitle the holder to the rally giveaways. The member or guest receives a badge; members may use their WBAC badge and a wrist band for the correct day(s).
11. Turn in fees collected to the Rally Cashier daily. Complete the cashier report to be turned in with the money and retain a copy of the report. Cashier will issue a receipt for the money collected.

At the End of the Rally:

1. Prepare inventory for cargo box.
2. Turn in final receipts for supplies to Cashier for reimbursement.
3. Re-pack cargo box and return to Property Logistics.
4. Prepare a list of items needed to begin next year.
5. Prepare Rally Committee final report.
6. Prepare list of recommendations for next year.