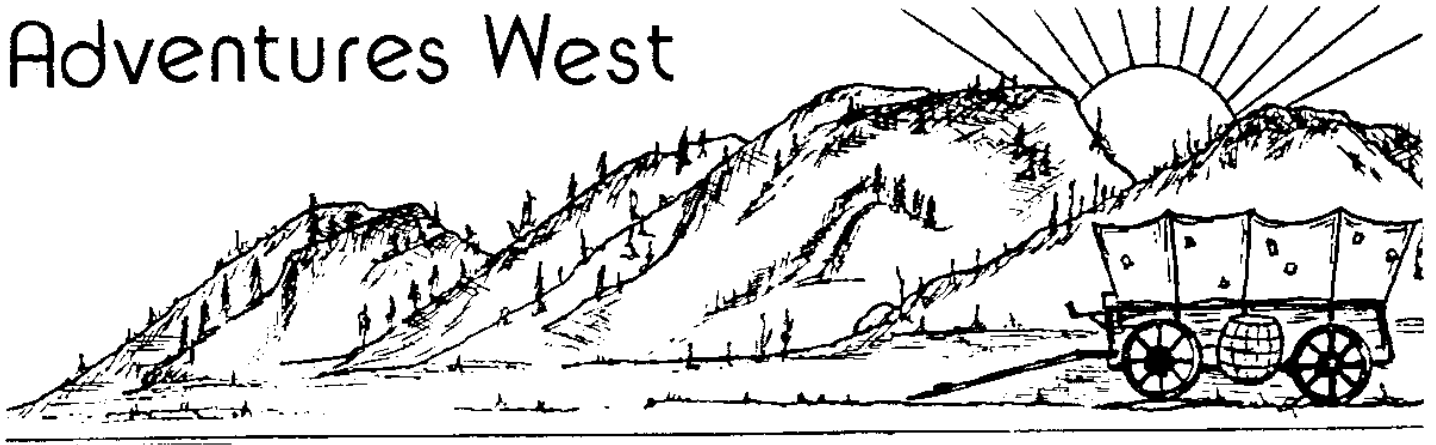


Adventures West



WAGONMASTERS MANUAL



CHAPTER 411

HRRVC

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1. INTRODUCTION

The mini-caravan is an HRRVC chapter caravan designed to fill the gap between the chapter weekend campout and the HRRVC National caravans. It provides another option for club members to get more use out of their rigs with other club members, and at a low investment in cost and time.

	National Caravan	Mini-Caravan
Size (# of rigs)	25-40	10-12 maximum of 15
Duration (# of days)	14-45	10-15
Cost (\$ per day)	\$90-120	\$40-50

This manual contains specific guidance for the mini-caravan Wagonmasters and Co-wagonmasters. Practical experience, derived from the first ten years of mini-caravans, is presented in the areas of selecting, planning, scouting, promoting, conducting, reporting the trip and handling of the finances.

The concept is made feasible by having members take turns leading the trips and, as leaders, they pay the same fee as participants, thereby keeping overhead to a minimum. By having everyone lead a trip, sooner or later the cost of setting up the trip is borne by everyone.

The information contained herein is intended for future Wagonmasters of the HRRVC Adventures West Chapter #411. It is also equally applicable to caravans put on by any small RV group which wants a do-it-yourself caravan. The mini-caravan chapter of HRRVC is basically regional; hence there is room for several similar chapters in other regions of the country.

2. SELECTING THE TRIP

The trip may be a wholly new and original one or it may be a “revisit” of a trip done in the past. As an example, our very first mini-caravan to the Mid California Coast area of California in 1988 was repeated in 1993. Having new Wagonmasters with their own interests and ideas, it became an altogether different experience, although some of the locations were the same.

The trip is selected by the Wagonmasters; typically one of their favorite touring areas, an area they have read about and would like to visit, or they may select a trip from a list provided by the Chapter President or the Caravan Development Committee (CDC). In any case, the trip belongs to the Wagonmasters and the Co-wagonmasters from the time they volunteer. They have complete freedom in the planning and execution of their trip as long as it is within the parameters given, on page three of this manual, and is approved by the chapter president.

The caravan should have a theme to provide unity to a series of stops. Themes that have proven successful include:

- California Mother Lode Country
- Southern California Desert
- Vancouver Island, British Columbia
- Four Corners Area of The Southwest

Once a particular place or area to be toured has been decided on, the time of year for the tour should be considered. Such things as the predicted weather, timing of local events and other HRRVC events such as National, Regional and State Rallies should be considered. Selecting times before or after "the season" can result in lower cost and smaller competing vacation crowds.

Trips should be planned well in advance allowing time for a scouting trip and publication of the trip. A year in advance is considered a minimum.

3. PLANNING THE TRIP

The planning of the trip begins with a preliminary itinerary and budget, which is prepared after selecting the area and its theme. The plan becomes firmer and more detailed when the trip is scouted and commitments are made with campgrounds, events, restaurants and tours.

The preliminary itinerary is an outline of the trip. It begins with the location and distance to be traveled. Next come the anchors, campsites, intermediate stops and tours. The following comments are typical and can be adapted to specific cases.

1. Distance Traveled - A twelve-day trip, with five stops and four moves with 100 to 200 miles between campgrounds gives you total travel miles of between 400 to 800 miles maximum.
2. The Anchors - What are the major stops that define the theme? For the Four Corners trip the major stops were:

Canyon de Chelly, Arizona
Mesa Verde, Colorado
Chaco Canyon, New Mexico
Santa Fe, NM & Rio Grande Pueblos

The four stops adequately defined the theme of the ancient Anasazi culture and the current pueblos culture. Gallup, New Mexico, was selected as a starting point because of its central location and its reputation as the trading center of the Indian Tribes.

The distance traveled in four legs between five stops was 480 miles; comfortably within the guidelines of #1 above.

3. Campground General Locations – In selecting campground locations the things to be considered are:

Proximity to the scheduled events.
Facilities for group meals & meetings.
Cost of above facilities.
Individual site facilities.
Cleanliness & ambiance of campgrounds.

Proximity to an event or consideration of the overall cost of the trip may require a stop at a dry camp, which may be found in a State or City park. These places, without site facilities, can be in quite beautiful locations but stops here should be limited to two nights. Camps with partial hook-ups (electric /water) are suitable for several days.

For stops where rest time (1/2 to 1 day) is planned, more extensive facilities such as a pool, laundry, and full hook-ups are desirable. Thirty (30) amps for air conditioning is desirable for hot climates. These comments also apply where the stop may be three to four days, with several events reached by day trips. These day trips can average anywhere from 50 to 100 miles round trip:

4. Intermediate Stops - Look for interesting stops while traveling from one campground to another that would otherwise be inconvenient to reach from a base camp. These include scenic points of interest, great lunch stops, unusual museums and places which give guided tours. Short driving distances between camps provide ample time for these stops. A prerequisite for these stops is enough parking for 12 rigs and this can be determined on you scouting trip.
5. Selecting Supporting Side Trips & Events - Having selected the trip anchors and major stops, now look for interesting side trips within reasonable reach of the campground. Some things to be considered are:

- Museums

- Free tours of local business & factories

- Dinner theatres

- Special tours of the area such as:

- Scenic railroads

- Float trips

- Tours of small town by local citizens

- Picnic stops

- Fishing, golfing, horseback or hay rides

- National Parks & Monuments

- Rodeos, athletic events, fairs, etc.

Time should be included for shopping in local malls, outlet centers, arts & crafts stores, flea markets and even u-pick-em fruit and vegetable farms and farm stands.

In planning the trip it, is important to remember time off for doing the laundry, grocery shopping, calling home and just plain resting. When asking for comments on past caravans, the one thing most requested has been a little more time off. Emphasize that people do not have to attend every event that is scheduled. Some people just like to go more than others. However, refunds are not given for scheduled events that people chose not to take.

6. Planning Information - There is a wealth of information to choose from. Start with the AAA Tour Guide books, which contain descriptions of major attractions in the area to be visited. They also contain the addresses and phone numbers of tourist information

centers in each locale where you can get, by mail, more information as well as calendars of local activities and events. Make use of the experience of friends who have traveled the area in the past. While on your scouting trip make a visit to the local Chamber of Commerce offices and tourist information centers. They are always happy to assist and often will point out things of interest that may have been overlooked. They may also provide a free tour guide.

Having selected the theme and considered the planning factors and applied them to your specific trip you now have a preliminary itinerary, which includes:

- (a) Anchor stops (camp locations)
- (b) Intermediate stops between anchors
- (c) Supporting side trips & events
- (d) Distance traveled (from "a" above)
- (e) Number of days required to complete your trip.

From the Tour Guide and general campground information in the Trailer Life Campground book you can arrive at a rough cost for campgrounds in the area and with allowances for meals and administrative costs you can now begin to form a preliminary budget.

4. THE BUDGET

This process consists of a preliminary budget at the time the trip is initially planned and a final budget when this scouting trip is complete and firm commitments have been made for campgrounds, tours and meals. Once the trip starts the final budget is the working financial plan and actual expense cost accounting is made against the final budget. The final budget may be modified as the trip progresses and circumstances change.

The major groups in the budget (see Appendix A) are campground fees, meals, attractions & tours (events) and administrative costs. The campground fees are the first item and are figured on a cost per night, per rig; followed by the total for that campground. The preliminary estimate is for planning purposes since the prices and number of participants may change before the reservations are confirmed. Some parks will give you a group price based on a certain number of rigs and that price could vary if you come in with less than specified. They may also give complementary rental of space for the Wagonmasters for one or more nights. This, of course, would lower the price for all.

The second budget category is the meals that will be provided along the way. The opening dinner and any meals provided by the Wagonmasters should be figured at a cost per person, per meal. This will vary depending on how casual or fancy the meals are. The average dollar amounts that have been used are covered in the section on Group Meals and are only suggested guidelines. The meals that are catered, or held at selected restaurants, including the final dinner, are added to the budget at the cost negotiated with those providing the meal. Tax and tip should be included.

The third item is attraction and event fees. These are also listed on the budget at a per person rate, total per rig and total cost to the caravan. These, like the campground fees, can change, depending on the final number of people participating. They will be flexible until the final, written confirmation.

The last cost on the budget is administrative and is usually figured at a straight 4% of the preliminary estimated budget. This figure is usually rounded off to make a final number. This last item covers a large variety of administrative costs such as mailings, telephone calls, copying and miscellaneous. Such supplies as paper plates, napkins, coffee, etc. should be included in the cost of the meals prepared by the Wagonmasters. Each rig providing breakfast on a morning is responsible for all cost of the breakfast including any paper plates, bowls, cutlery, etc. needed for that meal. Most of the time, however, people on the trip can be requested to bring their own service to any meal.

Once the trip starts, the budget is kept as the financial plan but it is now time to keep a record of all monies that are paid out. The Wagonmasters and Co-wagonmasters should keep receipts for all the food and supplies and submit them to the Treasurer, at the end of the trip, for reimbursement. A financial statement kept along the way, showing all money that is spent and all checks that are written, should be submitted to the Treasurer at the end of the trip by the Wagonmaster keeping the record. There are specific forms for accounting for costs (See Appendix B).

If you are keeping a running account of the expenses and find that, because of unexpected discounts along the way, you have extra money left over, it is suggested that you look for an extra event or an addition to one of your planned meals as a way of using this extra money. Our objective is to break even on every trip. We should not plan to add money to the chapter treasury by generating surplus funds from caravans. The people who paid for the trip deserve to have all of the money spent on that trip. Other financial aspects of the trip are covered in a later section titled "Trip Finances".

5. SCOUTING THE TRIP

Scouting is one of the most rewarding parts of leading a trip. As you work through the process with your Co-wagonmaster you are putting flesh on the preliminary plan you devised at the kitchen table. Scouting includes traveling over all of the proposed routes, visiting all campgrounds and verifying all attractions. Be alert that the proposed attraction is still valid for the season you plan to be there. Many events have different schedules before and after Memorial Day. Be alert to time zones and daylight savings.

Wagonmasters and Co-wagonmasters should scout the trip together. That makes you own the trip. Time and cost may be minimized by scouting on the way to another event like the International, Region or State Rallys or your summer vacation.

When selecting campgrounds, visit several in the area, even if you have one you've been going to for years. A camp location with sites on a river or an enclosed meeting room may more than compensate for an additional \$2-3 per night campground fee. Include fairground

camps in your consideration. Many have full or partial hook-ups and it's also okay to dry camp for one or two nights as mentioned earlier.

In considering special tours and events, make sure the quoted cost will be the same at your scheduled time. A rate hike is always a possibility so a firm commitment at the time of the scouting trip is a must - in writing!! Ask if there is a tour guide available and if so, at what cost? Request a specific starting time for your group. Be sure to ask for group discounts or special group menus and extras that may be thrown in for the group, such as appetizers for happy hour or dessert at no extra cost.

At each camp and attraction try to get a written commitment on time, number of participants and especially cost. If the final decision is to be made later, confirm the arrangements with a letter to verify the agreement of reservation and the amount-of deposit required. ALWAYS PUT IT IN WRITING! With campgrounds and tours ask for any group discounts and/or complementary tickets or trailer space. Be alert for KOA or Good Sam discounts and camps that accept CCC or RPI members. These special savings are then factored into the budget so that the savings is for everyone. Look for meeting rooms at campgrounds where you have meals scheduled, or to use for games and happy hour in foul weather.

Don't be surprised if your preliminary plan changes somewhat as you trod the ground you previously imagined. Local information may turn up targets of opportunity and you may decide to schedule some additional time to include some local activity.

When the dry run is complete, you are now in a position to make a firm itinerary and a firm budget. When making out the budget, break it down for one person in a rig and also for an extra person in a rig, as well as for the usual two persons in a rig. This is easily done by subtracting half of the meal costs and the cost of tours and attractions for one person, if there will only be one person in the rig. All campground costs naturally stay the same. For an extra person in a rig you simply add on the cost of the meals and attractions for one person. Again the campground costs usually stay the same. It should not be necessary to adjust the administrative costs. You may wish to reconsider the number of days necessary to complete the trip because you wish to add or delete attractions. If you exceed your target costs, you may wish to make some of the tours or events optional and delete them from the basic participation cost. Don't take the word "firm" too seriously; be flexible enough to modify the trip even as it is in progress.

6. PROMOTING THE TRIP

Initial promotion of the trip should occur as early as possible. A year in advance is desirable since it allows potential participants to integrate the caravan into other travel objectives for the coming year.

The trip is promoted primarily by word of mouth first and by a flyer mailed to all members up to a year ahead of the event. The flyer can be sent out before the trip is scouted with a follow up when the itinerary and the cost are firm.

The preliminary flyer should include:

Trip highlights

Tentative date
Approximate cost
Reservation deposit cost
Cost for one or extra person in rig
Reservation form

The reservation form should have a place for people to fill in their names, National HRRVC #, address, phone, number of people attending, and the length and type of rig they have. You may also include space for Good Sam, CCC and other membership names, if needed, and any pets they are bringing along. Some campgrounds accept pets and some don't. If you will be offering optional events at an extra cost, list them on the reservation form along with the extra cost involved. People should then be asked to indicate whether they would like to attend these events or not.

The reservation policy is based on fairness. All members of the chapter shall have fair opportunity to make reservations for a given trip. The following rules apply:

1. The trip will be formally announced in a flyer at the time that the trip parameters are firm (i.e., location, schedule, cost, deposit required).
2. The flyer should contain a reservation slip, which is to be mailed to the Wagonmaster with the required deposit.
3. The flyer should specify a date, typically 30-60 days after flyer release, when reservations will be first accepted. Reservations are to be made by mail. Reservations postmarked earlier than the acceptance date will be returned for resubmission.
4. Reservations will be accepted in the order received based on the postmark.

The reservation form should clearly state the acceptance date on or after which reservations will be accepted, and the amount of deposit required (e.g. \$50). The flyer should state that reservations will be accepted in order according to postmark and, if reservations exceed the parameter, those with latest postmarks will be put on a "wait list".

Adventures West members have first priority to make reservations up to a cut off date of at least 90 days prior to the event. Non-members can reserve after the 90-day date, but only after they have joined Chapter #411 and paid their annual dues. Target participation is ten to twelve rigs, with a maximum of 15 rigs. Be sure to make a "wait list" when your limit is exceeded and advise those on the list of their status.

After the trip has been scouted and the itinerary and the budget are firm, a letter should be sent to all who sent in a reservation confirming their status on the trip. If the trip roster is not filled, this may also be sent to potential participants for additional reservations.

This mailing should include:

The final itinerary

Final cost
Amount of money still owed, and when due
List of campgrounds with addresses and phone numbers for mail & emergencies

A final mailing, sent two to three weeks before the event can include:

Directions to the first campground
Any itinerary changes (and there usually are some)
A general welcome and message of anticipation

7. CONDUCTING THE TRIP

The primary responsibility of the Wagonmasters and Co-wagonmasters in executing the trip is to work the plan and be prepared to react to contingencies.

To ensure the trip comes off as planned it is necessary to follow-up at several stages. The initial contact is made with campgrounds, events and restaurants during the scouting trip, with phone and mail confirmation as the stop/event is firmed up. Final follow-up should be made by phone five to seven days prior to the event to avoid surprises.

The tone of the trip will be set by how well the first stop is handled. The Wagonmasters should arrive two to three days early and verify the camping reservations and arrangements for the opening dinner. They will then be on hand to greet the participants as they arrive, give them their Information Package and introduce them to other new arrivals.

At the kick-off dinner, an orientation meeting should be held to go over the whole trip in general and the first one or two days in detail. Make the assumption that no one reads or retains the literature that you have given them.

It is important to get the participants involved early and often. Have them introduce themselves to the group at this first meeting and request that they wear their name badges, at least until they know each other.

Some general suggestions:

1. For all scheduled events **START ON TIME!!**
2. If a schedule change occurs, post it on the bulletin board and announce it at happy hour or morning briefing before the event.
3. On the day prior to the caravan moving to a new camp:
 - A. Tell the members that they need not convoy and encourage them to make stops along the way.
 - B. Suggest that two rigs travel together in case of emergencies.

- C. Where a firm time is set for an event en route, make sure they know what time they are expected to be at the event.
- D. Announce the CB channel you are using.
- E. One set of Wagonmasters should depart for the next campground early, one half to one hour ahead of the group to make parking arrangements and post signs or arrows if the route is ambiguous.
- F. The departure of the members to the next camp should be staggered to minimize the arrival of all rigs at the same time. For eleven rigs there might be a departure of the first group of three followed by two groups of four each separated by ten to fifteen minutes.
- G. The assistant or designate should ride shotgun or sweep; he should be the last one to leave camp to ensure that no one is stuck due to mechanical failure.
- H. Urge members to gas up the night before to avoid undue delay at departure time.

8. THE INFORMATION PACKAGE

The Information Package is the detailed instructions and information needed by the participants for their enjoyment of the trip.

The essentials to be included are:

1. A detailed itinerary giving a day-by-day program of all group activities and their starting times. Driving instructions, where required, should be included here. (Appendix B2 & 3)
2. An up-to-date roster.
3. Brochures describing each stop and planned activity.

Supplementary information includes:

1. Maps of the areas and towns to be visited.
2. Brochures of elective side trips.
3. Restaurant guides in the area of the campgrounds if available.

Frosting on the cake; a goody bag containing:

1. Trip mementos.

2. Complimentary items from local merchants or the Chamber of Commerce.
3. Arbitrary gift items.

9. GROUP MEALS

Group meals tend to pull the caravan participants together and are therefore an important part of the trip. How many, what kind and where they are held is completely up to the Wagonmasters and Co-wagonmasters.

The opening dinner is the first of these meals and it is prepared and served at the campground where the trip begins. If the weather is unpredictable and the campground has a room available, the meal can be served inside. Some campgrounds have kitchens they will allow you to use, with or without an additional charge. It is also nice to have the meal outside in good weather as long as there are accommodations for seating and serving.

What the meal consists of is entirely up to those who are preparing it. It can be as casual or as fancy as you like. The cost of this and all meals should be factored into the budget right in the beginning. A price range of \$6.00 to \$8.00 per person has been used, the cost being adjusted if it is necessary to pay for the use of the room and/or kitchen.

A potluck dinner, sometime during the trip is an inexpensive and easy way to have another group meal. Everyone contributes and shares in the setting up and cleaning up. A list can be passed around early in the trip asking people to sign up for either a main dish, salad or dessert. The coffee is usually provided by the Wagonmasters. This meal is usually outside so it should be scheduled at a campground equipped with picnic tables.

A variation on the potluck is a "bring your own meat" BBQ. At this meal, people bring their own meat and the Wagonmasters provide all the rest, such as salad, rolls, beverage and dessert. This meal is also factored into the budget, usually at about \$2.50 per person. The potluck and the BYOM BBQ can both be used on a trip as the cost to the trip is quite low, and people enjoy getting together for a meal at the end of the day.

Other meals that have been provided are catered BBQs, dinner theaters, and picnic lunches on days when a full day of car caravanning to points of interest is planned. The cost of a picnic lunch for everyone is about \$2.00 per person. While out touring for the day you can also arrange a "bring your own" picnic lunch. When scheduling this, make sure that the place you will be stopping for lunch has an area where you can all eat together.

Every morning one rig is responsible to put on breakfast for the group. This is a great way to start the day. These breakfasts can be as simple or fancy as the individual desires. It's fun to see how creative people can be and we have had everything from rolls, muffins, coffeecakes and breads to gourmet egg dishes, pancakes and fresh fruit bowls. It's the choice of the Wagonmasters whether or not they want to include these breakfasts on their trip.

The final dinner is usually held in a restaurant and the budget for this can be between \$15.00 and \$20.00 per person. This meal should be arranged while on the scouting trip. Try to select a restaurant that has a separate room or location for the group. Ask the restaurant to provide a selection of three entrees for the group to choose from and confirm the number of each selection needed with them by phone a few days ahead of time. The price for the meals should be agreed on, IN WRITING, before the final budget is put together.

With any meal provided on a mini-caravan, be as creative as you can as to location, menu, etc. These meals provide important social time, which everyone enjoys. Remember too, that except for breakfast and the potlucks, the cost of all the food, coffee, beverages and any paper or plastic products should be put into the budget at the beginning. It is prudent to allow a dollar or two more than you think you might need so you won't be caught short. Any food money left over at the end of the trip can be added to the final dinner for extras like hors d'oeuvres and/or wine with the meal.

10. TRIP FINANCES

The trip finances are to be managed by the chapter Treasurer but will be administered by the trip Wagonmasters during the mini-caravan. Practically this policy means:

1. Deposit checks are sent to the trip leader as the reservations are made. He/she then forwards the deposit checks to the chapter Treasurer for deposit to the chapter account.
2. The Wagonmaster requests the Treasurer to write separate checks for campground or event deposits. These checks are then given to the Wagonmaster who mails them to the provider of the service along with a letter confirming the reservation, deposit and the balance due.
3. If the Wagonmaster must make a deposit out of his pocket he will submit a request to the Treasurer for reimbursement.
4. At the beginning of the mini-caravan, the Treasurer will give a check to the Wagonmaster for the balance of funds that have been collected for that trip. The Wagonmaster will then be responsible to see that all costs for the mini-caravan are paid with these funds.
5. At the end of the trip, the Wagonmaster will submit a final financial statement to the Treasurer along with receipts for funds paid. This will be part of the historical record and represent the final audit of the trip.
6. The Wagonmasters should include all of their costs including phone calls, reproduction, postage, food, books, extras etc., in the final financial statement, for which they have been reimbursed.

11. RECORDING THE TRIP

The final written report of the trip is important as part of the historical record and as a means to promote chapter activity and the mini-caravan concept.

A member of the caravan may be requested to write the report or the Wagonmasters may do it, but try to have it finished as quickly as possible after the event. The trip report will be published in the HRRVC Ramblings under the chapter reports. Be sure to enclose one or two pictures along with the report, being careful to include the names and activity being pictured. Get the trip report off to the Ramblings quickly after completion of the trip.

12. FINANCIAL MATTERS

1. Mini-caravans are “big business” with total expenditures of \$8,000 - \$10,000.
2. This requires careful budget planning, payout planning, and final accounting.
3. For budget planning after scouting use agreements:
 - a. Campground
 - b. Meals
 - c. Event

Take account of group discounts (usually for 10% or more), comps, and Special discounts (Good Sam, AARP, etc). Include tax and tip. Record Amount of deposits and due dates.

4. Put that into "Planning Budget" to get unit price for promotion. Keep Comps separate to be used as a bonus.
5. To control spending, use Expense Budget.
6. For financial reporting submit:
 - a. Planning budget
 - b. Spending Record
 - c. Receipts
 - d. Notes where receipts are not available-such as tips and miscellaneous

13. HOW TO PLAN FINANCING OF A CARAVAN AND KEEP CONTROL OF FINANCES DURING THE CARAVAN

Anyone who is Wagonmaster for a caravan should preferably have been Co-wagonmaster on an earlier caravan or minimum should have attended one caravan.

The Wagonmaster and Co-wagonmaster scout out the whole caravan in advance, usually a whole year in advance.

They are to get the prices established for overnights, meals, and tours.

Using attached agreement forms for these items--that should be made in duplicate, one for the Wagonmaster and one for the party involved.

All tours, meals, nights should be budgeted at agreed price. Comps are not included in the budget but serve as a contingency.

After the planning tour, you should know your cost of the caravan and prepare a budget using the attached form as a guide.

Usually a caravan is planned for 12 rigs including the 2 Wagonmasters--but leave the door open and have agreements with the parks for 15 rigs maximum; but have a dateline for final count to the park.

Let us say that the caravan cost is \$600.00 per rig. For 12 rigs the total is \$7200.00 of member money. So we must keep track of that money.

1. Deposits of \$100 per rig should be paid to the Wagonmaster no later than 120 days prior to the first of the month in which the caravan starts.
2. The balance of \$500 per rig should be paid 60 to 90 days prior to the first of the month in which the caravan starts. All checks are to be mailed to the Wagonmaster, who records the amount paid and by whom and notes any balance due. The Wagonmaster makes a record of the checks and mails the checks to the Treasurer for deposit. The Treasurer will pay out of the general fund any advance deposits for the caravan. The Treasurer will mail such checks to the Wagonmaster who records them and mails to the proper party. This way there can be no misunderstandings of who got what, how much, or when.
3. Now we come to the time for the caravan. First, the Wagonmasters have made a tour book that cost money, mailing of flyers and phone calls that add up to say \$120.00. That is \$10 per rig, so now your budget is \$590 per rig.
4. Then in the last minute 1 rig cancels due to illness. The caravan now has \$6600 total, including cancellation expense.
5. Then we come to the final.

If for some reason the caravan, overspent, the farewell dinner may be reduced to a barbeque where you buy steaks or chicken with money available.

You then do a final report (see Appendix C) on a sheet listing daily expenditures by major cost category. Total it up and submit to the Treasurer.

Any possible surplus goes into the general fund.

6. Guidelines For Refunds.

If a participant declines to go on an included prepaid tour or event, no refund shall be paid. If a participant must leave the caravan for reasons of accident or sickness, either personal or in

the family, a refund shall be paid less any expenses that we may be liable for, due to advance reservations.

If a member cancels before the caravan, they will be liable for a \$25.00 cancellation fee, plus any incurred expenses. Any refund shall be paid within eight days directly after the caravan, by the Wagonmaster. NO EXCEPTIONS.

It is not difficult to keep track of caravan funds if these general concepts are followed. The reason for planning at full cost is that you are exploring the trip months in advance and prices frequently change --so the caravan will have a buffer built into the cost.

**PLANNING BUDGET
BASED ON 10 RIGS**

12 DAYS

Destination	Rate per Rig	Comp		Deposits	
		Units	Dollars	Amount	Date
ONE					
Camping 3@28	84	1/10	84	300	1-Jun-02
Meal 1	30	2	30	100	3-Jun-02
Event 1	8	2	16		
Event 2	10	0			
Event 3	16	1	8		
TWO					
Camping 5@20	100	1/10	100	400	
Meal 1	20	0			
Meal 2	10	1	5		
Event 1	10	1	5		
Event 2	8	0			
THREE					
Camping 4@17	68	0		200	
Meal 1	10	1/10	10		
Meal 2	16	0		100	
Event 1	8	1	4		
Event 2	4	0			
SUB-TOTAL	402		262	1,000	
Administration					
@4%	12				
TOTAL	414				
	35 Per Day		22 Per Rig		

EXAMPLE

APPENDIX A

SPENDING BUDGET							
Destination	Rate Per Rig	Number Rigs or People	Total Bill	Less Deposit	Total Due	Amount Paid	"- or +"
ONE							
Camp 3@28	84	13	1092	300	792		
Meal 1	30						
Event 1	8			100			
Event 2	10						
Event 3	16						
TWO							
Camp 5@20	100			400			
Meal 1	20						
Meal 2	10						
Event 1	10						
Event 2	8						
THREE							
Camp 4@17	68			200			
Meal 1	10						
Meal 2	16						
Event 1	8						
Event 2	4						
SUB-TOTAL	402						
Administration	12						
TOTAL	414						

EXAMPLE

APPENDIX B

FINAL COUNT						
ACTUAL	NIGHT	FOOD	ENTRANCE	TOTAL	OVER	UNDER
Day 1	264.00	130.00		394.00		74.00
Day 2						
Day 3						
Day 4						
Day 5						
Day 6	360.00	120.00	792.00	1,272.00	72.00	
Day 7						
Day 8						
Day 9						
Day 10						
Day 11						
Day 12						
TOTAL	3,600.00	820.00	2,000.00	642.00		261.00

Total Caravan Funds 7,200.00

Total Spent Including Deposit 6,420.00

Balance 780.00

Less Refund for Cancellation 519.00

BALANCE 261.00

EXAMPLE

APPENDIX C

