

# **CHAPTER 1**

## **Aims and Objectives of the WBCCI Caravan committee**

The WBCCI Caravan Committee is an International Standing Committee composed of a committee chairman and several subcommittees and advisors--currently: the Unit, Region and National Caravan Subcommittee; the Caravan Training Subcommittee; the Caravan Publications Subcommittee; the Caravan Printed Promotions Subcommittee; the Caravan Web Master; the Caravan Videographer; and a selected few experienced Caravan Leader Advisors. The chairman of this committee, together with the chairman of each of the subcommittees, and the advisors compose the WBCCI Caravan Committee per se. The WBCCI Executive Committee approves members of this Committee.

General duties of the Caravan Committee are: To foster a continuing interest in National, Region, Unit and Intra-Club Caravans; to administer and approve National, Region, and Intra-Club Caravan programs; to develop and maintain the Caravan Handbook of the International Club; to establish and conduct an annual training program for Caravan participants and Caravan Leaders; to manage and disburse the budget funds of the Caravan Standing Committee in accord with International Policy; to assign the dates and times for Caravan arrivals at International Rallies; to coordinate the itineraries of National Caravans with the dates and locations of National and Special Event rallies thus affording participants in National Caravans the opportunity to attend and support such rallies.

In order to carry out these broad aims and objectives the WBCCI Caravan Committee has prepared this Club Caravan Handbook for use by Unit, Region, and National Caravan Committees as a guide for planning, organizing and accomplishing a program of various Caravans. The judicious use of the Handbook should result in a Caravan that is well organized, one that will operate smoothly and be fun and adventurous for all participants.

The WBCCI Caravan Committee will assist, wherever possible, any Unit or Region in the planning of a Caravan Program that will result in a well-rounded overall program for its members.

To recognize, promote, and publicize caravanning, Caravans that meet established criteria will be assigned National, Region, or Unit numbers. These Caravans will be listed in the annual Membership

## **CHAPTER 2**

### **Definitions and classifications of Club Caravans**

**A CLUB CARAVAN** is a group of WBCCI members organized to travel over a planned route for the purpose of seeking fun, fellowship, and adventure under the sponsorship and responsibility of the appropriate WBCCI organization, i.e., Unit, Region, National, or International Committee.

a. **A UNIT CARAVAN** is a Club Caravan sponsored, organized, planned, and conducted under the authority and responsibility of the Executive Officers of a WBCCI Unit. A Unit Caravan may be limited to Unit members.

b. **A REGION CARAVAN** is a Club Caravan sponsored, organized, planned, and conducted under the authority and responsibility of the Executive Committee of a WBCCI Region. Region Caravans will be open to all members of WBCCI.

c. **A NATIONAL CARAVAN** is a Club Caravan sponsored, organized, planned, and conducted under the authority and responsibility of the WBCCI Caravan Committee through the Unit, Region, and National Caravan Subcommittee. National Caravans will be open to all members of WBCCI.

d. **AN OVERSEAS CARAVAN** is a WBCCI Club Caravan sponsored, organized, planned, and conducted under the authority and responsibility of the WBCCI International Executive Committee.

Directory and the Caravan number will follow each Caravan participants name in the Directory. The criteria for assigning “N”, “R”, and “U” numbers to Caravans is as follows:

1. Duration of 10 or more nights, not including nights spent at organized rallies or pre-rallies.
2. Park in 5 or more cities or geographic locations, not including organized rallies or pre-rallies.
3. Number 10 or more trailers or motor homes, including the leader.
4. Use the kitty-fee method for handling financial matters.
5. Adhere to the provisions of the current Club Caravan Handbook.

It should be noted that a Caravan not meeting the above criteria, but approved by the sponsoring Intra-Club, Unit, Region, or National organization will still be a WBCCI sanctioned Caravan. It will, however, not be qualified for listing in the annual Membership Directory. The use of the Caravan Handbook will still be a valuable aid for the leader of such a Caravan.

## **CHAPTER 3**

### **Duties of the Caravan Chairman**

The President of the WBCCI Unit, Region, or International organization should appoint the best-qualified member to be the Caravan Committee Chairman for the following year. This Chairman will be responsible for the selection of Caravan Leaders and will assist in the planning and operation of the Caravans within his range of Caravan activities.

The **WBCCI CARAVAN COMMITTEE CHAIRMAN** will, through the Caravan Committee; establish rules, regulations, and guidelines for conduct of WBCCI Caravans; encourage, promote, coordinate, assist, and publicize Unit, Region, and National Caravans; and conduct the Club Caravan Training seminars at the annual International Rally.

The **Region Caravan Chairman** will encourage, promote, publicize, and/or conduct Region Caravans, and will encourage and assist Unit Caravan Chairmen within the Region to organize and conduct Unit Caravans. He will coordinate his planning and publicity with the Unit, Region, and National Caravan Subcommittee Chairman.

The **Unit Caravan Committee** will promote, organize, publicize, and/or conduct Unit Caravans and assist, where possible, the Region Caravan Chairman in the Region Caravan Program.

## **CHAPTER 4**

### **Caravan Training**

It was in the spirit of fun, fellowship, and adventure that you purchased your Airstream and eventually joined a Unit, or became a member at large, of the Wally Byam Caravan Club International. You found that members often travel together in Caravans in order to achieve this end. First, you may have ventured on an Airstream Company sponsored Caravan, or it may have been a real fun Unit Caravan to an International Rally. You now find there are other exciting Caravans and a new way to meet new friends as you travel to wayside places. Soon you see the need for more and more leaders to pass on the fun and fellowship to others by offering leadership to another WBCCI Club Caravan.

One of the duties of the WBCCI Caravan Committee is conducting an annual Training Seminar for Caravan Participants, including the Caravan Leader. This task is delegated to the Caravan Training Subcommittee. This Subcommittee shall plan a program of instruction to cover all phases of caravanning in as much detail as possible in three 3-hour sessions at the annual International Rally.

Sufficient time will be provided in the program for questions and answers from the participants.

The program will be coordinated with the WBCCI International President, the WBCCI Caravan Committee, the International Rally Committee, and the WBCCI Headquarters.

An annual roster will be maintained of those attending the sessions and a copy thereof will be given to each Region President and the Caravan Chairman to aid in finding potential leaders. Persons attending and registering for each of the three sessions will qualify for a Certificate of Attendance. These certificates will be given to the appropriate Region President to be presented to the member at the next suitable Region or Unit membership meeting.

Speakers for this seminar will be carefully selected so as to obtain a good, experienced cross-section of leadership.

These sessions will afford the participants with sufficient material and examples so they will have the basic knowledge for planning, programming, operating, or participating in a successful Club Caravan.

The purpose of these sessions is to provide the training and background necessary to be a better participant in a Club Caravan, or to start in the Caravan leadership field. Only with further experience will the Leaders develop their full potential so that their Caravans will be the best for fun, fellowship, and adventure.

It is recommended that each Unit and Region Caravan Chairman participate in these training sessions along with any others of the Unit who show an interest in leadership and a flair for helping their fellow members to a more enjoyable way of life.

All National Caravan Leaders must complete this Seminar.

## **CHAPTER 5**

### **General Procedures for a Caravan**

Caravan programs, which should be considered as important as Unit or Region Rallies and which should be planned with as much care as a Unit or Region Rally, should be outlined as early in the year as possible. Once outlined, the Executive Committee of the Unit, the Region, or the International Organization must approve the Caravan Program. This will insure that all commitments and liabilities can be adequately covered. *It must be noted that the sponsoring organization assumes financial responsibility for a Caravan.* Once approved, the Caravan program should be sent to the WBCCI Headquarters prior to November 1 so that it will be included in the Annual Membership Directory.

The Caravan Standing Committee must approve all National, Region, and Intra-Club Caravans.

The Wally Byam Caravan Club International, Inc. has a comprehensive general liability insurance policy to cover club functions and activities in the United States and Canada. This policy is provided to protect all Intra-Club, Unit, Region, International Officers, Caravan Leaders, members/agents, as well as employees, while engaged in official authorized business for WBCCI and the facilities being used or leased for such functions. The policy covers claims, which may be brought against the above named individuals, as a result of accidents resulting from their negligence. There is also coverage that protects WBCCI against Criminal Activity by any of the above. (Note - a special policy is required for Caravans Overseas and to Mexico)

The proper procedure in case of an accident is to file a claim through WBCCI Headquarters and let the Insurance Company determine applicability.

**Neither the Club, nor its Officers, nor any WBCCI Club sanctioned Caravan Leader, nor any member of the Caravan Staff shall be responsible for the loss of, or damage to property; or for the injury to, or the death of any participant in any duly authorized WBCCI Club Caravan.**

WBCCI Caravans (Intra-Club, Unit, Region or National) to Mexico require special Insurance coverage because the General Liability Insurance Policy of the International Club has no force or effect in that country.

Foreign Liability Insurance must be purchased (and included in the Caravan cost). This can be accomplished by contacting WBCCI Headquarters well in advance of the start of the Caravan since all of the required actions **MUST BE COMPLETED** at least six months in advance of the Caravan. Failure to complete the required actions (as directed by WBCCI Headquarters) will result in the Caravan not being sanctioned by WBCCI and, therefore, not afforded WBCCI insurance coverage. This could result in extremely serious problems were a liability suit initiated for any reason.

Members traveling with “significant others” or grandchildren must insure that they have valid health treatment authorization and Health Care Power Of Attorney documents in their possession. If traveling with grandchildren be certain that travel authority signed by the natural or custodian parents accompanies the grandchildren.

WBCCI Club Caravans traveling on the highway **DO NOT TRAVEL AS CONVOYS**. The Airstreams are spread out so as to cause the least possible traffic problems. An Airstream should not travel closer than 100 yards from the Airstream ahead. **IF YOU CAN READ THE NUMBER ON THE AIRSTREAM AHEAD OF YOU -- YOU ARE TOO CLOSE**. These are not only safe distances, but also allow sufficient space for other vehicles to pass safely. If 5 vehicles build up behind your Airstream it is necessary, when safe, to move over and let them pass. This is also the law in some states.

Airstreams with dogs or other pets should not be parked in a separate area. However, pets are the owner’s responsibility. They must be kept under control at all times to avoid annoyance to others. All pets must be kept on a leash within the parking area and should not be allowed in the hospitality area. Any “accidents” are the responsibility of the pet owner, and shall be cleaned up and disposed of properly.

More of our Airstreams are motor homes that depend on generators for battery charging and power for oven cooking. There should be pre-arranged times for the running of generators if their use is necessary. The times should be scheduled when the least annoyance to others in the Caravan is likely to occur. There need not be special “generator” parking areas, but the grouping of motor homes requiring generator operation might be considered. It will be up to the Caravan Leader to determine if and when it is appropriate to run generators. *Note: Running the trailer tow*



*vehicle to charge the battery can be equally annoying and in most cases is not necessary.*

Free parking should be limited to a minimum since it is much better to make a contribution for such service to the providing organization or a local charity and thus maintain the high ideals of WBCCI.

## **CHAPTER 6**

### **Scouting for a Caravan**

Scouting is a most important function of planning a successful Caravan. A well planned and scouted route will add appreciably to the operation and final results of the Caravan. Primarily, scouting consists of obtaining all the information possible on the route, the surrounding country, and the campsites in order to plan, promote, and conduct an effective Caravan.

The scouting actually starts with the determination of the purpose of the Caravan, i.e., to take a WBCCI group to an International Rally, on a scenic tour of a state or several states, to or from a local festival, or in pursuit of a special interest such as golf, fishing, rock hunting, etc. The route is then selected from available highway maps. Computer mapping programs can also be helpful in route selection.

With a general route in mind, likely stops are selected at 125-200 mile distances between points. The beginning may be from or to a Unit, Region, National, or International Rally, and it may be necessary to reach the end of the Caravan on a given date. This may limit the time for both travel and stopovers.

One night overnight stops are inadvisable unless they are needed because of time and distance factors between points of interest where you will want to spend several days. Two consecutive one nighters should be considered a maximum without a multi-night layover. Two, three, or even four days may be considered at interesting places if time is not a factor, since rest is always welcome and time for grocery shopping and doing laundry is necessary. Travel on Sunday should be avoided, if possible, so that religious services may be attended. However, Sundays are usually a good day to travel through busy metropolitan areas such as Chicago, Seattle, Los Angeles, New York, etc.

The total length of time for a Caravan may vary from just a few days or so to 7 or 8 weeks. The longer the Caravan the more thoroughly it must be planned in order to maintain the interest of the caravanners. Too short a Caravan may not achieve the desired results of fun and fellowship.

Since the size of the proposed Caravan is a controlling factor over the amount of scouting cost that can be absorbed by the Caravan, the method

of scouting may be either by telephone and mail for a small Caravan or the preferred, physical scouting when a large Caravan is proposed.

For the small Caravan of up to about 15 Airstreams, scouting may be accomplished by the use of maps, computer mapping programs, telephone discussions and correspondence with Chambers of Commerce, Tourist Information Centers, city officials, and possibly other WBCCI members living in the locality of the stopover. In order to do this, specific information must be requested based on the requirements of the planned Caravan.

For large Caravans physical scouting is recommended where economically possible. Cost should be kept to a minimum since the scouting costs will be added to the kitty fee charged to the participants in the Caravan. Many times this can be accomplished in conjunction with other travel purposes. While scouting the route, keep notes on mileage, locations of off-highway parking, directions and turns where the route might be confusing, where changing highways, important features or interesting items, condition of highways, etc. This can be converted into a travel log and will assure the caravanner of a correct routing. For example:

- 0.0 Leaving Bozeman, turn left at 7th and Hwy. 90 West
  - 32.1 Exit 274 to Helena on Hwy. 287
  - 66.0 Turnout - 4 Airstreams
  - 69.0 Watch for antelope next 6 miles
  - 73.2 Turnout - 3 Airstreams
  - 95.3 End of Hwy. 287; continue on Hwy. 12 straight ahead
  - 96.5 Right on Hwy. 12 Bypass
  - 97.0 Left on Hwy. 12
  - 98.0 Right on Benton St.
  - 98.4 Right into parking area, Carroll College
- 2 hr.10 min. driving time.

*Note: Many computer mapping programs are available that will generate, or assist you in creating route information and directions. AAA or other travel clubs may also be of assistance in providing route information if you are able to give them specific route choices.*

When scouting a Caravan parking area, check to see if the area is available, that is, be sure that another Caravan, or group, is not going to be using the area at the same time. If you have others using the area, it is

advisable to either rearrange your itinerary or secure an alternate parking site.

The Caravan parking site should be ample for parking the proposed number of Airstreams --- approximately 1275 square feet per unit using a 17 foot on center spacing and 75 feet from row to row (including a 20 foot roadway for drive-in type parking) *Note: this figure accounts for wide body configuration, but may not be enough if slide outs are a consideration.* Other methods, i.e., back-to-back, herring bone, or wagon wheel, may be feasible. The surface of the site may be grass, gravel, or paved, and should be relatively level yet well drained and smooth enough for safe driving. If possible, to prevent cross-traffic on the highway, the site should be accessible by a right turn from the highway to the site. Entrance to the highway will then be to the right upon departure also.

There should be a fresh, potable water supply capable of supplying sufficient water to the Caravan either on or adjacent to the parking site. Have a plan for the disposal of wash water. However, in some areas it is not entirely possible to avoid dry camps. When this is necessary the schedule should be well marked and the caravanners made aware of it at the preceding drivers' meeting. After all, these Airstreams are self-contained, and it often is good for caravanners to find that they really can get along without electricity and water hookup.

There should be garbage pickup service as well as facilities for dumping the sanitary holding tank every 4 or 5 days. Check for sewer manholes on the site or on adjacent streets with minimum traffic. Be sure to contact the City Engineer for approval and or suggestions.

The site should be convenient to Laundromats, stores, restaurants, recreation areas, and churches when a Sunday stopover is made. General data on the area, city, or town is available at the local Chamber of Commerce or Tourist Information Center.

From the Chamber of Commerce or Tourist Information Center, obtain at least three copies of brochures, city maps, information on hospitals, shopping areas, entertainment, recreation areas, restaurants, etc. Make arrangements to secure additional copies upon arrival of the Caravan.

If the Caravan will be long enough, you may need to make arrangements for Mail pick up. Small towns with one zip code make good mail stops because there is only one Post Office. Check with the

Postmaster to insure mail handling procedures and exact mail addressing. In some cases campgrounds will hold mail for a Caravan. Make any initial arrangements during the scouting trip and confirm them in writing later.

Availability of a building, or buildings, to accommodate the number of people on the Caravan for meetings, programs, etc. should be investigated and reservations made if necessary.

If the site is in a location where a luncheon, dinner, or final banquet is to be held, make arrangements for the events - including prices, menu, time schedule, etc. Do not plan joint final banquets with other Caravans or Units. This is strictly a Caravan function. If a stopover is convenient with a Unit rally, this is fine; even plan with the Unit to provide the Caravan entertainment and join in the events planned for the rally.

When the site is selected make firm commitments in writing, specifying the conditions, dates, time, price or donation, and other applicable information to assure that the site, tours, etc. will be ready upon arrival of the Caravan. *Note: most service providers (Campgrounds, Tour Operators, Restaurants, etc.) offer discounted rates for groups. Be sure to check for this during your initial scouting activity.*

All arrangements should be confirmed in writing, and it is good practice to check on the status a month or two ahead of Caravan arrival time to assure that conditions have not changed. A phone call a day or two ahead of arrival is also added insurance to help prevent last minute problems. These can and do happen. This may take a few more letters and phone calls, but it may eliminate a real problem before it becomes one.

A completed "Site Survey Report" (Exhibit 4) will generally assure that all required data on the site is available.

Frequently it is advisable to check out a secondary parking location and alternate dump site in case things change. This check would consist only of location and need not be in detail such as the primary site.

Some possible sites are school playgrounds, fairgrounds, high school parking areas, Civic Centers, Mall parking areas, as well as campgrounds and RV parks.

## **CHAPTER 7**

### **The Kitty Fee Estimate**

One of the most important tasks that a Caravan Leader will have to face is the preparation of the Kitty Fee estimate. It must be carefully figured so that the resulting fee is that on which the Caravan can reasonably be expected to operate -- not too lean so that one has to skimp at every turn, but not so fat that the fee might turn some prospective caravanner away. It should, however, lean toward the latter since it is far better to return some of the kitty money at the end of the Caravan than to have to ask for more to cover the costs. The major portion of the kitty fee estimate is based on actual costs or commitments and amounts to about 80% of the total, leaving the rest of the fee to be estimated.

All Caravans should be self-supporting with each person paying their fair share of the total expenses. The kitty fee shall contain only those items of expense which are common to all caravanners. The fee is based on two people in an Airstream, but allowance shall be made where there is only one in an Airstream as well as for those over the usual two.

The kitty fee estimate is prepared immediately after the Caravan scouting is completed and at a minimum will include the following costs:

Scouting	Tours and Guides
Office Expenses	Buildings
Caravan Equipment	Caravan Publications
Leader's Expense	Parking
Hospitality	Food
Kitty Treats	Caravan Plaques
Entertainment	Miscellaneous

**THE SCOUTING COST** is based on mileage traveled with the Airstream at a rate per mile as authorized by the sponsoring WBCCI authority (*note: National Caravans use the current years Federal IRS allowed recovery amount*). This is based on the mileage one Airstream travels on a Caravan route plus such other minimum mileage as may be required to get to and from the proposed Caravan route. In many instances this latter mileage may not be warranted as a legitimate charge if the person scouting was on a trip, and after completing the scouting of the

route continued on for other purposes such as to visit relatives or friends, and eventually to make an extended tour away from the area or proposed Caravan route. Every effort should be made by the scouter to keep the mileage directly connected with the proposed Caravan route to a minimum.

Additional car mileage will be allowable at a rate per mile as authorized by the sponsoring WBCCI authority for such car travel within the area of proposed stopovers when such travel is necessary to make arrangements for programs, secure service, or to visit city or other concerned officials in arranging for the Caravan stopover.

Airstream parking, telephone, car parking, tolls, and miscellaneous related items should also be included in the Caravan scouting cost. However, hotel and motel expenses should not be covered in the kitty fee as they greatly escalate the overall cost of the Caravan.

An alternative to using a mileage rate as a base for recovering vehicle expenses is to charge the actual costs for gas and oil changes (repairs and other maintenance are not included) that are spent in the scouting effort. This will require keeping an accurate record of these expenses and is best done only when personal and scouting expenses can be clearly separated.

**OFFICE EXPENSES** should include such items as stationery, envelopes, postage, file folders, reproduction, computer supplies, faxes, telephone, and other charges relevant to the Caravan. Professional preparation of letters, reports, forms, and brochures is also allowable, however it is best and much cheaper if the Caravan Leaders can create the source information in typed or printed format themselves.

**CARAVAN EQUIPMENT** when purchased exclusively for Caravan use should be auctioned off at the end of the Caravan, and only the net amount included in the final kitty fee. If a public address or comparable system is rented for a Caravan the cost should be included as Caravan Equipment.

However, more and more Caravans are utilizing facilities where exclusive Caravan Equipment is not required. Many Caravan Leaders have established a basic set of equipment that they keep with them on an on-going basis. The equipment often includes water hoses, Y's, pressure reducing valves, sewer hose, hose connectors, Parkers flags, WBCCI direction signs, etc. This equipment should not be charged to a specific

Caravan and a prorated cost can be recovered over time within the normal Miscellaneous category.

Some items of equipment that may be needed for a Caravan that does not utilize commercial RV parks are:

	Up to 25 Airstreams	25-50 Airstreams	50-75 Airstreams
. 5/8" non-toxic water hose	100 ft.	200 ft.	300 ft.
. Free flowing Y's	2	3	4
. Pressure regulating valves	1	1	2
. 3" Sewer hose - w/connections - both black & white	10 ft.	30 ft.	30 ft

**LEADER'S EXPENSE** depends on the size of the Caravan, and is divided equally over all of the Caravan members. Expenses may include such things as:

- . Airstream travel mileage for movement between stops plus such other minimum mileage as may be required to get to and from the proposed Caravan route, based on a mileage rate authorized by the sponsoring WBCCI authority.
- . Car mileage when used at stops in conjunction with business of the Caravan, based on a mileage rate authorized by the sponsoring WBCCI authority.
- . Parking fees when complimentary parking is not offered.
- . Meal allowance when complimentary meals are not offered for a group function.
- . Cost of Tours, Admissions and Entertainment when complimentary entry is not offered.
- . Telephone expenses to verify Caravan arrangements.

In many cases service providers such as restaurants, camping facilities, and tour operators offer complimentary free access (Comps) for a group organizer (Caravan Leader). If complimentary access is offered, this should be used to cover the Leaders Expense and will result in no charge to the Caravan members. The Caravan Leader should check in advance, preferably during scouting and reservation activities, to see if this



is offered. In many cases it is offered based on the number of participants using the facility and might result in more than one free pass. If this is the case, any free access not utilized by the Caravan Leader should be applied to the kitty fee, thus reducing the amount the Caravan pays for the activity.

**HOSPITALITY AND KITTY TREATS** are estimated amounts based on the type of hospitality and kitty treats for which the Leader makes arrangements. This would include items such as lemonade, ice, watermelon, ice cream, fruits, etc. An estimate per stop is a reasonably easy method to arrive at an overall estimate.

**ENTERTAINMENT** pertains to entertainment for the entire Caravan. It includes such things as singing groups, dancers, horse shows, museums, etc. These estimates are the result of arrangements made while scouting at the various stops of the Caravan.

**TOURS AND GUIDES** covers the cost of taking bus, van, or walking tours for the Caravan. Group tours are an excellent way to expose Caravan members to the unique cultural, scenic, and historic qualities of an area. Hiring a bus with a guide, or hiring a step-on guide to travel with car-pool tours and give the commentary over the CB is a very effective way to have someone with local knowledge show you around. Walking tours with a guide are also very effective. Research the availability of tours and guides while on the scouting trip, then settle firm reservations and prices later. Consider the capability of the caravanners and the relative congestion of an area when deciding the type of tour you want to schedule.

Often, a local historian or other knowledgeable person might be available to act as a guide or make an evening presentation at the parking site. Frequently these local people do not wish to charge a fee. When this happens, offer to make a contribution in their name to a local charity or historical association of their choice. \$50 to \$100 for a full day of their services is a reasonable amount.

**BUILDINGS** may be needed from time to time due to inclement weather or for other reasons. It may be necessary to rent a building for an event such as a hobby show, program, drivers' meeting, etc. These costs are also the result of the scouting trip, although firm commitments for buildings should not be made until the need arises.

**CARAVAN PUBLICATIONS**, which include the Welcome Letter, the Driver's Manual, and the Caravan Journal must be included in your cost estimate. A full discussion of these publications is included in

Chapter 8 of this handbook. The Welcome Letter will need to be created and mailed to each caravanner after you receive their payment for the Caravan. The Driver's Manual, sometimes containing as many as 60 - 80 pages, must be created, printed, and bound. The Caravan Journal will need to be created, printed, and bound as well - often completed prior to the end of the Caravan so that it can be distributed at the final banquet.

The cost of creating these documents plus the number of copies to be printed and bound must be estimated and included in the kitty fee. *Note: When calculating the number of copies of documents needed, consider extra copies for the Publications Contest, the Caravan Committee, and/or future reference.* You may consider having the master copy of these documents professionally created (typed, word processed, etc.) but this is very expensive and it is best if you can find a Caravan member to do this - or do it yourself. You might want to review the size of the printing/binding job with a local print shop prior to starting, so that you can get a hand around the projected cost for your estimate.

Although they are not exactly "Publications", include the cost of Caravan identification decals, to be placed on participating Airstreams and cars, as part of this expense.

ALL OF THE ABOVE ITEMS are considered as common items in the kitty fee, and since the computation results in total estimates for each item they should be divided by the number of Airstreams that can reasonably be expected to go on the Caravan. However, quite often the number of Airstreams actually going on a Caravan does not meet our projections. Therefore you should divide the common items in the kitty fee by the minimum number of Airstreams that you expect to have on your Caravan to establish the cost-per-Airstream for each item. This allows some cushion if the full number of Airstreams is actually achieved, and it is always better to return money than to ask for more.

**PARKING** costs are those which were agreed upon when scouting and later confirmed in writing. This item is usually the largest in the kitty fee. In RV parks specific amounts are necessary, perhaps even a reservation fee is required. Larger Caravans may be forced to make commitments for parking space at other than commercial parks, because it could very easily take up almost the entire park. There must be assurance that the spaces required will be available. For this reason, spaces such as school playgrounds, rodeo grounds, fairgrounds, Civic Centers, and the

like can often be utilized. If a standard fee is not established, it is good practice to offer a contribution (equivalent to \$X per night per Airstream). This has two effects: (1) it allows for actual variation in the number of Airstreams in the area from the number proposed, and (2) it results in a logical rental of the entire area required. Since this may be new to the management of these places a suggested, reasonable contribution for each Airstream night would be:

Graveled parking area, or mostly void of grass	\$4.00 - \$7.00
Clean, smooth, light grass or field crop	\$4.50 - \$10.00
Good, grassed area	\$5.00 - \$11.00

The contribution would include water, garbage, and sewer or dump service if available. Keep in mind that these are estimates and consider what commercial rates would be in the area if you could use them.

**FOOD** costs can be a major expense. Restaurant or catered meals should be investigated on the scouting trip, with firm prices and reservations formalized in writing. When establishing a price, insure that tax and tips are included.

Caravan Cookout type meals, where the caravanners do the cooking (breakfast, lunch, or dinner), are often a great way to get people together. These meals can be estimated for the kitty fee. Unless there is something special to be cooked (like steaks, etc.) \$3 - \$5 per person is a reasonable estimate.

**CARAVAN PLAQUES** are a fixed expense that is based on a price quoted by a vendor.

**MISCELLANEOUS** is a necessary catchall item for unforeseen expenses. A good method to calculate this amount is to use 10 - 15% of the total of all of the above amounts. If you feel that your estimates are fairly close use the lower %, if not, use the higher %. It is best to err on the high side and return money to your caravanners than to have to ask for additional funds because the kitty fee was too low.

**The total of all of the above** items will result in a well estimated kitty fee which can be lived with provided the number of Airstreams is reasonably close to, or above, the minimum number. The fee will not be

out of line or extravagant when such items are included. It is the intent to have a good, fun Caravan, not too tight but not too plush either.

Calculating the cost for such things as hospitality, meals, tours, admissions, etc. is best done on a per capita basis. This makes it easier to figure the costs for one, two, or more persons per Airstream.

It is essential that a summary of the kitty fee estimate be included in the Caravan brochure sent to the caravanners. This will allow them to know the general makeup of the kitty fee. It can also be used as evidence of good faith in case a lesser number of caravanners sign up than originally contemplated, which might result in an increase in the actual kitty fee.

No Caravan should operate under the minimum number without approval of the sponsoring WBCCI authority. Consideration must be given to:

1. Can the Caravan be reasonably expected to operate within the kitty fee without a deficit?
2. If a deficit is indicated, can the kitty fee be reasonably increased to include such a deficit?
3. Otherwise, are cancellation or overhead funds available to cover the anticipated deficit?
4. Can it reasonably be expected that the sponsoring authority for the Caravan will assume the balance of the probable deficit?

The application blank should include the amount of the registration fee. There should also be indicated the amount of a service charge in case of cancellation prior to the start of the Caravan.

For Unit and Region Caravans the cancellation fee should be no less than \$10 to cover the cost of processing - including reproduction, envelopes, postage, etc. After a date specified, an increased cancellation fee, to be assessed at the discretion of the Caravan Leader, may be considered to cover not only the costs indicated above, but deficits on commitments which might result due to the late cancellation. Any excess cancellation amounts (i.e. actual costs less than \$10) should be applied to the Caravan Fund (Kitty) for that Caravan. Any Caravan deficit should be made up by the Caravan unless this would result in too great a burden on the Caravan. Any additional amount required to cover a deficit would have to be approved by the sponsoring WBCCI authority (Unit or Region).

In the case of National Caravans, the service charge for cancellations should be no less than \$50. After a date specified, a cancellation fee to be assessed at the discretion of the Caravan Leader may be considered to cover deficits on commitments which might result due to the cancellation. The remainder of the deposit, in excess of the cancellation fee, must be returned to the Caravanner. All transfers from one National Caravan to another will be treated as a cancellation from the first caravan and a new application must be made to the second caravan.

Payment of National Caravan deficits which result from the cancellation of a National Caravan or from a National Caravan that has been given approval to operate at less than the minimum number shall first be approved by the WBCCI Caravan Committee, who will recommend that such expenditure be made from the Caravan Fund.

## **CHAPTER 8**

### **Publicity, Registration and Publications**

Without good publicity no Caravan will succeed in filling its quota. It should be planned far enough in advance of the event so that it may be presented at least three times to the members concerned. Presentations should attract attention; be brief, but cover the important points. They should be forceful and enthusiastic.

Any information that is submitted to the BLUE BERET for publication must arrive at WBCCI Headquarters at least 45 days prior to the 1st day of the month of intended publication. Please copy the WBCCI Caravan Chairman and the Unit, Region, and National Caravan Subcommittee Chairman on information that is sent to the BLUE BERET, they will use the information for additional publicity activities.

**The Caravan Leader prepares UNIT CARAVAN PUBLICITY.** After a brochure is completed, the Leader should prepare a brief 150-word write-up covering the essentials of the proposed Caravan. The brief can be used effectively in the Unit Newsletter together with a reservation blank in order to get to all of the members concerned. A more lengthy write-up can be used as a handout at meetings or otherwise. An attractive map showing the route, brochures of interesting features along the way, and application blanks on the unit bulletin board will also attract caravanners. An enthusiastic pitch at the Unit membership meeting will also be helpful.

**REGION CARAVAN PUBLICITY** should be prepared in conjunction with the appropriate Region representative. The leader will prepare a brief 150-word write-up about the essentials of the Caravan. These, together with the appropriate reservation blank can be forwarded to the BLUE BERET so as to be in an issue at least 90 days before the event. The information can also be forwarded to the various Units in the Region for use in Unit Newsletters, bulletin boards, and for a pitch at the Unit meetings.

**NATIONAL CARAVAN PUBLICITY** will be coordinated with the Unit, Region, and National Caravan Subcommittee Chairman (U, R, N Chairman).

(1) The U,R,N Chairman will gather information about National Caravans from National Caravan Leaders as they develop their Caravans. The U,R,N Chairman will prepare pertinent information about the

Caravans so that it can be printed on the National Caravan Coupon page in May of the year prior to the running of the Caravan. The coupon information will be updated each succeeding month of publication as necessary.

Information from the coupon page will be used to describe National Caravans in the pull out Membership Brochure that is published each year in the February issue of the Blue Beret. Information from the coupon page will also be used to establish the list of National Caravans that is included in the annual WBCCI Membership Directory.

(2) The WBCCI Caravan Chairman will prepare comments and articles about Caravans and caravanning for publication in the Caravans section of the BLUE BERET each month.

(3) National Caravan Leaders may submit descriptive articles of 100 to 250 words about their Caravans for publication in the Caravans section of the BLUE BERET. An effective schedule for these articles might be.

- a. A 100 word article to appear in the May issue at the same time the Coupon page is updated.
- b. A 150 - 200 word article to appear in the September issue, when WBCCI members are beginning to return from summer activities.
- c. A 250 word article about 6 months prior to the Caravan rendezvous date to enthuse those who are registered for the caravan and encourage people to fill up any remaining openings.

**OVERSEAS CARAVAN PUBLICITY.** For Overseas Caravans, articles should be prepared by the Caravan Leader and forwarded to the WBCCI International Relations Committee Chairman for review and forwarding to the BLUE BERET approximately 5 months in advance of the Caravan.

**REGISTRATION.** A typical registration coupon for a Caravan is shown in Exhibit 9. Attention is invited to the blank “Make checks payable to \_\_\_\_\_”. In order to avoid possible conflict with the Internal Revenue Service procedures, checks should NOT be made out to a person but to the Caravan, i.e., Ozark Foliage Caravan, Arizona Caravan, WBCCI National Caravan, Caravan N-30-J, etc. The Caravan Leader will then set up a unique bank account for the deposit of the checks.

## **PUBLICATIONS**

### **Welcome Letter, Driver's Manual, Caravan Journal**

Publications prepared in support of a Caravan are very important to its successful operation and the lasting memories of its members. In particular, the Welcome Letter, Driver's Manual, and the Caravan Journal are used to inform, direct and provide lasting memories of the Caravan.

**WELCOME LETTER.** A Welcome Letter should be sent to the caravanner no later than 3 to 4 weeks before final payment is due. This timing is particularly useful for Caravans that have been booked a year or more in advance. It will renew interest in the Caravan and reduce mailings to those who have had to cancel out. The purpose of the letter is to welcome them as members, to tell them a little more about the Caravan and its procedures and to solicit information from them.

The letter needs to tell the caravanners things they will need to know before they arrive at the rendezvous point, such as:

- . Things they might want to bring along - musical instruments, golf clubs, tennis rackets, fishing gear, swim suits, costumes, arts and crafts, etc.
- . The type of weather to expect.
- . Warning if you will be in high elevations. (Some caravanners have breathing problems at high elevations.)
- . A general itinerary, which should include the address of mail stops along the route and a feel for the number of dry camps, etc.
- . A check list for minimum equipment they will need - hoses and "Y's", gray water hose, electric cord, wheel blocks, etc.
- . Any special paper work or documents required if going into Canada (or the U.S.), especially if traveling with pets or grandchildren.
- . A reminder that members traveling with "significant others" or grandchildren must insure that they have valid authorization and Health Care Power Of Attorney documents in their possession.
- . A reminder that proof of vehicle insurance is required in many states, and a Canada Non-Resident Inter-Province Motor Vehicle Liability Insurance Card (sometimes called a



“yellow card” and usually issued free of charge by your insurance company or agent) is required in Canada.

- . A brief summary of the Kitty Fee expenses and when money payments are due. (A detailed breakout will be included in the Driver’s Manual.)
- . A strong SAFETY caution to ensure they have their rig inspected and in top working order **before** departing from home.

It is helpful if you have the information in the Caravanner Data Sheet (Exhibit 10) as you go through the final planning for your caravan. Include a copy of the Data Sheet in your welcome letter and ask that it be returned soon.

**DRIVERS MANUAL.** The Driver’s Manual is prepared by the leader and furnished to each participant (one per Airstream) prior to departure. It is usually given and thoroughly discussed at the caravanners initial meeting at the rendezvous point. It should contain sufficient information to describe the who, what, why, where, when and how for the trip. Maps, tourist literature from points of interest along the route, Caravan identification decals or logo’s, etc., are often included in the Manual “package”. Since the Driver’s Manual becomes the primary guidebook for the Caravan, accuracy is critical. With a detailed Driver’s Manual, a caravanner should be able to go from Caravan start to finish without needing any additional information.

Some basic considerations and recommendations in developing the Driver’s Manual are:

- . Cover: The Driver’s Manual usually gets a lot of use throughout the Caravan. Many caravanners also retain their Manuals as souvenirs of the Caravan. It should be sufficiently durable to survive and hold the contents of the Manual!
- . Leader’s Welcome: In addition to the Welcome Letter above, a short welcome is appropriate in the Manual. This welcome is similar to the introduction in a book.
- . Itinerary: The itinerary should contain dates, departure and arrival times, detailed route instructions, any specific cautions enroute, stopping locations, hook-ups available, mileage between stops, estimated but realistic travel times,

mail delivery schedule, any special events, etc.

(See Exhibits 6,7, & 8)

- . Kitty Fee: A fairly detailed explanation of the kitty fee is Advised. A daily (or by stop) spread of costs per Airstream should include, camping, meals, entertainment, tours, hospitality, etc. A breakout of costs for scouting, setup, office, leaders expenses, etc. per Airstream should also be included.
- . General Procedures: Include, as appropriate, the basic rules of conduct on the Caravan, work assignments, job descriptions, pets, generator usage, duty roster, radio communications, etc.
- . Include a roster of Caravan members listing names, address, WBCCI number, phone number, e-mail address, etc. You may also want vehicle type and license numbers. Single page listings that include only names and WBCCI numbers and sequenced by (1) name and (2) WBCCI number are often handy as well.
- . User Friendliness: The Driver's Manual may have all the bells and whistles and be full of information. But, it does little good if it is poorly organized, has too much "stuff", and is too hard and awkward for the caravanner to handle and use. (Brochures for activities during the Caravan may be included in a travel bag or handed out at a driver's meeting to help keep the size of the manual manageable.)

**CARAVAN JOURNAL.** The Journal is a kind of diary prepared *during* the Caravan. It should describe the various activities and incidents, often humorous in style, that "happen" during the Caravan. It is composed by members of the Caravan - not the leader - and given to members at the conclusion of the Caravan or shortly thereafter. Journals vary greatly in sophistication of their preparation. They can range from a handwritten daily diary to elaborate layouts complete with color photographs of all the caravanners and shots along the way. Many caravanners now have laptop computers with publication programs that lend themselves very well to recording and preparing a Journal along the route. *Caution: Journal editors sometimes really get into their work and prepare 30 to 40 page "books" with lots of color photographs and graphics. These can be very*

*expensive to reproduce. Be sure your editors know how much money your Kitty Fee has planned for this expense!!*

Some basic considerations and recommendations in developing the Journal are:

- . Cover: Need not be quite as durable as the Driver's Manual, but it should be attractive and immediately identifiable with this particular Caravan.

*Note: an effective method that has been used, is to prepare both manuals in loose leaf format so that the pages can be added to a common cover.*

- . Sequence and manner of reporting activities: A logical and consistent manner of recording what happened on the trip should be used.
- . Completeness: The Journal should cover the entire Caravan. It is important that every participant is included in the publication and that their names are spelled correctly.
- . It is very effective to give the journal to Caravan members at the Caravan Final Banquet. In many cases, this can be a highlight at the Banquet and offer a final memorable experience for the caravanners.
- . However, it is more desirable to provide the members with a complete, quality product a few days (or weeks) after the Caravan than to rush completion and sacrifice quality. If this is done, consider the postage that will be needed to mail the Journals when you are estimating the Kitty Fee.

A Caravan Publications Contest is held each year at the International Rally. The contest judges Driver's Manuals and Journals for WBCCI numbered Caravans. In addition to the areas discussed above, the contest considers the overall appearance of the publications, grammar, and unique aspects that set a particular document apart from the others. A copy of the rules for the Caravan Publications Contest is sent to each Caravan Leader with the Caravan Number Assignment package.

Having said all of the above, the most important criteria are that the Driver's Manual and Journal contain useful and easily accessible information and creates happy memories for the members.

## **CHAPTER 9**

### **Caravan Jobs**

The Caravan Leader has primary responsibility for the operation of a WBCCI Caravan. The Caravan Leader is responsible for planning the route, estimating the Kitty Fee, publicity, scouting, preparation of manuals and publications, conduct of the Caravan parking, financial arrangements and payments, presentation of awards and Caravan plaques, and overall assignment and supervision of work assignments. The Leader may appoint an alternative Leader who, in the event that the Leader becomes incapacitated, has full authority to act in the Leader's stead. The alternative Leader should be thoroughly familiar with all plans and details of the Caravan, in case they would unexpectedly have to take over. Responsibility would be returned when the Caravan Leader is able to return to the job.

**Some common jobs** assigned to caravanners in most WBCCI Caravans are:

**WELCOME** - The spouses of the people assigned to Parking and Water will form the welcoming committee at a new parking site. They will greet the arriving Airstreams, give out any special arrival instructions, and hand out any available information about the new parking location. They will record the membership no. of arriving caravanners, to be matched with a master list to insure safe arrival of everyone.

**CABOOSE** - The Caboose will consist of one or more units that will be the last to leave the old parking site on a travel day. The Caboose will travel the published Caravan route. If the Caboose encounters a fellow caravanner who has had a breakdown, they will offer support in getting assistance as required. Support may include advice or moral support, and the Caboose should remain with the member until he or she is back on the road or the problem is in professional hands to resolve. The Caboose will notify the Leader of any problems encountered on the road, and the plan for resolution of the problem so that others will not worry about the missing member. **THE CABOOSE WILL NOT BE EXPECTED TO PERFORM REPAIR SERVICES.**

**COOKOUTS** - Caravanners assigned to a cookout will be expected to provide an entire meal. This includes purchasing the ingredients, cooking, serving the meal, and cleaning up afterward. Each individual caravanner will provide his own utensils and drink.

The cookout crew will be provided with \$3.00 - \$5.00 per person eating the meal. You are encouraged to **KEEP IT SIMPLE**. Do not spend a great deal of time in preparation, have fun doing it. The Caravan Leader will have some ideas you can use, but you can use your own imagination.

**DEPARKERS** - The primary responsibility for this job is safety. Departing the campsite area can be hazardous if caravanners fail to prepare the tow vehicle and trailer or motorhome for travel.

Deparkers will have flags and will establish a departure position. Caravanners are expected to drive to this position, stop for inspection, then proceed on their way.

Deparkers will examine the tow vehicle and trailer or motorhome and do a 360 degree walk around before clearing a caravanner on his way. The focus of the examination will be for inadvertent mistakes such as; lights working, tongue jack down, hitch pin not in, stabilizers down, steps down, TV antenna extended, vents open, torsion bars not latched and pinned, storage doors open, sewer cap not secured, etc.

The Deparkers will examine the campsite for cleanliness and equipment left behind before leaving. The Deparker and Caboose jobs may, at times, be combined.

**DUMP** - Caravanners assigned to this job will help others in dumping the black and wash water tanks. It will be utilized in campsites where we are required to use a dump station on departure.

The evening before a planned dump, each caravanner should insure that the wash water drain is closed so the wash water will be available in the tank to flush out the dump hose. At the dump site, the caravanner will approach the sewer site, and the driver will remain in the tow vehicle and follow the directions of the dump crew. **IF RINSE OF THE BLACK WATER TANK IS DESIRED**, the spouse will be in the motorhome or will enter the trailer to utilize a pre-filled 2 gal. (or more) container of water for rinse.

The work crew will direct the caravanner to the appropriate dump spot. They will attach the dump hose to the dump connector and pull the black water valve. If the caravanner wishes to rinse the black water tank,

the dump crew will then rap on the side of the Airstream to notify the spouse inside to pour the rinse water into the black water tank. The work crew will close the black water valve when the water stops running, and open the wash water valve. *Note: It is also a common practice to have the caravanner get out, come back to connect the hose, operate the valves, disconnect the hose, then return to drive the Airstream away. Whichever method is used, it should be consistent throughout the Caravan.*

After the holding tanks are empty and the valves closed, the work crew will signal the driver to pull forward to a distance that will allow the next Airstream to proceed to the dump site. The spouse will remain seated in the Airstream until it has come to a stop. The driver will then check the holding tank valves to ensure they are properly closed and secured, and the sewer cap is secured.

The work crew will use the Caravan sewer hose when emptying Airstreams, but each member of the Caravan will be responsible for having their own waterproof gloves, boots, or other clothing. The work crew will ensure a clean sanitation site when they leave, and bring the dump equipment to the new parking location.

**PARKING** - Caravanners assigned to parking will travel with the Caravan Leader. They will be the first to depart for a new site and will arrive together at the next location.

Parkers will be provided with parking flags, and will direct arriving members to parking sites. If arriving caravanners prefer to have a spouse direct the final stages of parking, they should indicate this to the final parking assistant and be allowed to do so. The method and procedure used to park the arriving Airstreams (after the designated arrival time) will depend on the configuration of the parking area. This will be determined by the Caravan Leader. *Note: It is not uncommon for Caravans to use hand held CB radios rather than hand signals to give parking directions. Whatever method is used, it should be consistent throughout the Caravan.*

Normally, the parking crew will be on duty until the last Airstream arrives on site. When an Airstream is known to be arriving late, the parking location will be marked with flags to indicate where the caravanner can park himself when he arrives.

**WATER** - Caravanners assigned will help with setting up the water system Caravan style. The elements of the Caravan water system are:

- . A master water pressure control
- . Caravan provided white water hose (5/8 inch)
- . Caravanner provided white water hose (5/8 inch)
- . Caravanner provided free flow Y connectors (with cap)

Caravanners assigned to the water detail are responsible for gathering and transporting Caravan hoses, pressure regulators and other related equipment when moving to a new site. The water crew will travel to the new site with the Caravan Leader. Therefore, on moving day, water will be turned off early. Keep your fresh water tank full and use your water pump in the morning when necessary.

At the new site, the water detail will establish the source of the water, check for appropriate pressure, connect the Caravan water hose and route it to the first Airstream to receive water.

Caravanners will connect their own water hose to a free flowing Y at their Airstream and then connect to the next Airstream (female end towards the water supply). If caravanners wish to have their own pressure control, filter, or a shut off Y in the line, it must be attached on the Airstream side of the free flowing Y.

Once a significant number of Airstreams are on line, the water detail will check for proper connection and turn on the water supply.

Members of the water detail and their spouses may be asked to help with parking and arrival checking if a number of Airstreams arrive at once.

Notes:

- . Water hoses will be sanitized as appropriate on the caravan.
- . When using water from a fire hydrant, let it run for 3 or 4 minutes before attaching to system.
- . Effort should be made to insure hose ends are not allowed to touch the ground. When using fairgrounds, etc., hoses allowed to drag on the ground can pick up bacteria that can contaminate the entire system. Attaching one end of your hose to the bumper of your Airstream with a rubber tie down can prevent the hose from dragging on the ground.

An Auditor, whose responsibility is to check the accuracy of the financial records, should be assigned to each Caravan. Other jobs that might be assigned to caravanners if the Caravan is large enough or long enough include: Postmaster, Journal Editor, Sheriff, CB or Ham Radio coordinator, Photographer, and Final Banquet coordinator. If these jobs are necessary, they are of the nature that require one person to hold the job for the entire Caravan.

The method used by most caravans for the assignments described in detail above is the rotating work assignment. This method uses a new set of people on work assignments with each move, thereby using every caravanner on one or more jobs before the Caravan is over. This method has the advantage of spreading the work around among all the caravanners, each participating in several assignments during the Caravan. Everyone does his share but is also free to be a caravanner, too. It offers the opportunity for more participation and helps caravanners to get to know each other. Caravanners have been enthusiastic about rotating assignments because everyone gets to do some of the work and there are no favorites.

Job assignments are controlled by the Leader who maintains a master assignment sheet listing the person's name, WBCCI number and stopover location. Assignments are made based on the requirements for that particular site and taking into consideration the physical capabilities of the caravanner. Sometimes several jobs (i.e. Depark, Dump, Caboose, etc.) may be combined. Job assignments are listed in the Driver's Manual.

The Caravan Leader, Parkers, water, and mail person generally constitute the advance party, moving early to the new parking site for setup so that when the main Caravan starts to arrive they can be parked with dispatch. To allow time for the advance party to get ready, other caravanners should not arrive at the new site before the time specified in the Driver's Manual. The Caboose leaves the old site last, after insuring that it is left in good order, and follows the published Caravan route to the new site.



You will decide about how many caravanners will be available for the Caravan at the particular time for which it is planned. Assuming that this is a Unit Caravan, will only your Unit be involved? Should another Unit be invited and, if so, how many members from that Unit can you handle? Contact should be made with the Caravan Chairman if another Unit is involved in order to ascertain any interference with other scheduled Unit events. Propose the Caravan to the Executive Board of your Unit. Approval by the Board certifies that it will be an official Unit function. If this is done early it can be included in the year's activities and indicated in the Annual Membership Directory.

With this preplanning completed and a route selected, you are ready to scout the route. Follow the procedure suggested in Chapter 6 "Scouting for a Caravan", prepare your kitty estimate as outlined in Chapter 7 and prepare your program for "Publicity, Reservations and Publications, etc." covered in Chapter 8. No less than three months before the Caravan, insert your Caravan reservation form and date in your Unit publication.

After scouting the route you may find that the parking will allow more or less Airstreams than originally estimated. This may have an effect upon your kitty fee estimate. Remember, if parking allows, it is easier to add caravanners above the estimate than to estimate too high a number and not be able to fill out the Caravan. You will, in the meantime, probably have attended a Unit rally and can report to the membership and give your pitch for the Caravan in order to work up interest in the venture. Put the Caravan publicity on the bulletin board and point out the features of the Caravan, the things to do and see, and the fun to be had in this concept called Caravanning.

When you volunteered for Caravan Leadership you probably had other members of the Unit in mind who would also make good Caravan Leaders. Bring them into the planning, preparation and publicity as much as possible and consider making them Co-Leaders of your Caravan. They can be of great assistance and also, if they are well informed of the procedures and problems, can take over in case of an emergency or initiate Caravans of their own in the future.

When registrations begin to arrive, acknowledge them with your welcome letter (see Chapter 8). When you reach the limit number, add 10 to 30% for those who may cancel out, and accept these as standby members of the Caravan. If fewer than the minimum registrations needed

(as estimated in the kitty fee) are received you may have to increase your publicity or expand your audience (consider inviting other Units) to try to get additional interest. Or, you may have to review and possibly revise your kitty fee. An increase in the kitty fee is not good practice but must be done in order to make the undersubscribed Caravan self-supporting. It is better to increase the kitty fee or cancel the Caravan before it begins than to have to ask for more money after the Caravan is underway.

Set up a bank account at one of your local banks, preferably not the one in which your personal accounts are maintained. The account heading should be the same as you used on your registration blanks: "Make checks payable to \_\_\_\_\_". *Have someone else's signature on the account in addition to your own for drawing checks in case of emergency.* In addition to using checks for payment of Caravan expenses, many Leaders also utilize credit or debit cards that are unique to the Caravan.

About three months before the Caravan starts it is a good gesture to write the State Highway Patrol in each State through which you will be traveling to advise them of your route, dates and probable time of travel. Also, explain how your Caravan proceeds for safety on the highway. It might be advisable to include a copy of your itinerary and a list of your caravanners so that in the case of an emergency they will know where you will be staying.

It is also important that you supply WBCCI Headquarters with the itinerary of your Caravan complete with mail stops and contact points. Include a list of members going on the Caravan, complete with their membership number and a home contact for each. This is necessary to help locate caravanners in cases of emergency.

Consider securing State highway maps for your caravanners by writing to the State Highway Department in the states through which you will be traveling. These can be passed out at the first Caravan meeting and will be a decided advantage in that all will be referring to the same map at driver's meetings. If you do not choose to provide maps for your caravanners, be sure to tell them what you expect them to do for map references.

After a final count is made of Airstreams and caravanners, you may want to firm up certain reservations such as the number of Airstreams if parking in an RV park, number of tickets for an event, and number for end-of-Caravan banquet, etc.

Order your Caravan plaques early. It may take six to eight weeks to obtain them. Refer to Chapter 13 and the exhibits section of this handbook for data and plaques.

For Unit Caravans, it is possible to obtain the use of certain Unit material and equipment for the Caravan. This will have to be approved by the Unit Executive Board. Such equipment might be a portable public address system, water hose, pancake grill, etc. For a Caravan of 20 Airstreams or more, some type of P.A. system is almost a necessity so that all can hear well at meetings, entertainment, etc.

For a Region or National Caravan the expendable equipment may be purchased, and at the final stop this equipment can be auctioned off, usually at near-cost rate and the monies returned to the fund. The Leader may rent a Unit's equipment such as a P.A. system, grill, etc. These rental fees should be included in the kitty fee.

The Leader should determine what kind of decal to use to identify the Caravan. The purpose of the decal is to readily identify the tow vehicle and Airstream as belonging to the Caravan. The decal can be representative of the Caravan theme or a design typical of the area, or possibly a simple letter for identification. The decal should be of a highly visible color and at least 3 or 4 inches high. Contact paper, or stick on vinyl obtained from sign shops makes a durable decal. It can then be placed in the trailer or towed vehicle rear window, and in the front and rear window of the towing vehicle. Placement of the decal in the top center of the front window and lower left rear window of the towing vehicle makes it quite visible.

The Caravan should have a supply of colored flags available for use whenever the movement of vehicles is required. These can be very durable when made from inexpensive nylon material about 16" square, hemmed to prevent raveling. The stick is a 5/8" dowel, 2' long, to which the flag can be stapled. Cut the bottom of the dowel at an angle so that it can be stuck in the ground as well as being hand held. A supply of 6 to 8 flags will cover a variety of Caravan jobs quite well.

When parking Airstreams, it is best to park at a minimum of 17ft. intervals. This takes into account the newer wide body configuration and allows the use of awnings if desired. A minimum of 75ft. from row to row should allow disconnecting and turning space. However, remember that

Airstreams are getting longer and come with slide outs - take this into consideration when planning parking spaces.

The finances of the Caravan will be a direct responsibility of the Caravan Leader, from initial expenditures to final disbursement. A simple single entry system is adequate, or if additional information is desired a double entry system can be used. All income should identify the source, and all expenditures should identify the item or service purchased, and be supported by a voucher (receipt of expenditure) and/or a check number. The type of payment should be noted on the voucher, i.e., cash or check number. At any time the checkbook balance plus cash should equal the balance on the account sheet.

The Leader or organizer of any WBCCI club Caravan shall not profit financially through the operation of the Caravan. A financial spread sheet should be included in the Driver's Manual so that the caravanners are aware of the planned expenditures of the Caravan. Near the end of the Caravan a review of the books is in order. This may be accomplished by utilizing a member of the Caravan to act as auditor. The Caravan Leader will explain how the books have been kept and what remaining expenditures exist. The auditor will then verify that the books are accurate. If there is an indication that a balance exists for refund, the caravanners may be asked how it should be distributed. (Possibly all or partial donations to Unit funds rather than full refunds to caravanners, etc.) *Note: one recommended method is to refund even amounts, with the remainder going to the sponsoring authority's (Unit, Region, or National) Caravan Fund to provide start up money for the next Caravan.* It is very effective if the refund can be made at the final banquet, but no refund should be made until it is insured that all Caravan expenses are covered.

The first meeting with the caravanners will be most important, as it will set the tone for your Caravan. It should be as brief as possible, but thorough and complete. Remember, these caravanners are unaware of what to expect on your Caravan and are anxious to find out what it will all be about. A question may seem irrelevant, but to the person who asks, it is important; therefore, a reasonable answer should be given. At this meeting pass out such items as Driver's Manuals, maps, decals, and whatever else is common to the Caravan. Set up a process to complete any financial transactions with the caravanners if such need should exist. Review how you will operate the Caravan. Discuss the rules and regulations, the

schedule sheet, travel on the road, points of interest along the route to watch for, and other points which might be questionable to the caravanner. Outline the job descriptions that the caravanners will be performing and cover the job assignments. This will, in effect, be your first driver's meeting so encourage your caravanners to have fun and get involved.

Should the first meeting take place at the rendezvous site it will be necessary for the Caravan Leader to be there ahead of time to lay out the parking and make other preparations for the arrival of the caravanners. As they arrive, volunteers may be picked to help with the welcome, parking, water and other committee type jobs. The caravan meeting will then be arranged for the evening, with possible registration, etc. taking place throughout the day.

Upon arrival at the parking area, lay out the parking pattern which probably was determined during the scouting trip. The welcome committee will be charged with checking in the Airstreams as they arrive so that you will know of any missing Airstreams. Even with a small Caravan a few Airstreams arriving early to lay out the parking pattern will be helpful. It is necessary to park the Airstreams as expeditiously as possible, and not let them wait on the streets. A caravanner who can drive right in and park without a wait will be a happy caravanner.

If directional signs are needed to direct the remaining Airstreams to the parking site they should be installed as soon as possible after the Leader parks so that all the following Airstreams may find the area without difficulty. WBCCI Caravan directional signs with arrow (14" x 22") are available from WBCCI Headquarters for a nominal fee. In connection with these directional signs, an accepted method of warning of an impending turn from the main highway or route is to place a sign about 200-300 yards before the turn. Point the arrow straight up, which indicates to continue straight ahead. If the turn is to the right, use the side of the sign that will place the arrow to the right of the wording. This is the warning to prepare to turn right. If the turn is to the left, use the side with the arrow on the left side of the lettering. This is the warning to prepare to turn left. At the turn the sign will be with the arrow horizontal and pointing in the direction of the turn.

**If there is an accident of any consequence during the Caravan, the Leader should investigate immediately and write down all the details possible, including names of witnesses and other information that might be available about the accident. The Leader should take action as necessary, depending on the circumstances. Probably by the time the Leader has the initial report, the Highway Patrol or other authorities will already have been notified. The Leader should notify the sponsoring Unit or Region President or the Unit, Region, National Caravan Subcommittee Chairman if it is a National Caravan, reporting the details of the accident and what actions have been or will be taken.**

The Leader should make the caravanners feel that he is one of them. The Leader should mix with all the caravanners equally and often, showing no favoritism. Make everyone feel that the Leader is their friend and that they should enjoy the Caravan.

Assignment of duties should be listed in the Driver's Manual and referred to often so that the caravanners will have their own planning time. In case a caravanner wishes, for some good reason, to change duties to another time, be flexible and accommodate them, if at all possible. The Leader should consider posting a marked up map of the route to the next stop so that all may become familiar with any problems. This will reduce the number of questions at the drivers' meetings and make for better understanding between the caravanners and the Leader.

At the last driver's meeting pass out the "End of Caravan Critique Sheet" (Exhibit 16). Have the caravanners hand the sheets in before the final banquet. The answers given by them will indicate what they want in the way of a Caravan. Suggestions and indications can be incorporated in the Leader's file so that the next Caravan may be all the better because of this information.

The Caravan journal should reflect the spirit of the Caravan as experienced by the caravanners. The journal editor should be selected at the first opportunity. The journal editor, possibly with consultation from the Caravan Leader, should determine how the journal will be put together and make any additional assignments as necessary. The journal should be kept up to date so that there is a minimum of work to complete at the end of the Caravan. Printing of the journal should be completed as late as possible but so that it may be distributed at or just before the final banquet

## **CHAPTER 10**

### **The Caravan Leader**

“To open a whole world of new experiences - a new dimension in enjoyment where travel, adventure and good fellowship are your constant companions.

To lead Caravans wherever the four winds blow - over twinkling boulevards, across trackless deserts - to the traveled and untraveled corners of the earth”

The Wally Byam Creed

To those WBCCI members who volunteer to be Caravan Leaders, you will find there is work and time to be spent in planning, organizing and operating a Caravan for your fellow members of the Club. You will find there are times when even the best plans go awry, but you will find solutions for the problems. Then there will be times when all goes well and there is a rainbow in the sky. At the end of the Caravan as your caravanners say their farewells and spread out to the four winds you will find that you have acquired a new set of good friends. As time goes by and you renew these acquaintances in faraway places you will realize that all of your efforts were appreciated and that you really did leave a mark and influence through your Leadership of another WBCCI Club Caravan.

The WBCCI Caravan Committee, through this Club Caravan Handbook and the Introduction to Caravanning program at the International Rallies, has offered its assistance to you. You will find there are certain items in your Caravan makeup that will not quite fit in with the concept presented herein. No two Caravans are alike, but this guidance is based on experience of Caravan Leaders, Caravan Chairmen, and caravan participants; and it is hoped that it will be found adequate for your needs. *Note: If you find it is not adequate in any way, please contact the Caravan Committee with your problems and suggestions.*

So you have volunteered to lead a Caravan. You have also attended the Training sessions, and are brim full of information. You are ready and willing to put this knowledge to work.

Contact your Unit Caravan Committee Chairman who also should have attended the Training sessions, and work together to plan a Caravan, decide on a theme, if possible, and try to tie the route in with this theme.

to save the cost of mailing. It may be written in chapter format, each stopover being a chapter, with the last chapter assumptions as to the final banquet and program. It should include both the personal experiences of the author as well as those of others and may speak of general caravanner experiences, situations and difficulties, programs, tours and individual trips, or historical items. Mention of individuals from time to time will make the journal more personal. Notes on interesting flora and fauna and scenery will add to the interesting reading and later reflection on the Caravan.

The journal may utilize a cover sheet drawn or designed by one of the caravanners, perhaps the result of a contest. The length of the journal should not be more than one-half to three-quarters of a page per day. Some days might be short, others quite long depending on the events and happenings. The final journal will then represent the caravanners' viewpoints and observations pertaining to the new and exciting experience.

The leader should prepare a final "Thank You" letter for inclusion in the journal with particular focus on all those who assisted in making the Caravan a success.

A final accounting sheet is advisable to indicate receipts, expenditures and balances, preferably on the order of the kitty fee estimate. This will remind the caravanners that their money has been well spent.

After the Caravan is completed a written report to the sponsoring Unit or Region President is in order. If the Caravan qualifies for a Unit, Region, or National Caravan number a final report **MUST** be sent to the Unit, Region, National Caravan Subcommittee Chairman indicating the names and WBCCI numbers of all of those who completed the Caravan. This will insure that an indicator of their Caravan participation will be included behind each caravanners name in the next WBCCI Directory.

If at all possible, a copy of the Driver's Manual and the Journal should be sent to the Unit, Region, National Caravan Subcommittee Chairman. These documents will be used to help provide information to other Caravan Leaders as they develop caravans in the future.



# CHAPTER 11

## Operating The Caravan

The preceding chapters have outlined how to set up a caravan and the jobs that are assigned so that caravans can operate effectively within the WBCCI organization. This chapter will focus on operating a successful caravan. A copy of “Caravan Basics” and “Running a Caravan” is included in the exhibits section of this Handbook.

*Note: Although no two Caravans are alike and a Caravan Leader will set up a caravan in the style he prefers, “Caravan Basics” provides a review of items for a Leader to consider. If caravanners understand all of the points, they will be well prepared to travel on any WBCCI Caravan - as well as better prepared for travel on their own. “Running a Caravan” provides a check list that is intended to help the Caravan Leader in setting up a caravan.*

After all of the reservations for parking, meals, tours, etc. have been made, it is prudent for the Caravan Leader to double check a few days before the event is to occur so that there are no last minute surprises. This will allow some reaction time in case there have been unforeseen changes.

The first physical contact most caravanners will have with a caravan will be at the first parking location or rendezvous meeting. At this first meeting, the Leader might initiate a gathering such as an ice cream social, etc. to help break the ice and encourage mingling. Occasional ice cream or other dessert socials during the remainder of the caravan will continue the mingling.

At the initial meeting, the Caravan Leader should pass out all of the caravan material such as Driver’s Manuals, Caravan Decals, informative brochures, etc. The Caravan Leader should then lead a complete review of the Driver’s Manual and caravan procedures including;

- How the Caravan will operate
- CB Procedures
- Job Descriptions
- Work assignments
- Schedules
- How information will be disseminated
- Review of the kitty fee

## Mail Stops

### Understanding the drivers directions

During this initial meeting the Caravan Leader should encourage any and all questions, and attempt to answer them as completely as possible. The more familiar caravanners are with what is expected, the more fully they will participate.

At a minimum, a face to face meeting between the Caravan Leader and all of the caravanners should be held the evening before each move (a Driver's Meeting) to review the next day's assignments and driving instructions. During the first of these meetings, the Caravan Leader should insure that everyone is paired up (in groups of two, three, etc.) for the first move. This will ensure that persons who have not had previous caravan experience will not be left on their own. Additional meetings may be held as often as the Caravan Leader feels necessary. The Caravan Leader should start all meetings and activities on schedule.

The use of a bulletin board may be considered as a means of making information available to caravanners. It may display information about "what's new"; where one can obtain propane; what time the next tour starts; who has the duty assignments for the day; when the next driver's meeting takes place; etc. This should be on or adjacent to the Leaders Airstream since they will be the ones to keep the board up to date and answer questions which may arise. The bulletin board may also contain a map of the area or town, brochures, schedule of events, notice of meetings, etc.

Many Caravan Leaders use an evening CB broadcast to update general information and to answer questions. The broadcast is scheduled at a time when most caravanners will be back at the parking location (around 8 PM or so). The broadcast should be started on time and kept as brief as possible, the Leader should keep the channel open and standing by for 15 minutes or so following the broadcast in case there are any questions.

From time to time, small get acquainted meetings (called GAMs) can be scheduled. Small groups of about five Airstreams will be assigned to get together for a happy hour - with a defined "host" providing the location. GAMs are effective in the early days of a Caravan so that caravanners have the opportunity to meet each other. Hold them until everyone a chance to meet everyone else (you mix the groups differently

each time). This takes a bit of planning up front, but the payback is worth it. The list of GAM times and members are included in the Driver's Manual.

If arrangements have previously been made to secure maps, brochures and such from the Chamber of Commerce, the Leader should insure that these are picked up as soon as possible so they may be passed out to each Airstream. It is very effective to have these available to be passed out by the Welcome committee when an Airstream arrives at a new parking location.

There may be a few children on the Caravan, and provisions should be made for games, crafts, wiener roasts or special parts in programs and hobbies. If the child is old enough, assigning them the job of "Sheriff" (or location map maker, assistant postmaster, messenger, etc.) is a good way to expose them to all of the other caravanners and keep them involved with Caravan activities. Typically the "Sheriff" is responsible for checking that all caravanners wear their identification badges. When they do not wear the badges, a small fine is assessed. The money gathered from the fines may be used for a surprise ice cream social or some such activity.

When the weekend comes around there will be church services to be considered. If there is a minister on the Caravan, they may be asked if they would like to conduct a short interdenominational service. Attending local churches is often encouraged since it allows caravanners new experiences and often the locals are interested in our Caravans. A list of churches, locations and times of services should be made available so that those who wish may attend.

It is well to recognize birthdays and anniversaries. For special events such as 25th or 50th wedding anniversaries, coffee and cake or ice cream from the kitty may be in order. Periodic recognition of special events at a scheduled "treat" social is one way to handle the activity.

Activity should start early if a final Caravan program is planned. This is traditionally an all-caravanner program with the Caravan as the theme, and probably some fun things directed at the Leaders. The members should be free to choose their own program with only the caution that it should be clean fun so as to fit in well with an ending for the Caravan. It should be limited to an hour for best results.

Two Caravans should NOT plan to have final banquets together, nor should a Caravan have a banquet in conjunction with a Unit rally. The final banquet should be an individual affair for the Caravan.

Departure from a parking site should be controlled so as not to congest traffic in the area when it is necessary to dump holding tanks, or to control the spread of Caravan traffic on the highway for safe driving. Although caravanners may depart at any time, care should be taken not to cause traffic congestion. If a caravanner expects to be delayed leaving a parking site, the Caboose/Deparkers should be notified. A specific “do not arrive before” time should be established, and adhered to, so that the advance party has time to get set up at the new parking location.

In some parking locations, the use of a sewer manhole may be advantageous for dumping. These operations must be determined and approved by the City Engineer or Sanitary department ahead of time. Care must be taken to clean up and wash down the area with a hose or several buckets of water and replace the manhole cover when dumping is completed. While the manhole is opened, there must be someone on guard to prevent a traffic accident.

Care should be taken by the Caravan Leader to record all expenses as they occur and to keep the Caravan books up to date. Near the end of the Caravan (at a minimum) the Caravan books should be reviewed for accuracy by a responsible Caravan member, or group of members, and a report returned to the Caravan Leader. The Caravan Leader should then share the results with all of the caravanners.

At the end of the Caravan any excess money should be returned to the caravanners, and Caravan plaques and Caravan Journals handed out. This can also be done in conjunction with the final banquet.

If the Caravan was a WBCCI numbered Caravan the Caravan Leader must submit a final report to the Unit, Region and National Caravan Subcommittee Chairman so that the Caravan number can be associated with the caravanners names in the next issue of the WBCCI Membership Directory. A National Caravan must also include a completed “Caravan Program Income and Expense Report” (Exhibit 18) with the final report. Intra-Club, Unit, and Region Caravans should submit a completed “Caravan Program Income and Expense Report” to the sponsoring organization so that it may be retained for accounting purposes within that organization.

Although it is never a pleasant situation, a Caravan Leader has the ability (and often the responsibility for the good of the Caravan) to dismiss a member of the Caravan. When this does happen a Leader should:

- Document the situation that caused the member to be dismissed.
- Although there is no guarantee it can be done, try to recover any pre-paid fees for the dismissed member throughout the remainder of the Caravan.
- At the end of the Caravan, send the dismissed member a refund in the amount of the standard refund issued to all Caravan members, any money not spent because of the members absence, and any pre-paid fees that were able to be recovered.

If there is any question or argument between the Caravan Leader and the dismissed member, the issue should be handled via the standard WBCCI grievance process. The documentation created by the Leader will be used to support the dismissal. It will be up to the dismissed member to initiate such a grievance.

# **CHAPTER 12**

## **RADIO COMMUNICATIONS**

### **CB and Amateur Radio Operations**

Radio communication is very important to mobile travelers in general and more specifically for WBCCI caravanners who need reliable and real-time information. The CB Club and the Amateur Radio Club (aka Ham Radio Club) are Intra-Clubs of WBCCI.

CB radio is used for short range communication and anyone may use it (no license required). Ham radio is used for short and long range communication and requires an FCC license.

The CB Club makes recommendations for CB operations on Caravans and at rallies and suggests purchase and installation of radios and antennas.

The Amateur Radio Club sponsors the RV Service Nets and operates the International Rally Radio Station which is capable of contacting Caravans all over the U.S., and Canada. The operators can pass messages between caravanners, the rally site and families/friends. Computers are used to facilitate the tracking of Caravans and their status. The operators also assist in traffic control and assist in emergencies.

#### **CB RADIO OPERATIONS:**

**CB Channel Usage** - WBCCI uses CB Channel 14 as the preferred communication channel.

**Equipment** - It is suggested that a CB radio be installed in both the tow vehicle and Airstream.

- . Purchase a CB radio with three basic controls
  - a. on/off volume control switch
  - b. squelch control
  - c. channel selection control (40 channels)
- . Purchase an antenna that can be properly tuned to your radio, then tune it or have it tuned. The SWR reading should be as close to 1.1 as possible. It is recommended that tuning be done on channel 19 or 20 since they are in the middle of the frequency range. A poorly tuned antenna will receive but not transmit well (if at all).

- . Placement of the antenna is important. The best position is the center of the tow vehicle roof (magnet mount base). The best position on your trailer is a gutter-mount antenna on the refrigerator vent, or use a "Hidden Ear" type of window antenna.
- . A small, simple and less expensive CB radio is as good as a more expensive and complex one. Some CB radios that have a history of easy use are Cobra, Uniden and Radio Shack.

### **CB Radio Procedures**

- . Listen before you attempt to transmit to be sure the channel is open. Be sure your squelch control and volume are adjusted so you hear some noise. Reduce the squelch slowly and stop when the noise disappears. Reducing it further will reduce the sensitivity of your receiver and your ability to hear calls from a distance.
- . When making a call say: "Break 14" (or the channel you are using) and then ask for your information. When responding to calls say: "Go ahead, break" and then you can exchange your information.
- . In order to talk, the microphone button must be depressed, but to hear others talking, the microphone button must be released (not depressed).
- . Most Caravans do not use call "handles", the name of the person you are calling will suffice. In some cases the title of the person may be used, i.e., "Caravan Leader" or "Caboose".
- . Keep your message clear and concise and avoid the use of "10 codes".
- . When arriving at a Caravan or Rally parking site, do not use Channel 14 for conversations as this will block its use for important information distribution. Use Channel 14 as a call channel and then switch to another channel for your conversation - preferably above channel 20.
- . When traveling in a Caravan, listen to the assigned channel for information and instructions but use other channels for conversations with friends.
- . Never use profanity on the air. Be courteous.

- . The Caravan Leader will review the Caravans CB procedures at the beginning of the Caravan. The Leader will also designate the primary and backup channels that will be used for the Caravan.
- . When traveling alone, monitor Channel 19 (in the U.S.) for road conditions and weather situations.

## **AMATEUR RADIO OPERATIONS**

As Caravans travel, they are often away from easy access to telephone communications. An alternative that is available is Amateur (Ham) radio. Amateur radio communications may be used any time on National, Region or Unit Caravans. A Ham radio operator can make contact with family, friends, or emergency services anywhere in the U.S., Canada, or Mexico. If there is a Ham radio operator on a Caravan they should be asked to help with Caravan communications.

Ham radio operators have access to Networks of radio stations standing by all over the country. One of these Networks is the RV SERVICE NET.

All the RV Service Net stations come on the air at a scheduled time and frequency several times every day. During this time any Ham can contact any station anywhere in the U.S., Canada, or Mexico. If radio reception conditions are poor, communications can be established by means of relay stations. These stations would then relay the information to the appropriate destination or establish telephone patches if necessary.

Exhibit 11 lists all the RV Service Nets including times, frequencies, Net Controllers, and Amateur Radio Calls. The information is updated periodically and published in the WBCCI Amateur Club Bulletin. Current information is also included in the Amateur Radio presentation at the "Introduction to Caravanning Seminar" held at the International Rally each year. Although a Ham radio operator on your caravan will probably know this information, it is contained here for you to make available to them.

During sign-up for a Caravan, ask if anyone is a Ham and would be interested in handling your communications. The Ham needs to be licensed for long range communication, have a mobile transceiver that can be operated from the tow vehicle or Airstream.



In emergency situations, relatives or friends may need to contact caravanners while enroute. The people requiring such a contact should telephone one of the RV Emergency Net Stations and request that a particular Caravan be contacted. Each caravanner should be provided, **in advance**, with a copy of Exhibits 13 and 14 which they can leave with their family/friends.

Exhibit 13 lists the names and phone numbers of the Emergency Net Stations.

Exhibit 14 is a sample of the emergency communication instructions.

When the Caravan is underway, the Ham should check into the RV Net each day to send or receive messages for the Caravan.

If the Caravan is heading for the International Rally, using a Ham radio operator is a good way to keep Rally Control updated on the status and arrival schedule for the Caravan. The Call Sign and procedures for contacting the International Rally Radio Station is outlined in the International Rally section of the Blue Beret prior to the Rally each year. Check in information is listed in Exhibit 12.

In summary, utilizing a Ham radio operator will expand your communications capabilities and may be invaluable in emergency situations. Be sure to encourage them to participate on your Caravan.

## **CHAPTER 13**

### **Service Awards and Caravan Plaques**

Service Awards are made available to recognize the service of those WBCCI members who volunteer in the club Caravan Program for the benefit of fellow members. Awards are made after careful consideration of the member's contribution in advancing the program.

A "CERTIFICATE OF ATTENDANCE" award is made to those who attend the 3 session Introduction To Caravanning Course at the International Rally. To obtain this, the member must register with the clerks at each session of the course as proof of attendance. These certificates are given to the Region Presidents by the WBCCI Caravan Chairman for presentation to the member at the next regular Region or Unit membership meeting.

Those members, who through their concerted efforts are outstanding in their service to the WBCCI Club Caravan Program, may be awarded an "APPRECIATION" plaque. This award is presented by the WBCCI Caravan Chairman to Caravan Leaders of numbered Caravans, Caravan Committee members, and others who have significantly effected the Caravan Program.

A memento, appropriate to the activity, is awarded in the area of Caravan Training to members of the Committee, instructors or others who contribute appreciably to the Caravan Program through Leadership Training.

The above awards are ordered by the Chairman of the WBCCI Caravan Committee.

Unit, Region and Overseas Caravan plaques are varied, depending on the Caravan, the theme, the Leader and many other variables. They are presented to all members of a Caravan, and the cost is included in the kitty fee. Plaques are ordered by the Caravan Leader. They are generally rectangular in shape, with data covering the Unit, Region or Overseas Caravan name, number where applicable, and dates of the Caravan.

National Caravans have adopted a seven-sided plaque which is redesigned each year to indicate the International or other theme, the number, title and dates of the Caravan. These are designed as individual Caravan plaques, and for economy purposes may be ordered by the National Caravan Leader through the WBCCI Caravan Chairman.

Otherwise, the National Caravan Leaders may order the plaques themselves at a higher cost.

Examples of these plaques are shown in Exhibit 15.

Order from:

Cramer Graphics, 412 West 96th Terrace, Kansas City, MO 64114-3930

Phone: (816) 943-1312

# CHAPTER 14

## Unit Caravans

Unit Caravans are initiated by the Unit Caravan Chairman or a group of members of the Unit with the assistance of the Caravan Chairman. The type of Caravan may be quite varied, depending upon the circumstances. A very common type is the Unit Caravan to the International Rally. The Unit Caravan may be limited to Unit members or left open to other WBCCI members. Unit Caravans may be a cooperative venture between several Units. If so, one Unit should be the sponsoring Unit and responsible for Leadership, planning and execution. The Executive Board of the Unit should approve the Unit Caravan and include it with the Unit Activities in the report to WBCCI Headquarters.

A Unit Caravan may well qualify to be a WBCCI numbered Caravan. If the Caravan meets the requirements outlined in Chapter 1 of this Handbook, a "U" number should be requested. The Caravan Leader should complete a Caravan Number Request form and return it along with an initial itinerary and kitty fee estimate to the Unit, Region and National Caravan Subcommittee Chairman. Caravanners who complete a qualified WBCCI numbered Caravan will have that number appended to their listing in the next WBCCI Membership Directory. A sample of the Caravan Number Request form is included in the exhibits section of this Handbook and is available on request from the Unit, Region and National Caravan Subcommittee Chairman.

Unit Caravans are publicized in the Unit News Letter with a short story and registration coupon at least three months before the event. They are also advertised by short talks at Unit membership meetings, Board meetings, and displays on the Unit bulletin board.

The Unit Caravan will follow the general procedures as herein stated, and may well utilize the general forms included as exhibits. It may be limited in number if parking is a problem along the route. Notification of acceptance, or a welcome letter, should be sent to each caravanner immediately after receiving their application and registration fee. A manual with all the Caravan data, schedules, rules and regulations, and kitty fee estimate should be made available to each caravanner at the rendezvous for the Caravan. A Unit Caravan must be planned with care since this may very well be the first Caravan for many of the members. A

well planned and executed fun Caravan will do much to make for more and better Unit Caravans and cooperation in all other activities of the Unit.

A Unit may, at times, conduct a “Buddy” Caravan (see Bylaws & Policy, page 10.1, Bylaws - Section 12 A). It must be remembered that “buddies” are not members of WBCCI and therefore not covered by the club liability insurance. They should not be assigned jobs of responsibility while on the Caravan.

The Caravan must be self supporting with each person paying their share of the expenses. The kitty fee is based on two in an Airstream, and an allowance made for just one, or for more than two. Expenses of the Leader are properly a part of the kitty fee. This includes scouting, travel, parking, office, telephone, postage, plaques and miscellaneous expenses in connection with the Caravan.

In case the registration is not up to the minimum number of Airstreams it may be necessary to recompile the kitty fee. If this is done, the Leader should consult with the Caravan Chairman and possibly the Unit Executive Board if a problem can be foreseen.

## **CHAPTER 15**

### **Region Caravans**

The Region Caravan may be proposed by the Region Staff or a Unit President. If a preliminary study indicates the desirability and feasibility of such a Caravan within the Region it should be scheduled as such.

Because of the broad audience of a Region Caravan, it should qualify to be a WBCCI numbered Caravan. If the Caravan meets the requirements outlined in Chapter 1 of this Handbook, an “R” number should be requested. The Caravan Leader, Region Caravan Chairman or Region President should complete a Caravan Number Request form and return it along with an initial itinerary and kitty fee estimate to the Unit, Region and National Caravan Subcommittee Chairman. Caravanners who complete a qualified WBCCI numbered Caravan will have that number appended to their listing in the next WBCCI Membership Directory. A sample of the Caravan Number Request form is included in the exhibits section of this Handbook and is available on request from the Unit, Region and National Caravan Subcommittee Chairman.

The Region Caravan will be open to any WBCCI member and will be publicized in the Blue Beret with a news item and registration coupon at least four months prior to the rendezvous date.

A Region Caravan must have a descriptive name, characteristic of the proposed Caravan such as “R-231 Exploring East and West of the Colorado” or “R-229 Branson Christmas Express”.

The Caravan will follow the general procedures as herein stated and may well utilize the general forms included as exhibits. It may be limited in number if parking is a problem along the route. Notification of acceptance, or a welcome letter, should be sent to each caravanner immediately after receiving their application and registration fee. A manual with all the Caravan data, schedules, rules and regulations, and kitty fee estimate should be made available to each caravanner at the rendezvous for the Caravan.

The Region Caravan must be planned with care to assure a well executed Caravan. Many of the caravanners will be strangers, and every effort should be made to show the best of the area for your guests. A brief of the historical portions of the Caravan route with some geological

information and discussion on the major flora and fauna are usually well received by the Caravanners.

The Caravan must be self supporting financially, with everyone paying his share of the expenses. The kitty fee should be carefully computed, using the explanation in Chapter 7 “The Kitty Fee Estimate”. Any deficit will have to be made up, preferably by an increase in the kitty fee, with an explanation to the caravanners. This is normally not necessary but may occur in some unforeseeable situation.

In case registration is less than the minimum predicted when computing the kitty fee estimate, it will be necessary for the Region Officers concerned to adjust the fee or cancel the Caravan, with the Region concerned responsible for any costs incurred by the Leader.

## **CHAPTER 16**

### **National Caravans**

National Caravans are instituted by the WBCCI Caravan Committee through the Unit, Region and National Caravan Subcommittee. These Caravans are open to all WBCCI members. They may be limited in size because of the parking facilities or other features inherent in the makeup of the Caravan. Themes for these Caravans are varied - covering hobbies, historical, scenic, and many other similar subjects. These Caravans may also be centered upon the annual International Rally, one of the National Rallies, or one of the Airstream Company Rallies as a point of beginning, and may be a loop of the local area or an offshoot ending in some distant point from the rally site.

Leaders for National Caravans are volunteers and are selected by the WBCCI Caravan Chairman and/or the U,R,N Subcommittee Chairman. Since these Caravans are of the highest order, the Leaders must have considerable experience in leadership or other work on Unit or Region Caravans. The caravanners are from every point in the Nation, and the Leaders should, therefore, be the best obtainable.

The Caravan Procedures, generally, are as contained herein, covering various aspects of the Planning, Publicity, and Operation of a Caravan. Exhibits herein are recommended for use by the Leaders. The scouting, planning, kitty fee computation, and advance publicity must be completed well in advance for a National Caravan.

Schedules for the publicity of a National Caravan are outlined in Chapter 8. Caravan Leaders should review and comply with this information so that publicity and registration coupons may appear in the issues of the Blue Beret preceding the Caravan. The name of the Caravan should be representative of the theme of the Caravan. A National number such as "N-28-C Fall Polar Bear Safari" or "N-29-D Louisiana Cajun Caravan" will be assigned to the Caravan. Caravanners who complete a National Caravan will have that number appended to their listing in the next WBCCI Membership Directory.

All registration coupons and deposits will be mailed directly to the Caravan Leader. All applications will be accepted in the order of the postmark on the envelope in which they are received.



In general after the specified number of applications are received for a Caravan, an additional number of approximately 30% or more will also be accepted in order to make up for anticipated cancellations. When a Caravan is filled, the Caravan Leader will notify the Blue Beret, with a copy sent to the WBCCI Unit, Region and National Caravan Subcommittee Chairman. The registration coupon will be so marked in the next issue.

National Caravans are self supporting financially, with each member paying his share of the expenses. In case a Caravan does not fill up to the minimum number, consideration of an increase in the kitty fee will be made by the Leader and the Unit, Region and National Caravan Subcommittee Chairman. Consideration may also be given to eliminating some paid Kitty features and/or subsidizing certain costs and Leader's expenses, however, the WBCCI Caravan Chairman must approve all requests for compensation to be made from the funds available to this committee.

National Caravan Leaders may apply to the WBCCI Caravan Chairman through the Unit, Region and National Caravan Subcommittee Chairman for funds to cover extraordinary expenses incurred while organizing a National Caravan, i.e., trip or tour reservations or advance deposits for parking. The WBCCI Caravan Chairman must approve any such advances from the WBCCI CARAVAN FUND and any such advances must be repaid through the WBCCI Caravan Chairman to the WBCCI CARAVAN FUND by the National Caravan Leader as soon as the kitty fees are collected from the caravanners.

Expenses incurred by Leaders incident to scouting prospective National Caravans which do not materialize shall also be paid from these available funds. No such funds will be used for this purpose unless such Caravans were previously authorized by the WBCCI Caravan Chairman, nor shall they be paid without the Chairman's express approval.

## **CHAPTER 17**

### **Overseas Caravans**

WBCCI Overseas Caravans are conducted under the directions of the International Relations Committee which oversees their planning, organization, and manner in which they are conducted. The WBCCI Executive Committee is the final approving authority, after which a number is assigned the caravan, i.e., O-34. At conclusion of the caravan the leader reports the caravan number and names of participants to HQ WBCCI for that number to appear after each caravanner's name in the next and subsequent issues of the WBCCI Directory. Overseas caravans do not take Airstreams overseas, using instead rental RV's in the countries being visited.

Overseas Caravans are open to all WBCCI members, however, the number of participants will normally be limited depending on the number a Leader will take, availability of rental RV's, parking space in overseas countries, etc. Applications for overseas caravans will be made on the coupon published in the "Blue Beret" or photocopy of same. The applications will be received by the caravan leader on a first - come, first - served system, followed by the same method for determining standby status.

Necessary communications, planning and publicity needs to begin at least 12 months in advance of rendezvous in order to allow time for publication of the coupon and article describing the caravan in the Blue Beret, 10 or 11 months in advance, and the membership determined at least eight months before the departure date. The coupon will be published three times in the Blue Beret and only those completed coupons or a photocopy received with the required deposit by the published deadline will be considered for participation. Coupons may include provision for cancellation fees, the amounts depending upon the date of the cancellation and resulting administrative and other costs incurred by the leader. Caravanners should be encouraged to buy cancellation insurance to cover already invested money that would be non-refundable if they have to cancel before or drop out during the caravan. A typical coupon is shown in Exhibit 19.

Overseas caravans are somewhat different in purpose and arrangement from other WBCCI caravans. They are for the enjoyment and

pleasure of meeting new people and learning about the culture in foreign countries as well as seeing new sights and being good ambassadors for America. The caravan needs to be set up and run so as to enable caravanners to do some of these things on their own, as well as participating in group functions which may be scheduled for certain times and places. Members may also have various reasons for wanting to leave the caravan for a few days while overseas, including researching ancestors or just wanting to go someplace not on the itinerary. Such requests need to be handled by the leader on an individual basis so as not to jeopardize the integrity of the caravan. Overseas caravans fulfill the Wally Byam Creed of caravanning: "To play some part in promoting international good will and understanding among peoples of the world through person-to-person contact."

Leaders are selected for their experience as a leader or member of other overseas caravans, proven ability as a leader, completion of a Caravan Leadership Training Course at an International Rally, etc. Since leaders may not be personally acquainted with countries to be visited, and scouting overseas routes is not an authorized expense, they must be able to communicate and work closely with individuals and tour agents overseas and elsewhere in preparation for the caravan. The primary sources of information are their own previous experience, the advice and assistance of International Caravanning Association (I.C.A.) members and others abroad, and knowledge gained from other WBCCI members who have caravanned or otherwise visited abroad.

Overseas Caravans do not take Airstreams overseas, using RV's either rented or bought in countries being visited. Overseas caravans of five to eight weeks use rental rigs (cars and trailers or small motorhomes). Caravans that went overseas for six months or more in the past have ordered VW Vanagons (campermobiles) in the U.S. for pick-up in Germany, then at conclusion of the caravan have them shipped back to a home port in North America. This may not be possible for caravans of this type in the future, however, and must be verified before the caravan is announced. Inasmuch as overseas caravan leaders are not required to scout the route it is important too that a prospective leader meet with a recent leader of this type caravan to ascertain conditions that they encountered regarding campgrounds, vanagons, insurance on vanagons,

host escorts, and handling money; plus recommendations on what to take in the way of equipment and what not to take.

Leaders need to work closely with whomever they arrange for air transportation, RV's, etc., and plan far enough ahead to meet due dates for all payments. A good way to pay for this is to have caravanners send a check for the amount payable directly to the appropriate agency a couple of weeks ahead of the actual due date. By checking with the agency a leader can then be assured that the correct amounts are paid the agencies when due and precludes a leader having to deposit these often large amounts in a caravan bank account, and probably having to pay a tax on the interest that such deposits would accrue.

Airlines going overseas require individual caravanner names and deposits for a group reservation as much as eight months in advance of the departure date. The balance of the airfare is to be paid about six weeks before departure. Rig rental fees also have to be paid in advance to insure their availability as required by the agency providing that service.

Overseas caravans are self-supporting with each caravanner paying a proportionate share of the expense. A kitty fee is normally assessed each caravanner and it is then used to pay authorized expenses and for things in which the entire group is expected to participate. The kitty fee needs to be set high enough to cover all such expenses and still provide some leeway for miscellaneous things that may come up from time to time. It is always better to have a surplus at the end of the caravan and refund it to the caravanners than to run short and have to assess them an additional amount during the caravan. Airfares, rig rental, and other things such as food, fuel and oil, etc. are not included in the kitty fee.

Procedures pertaining to various phases of planning, publicity, and operation of an overseas caravan are generally as contained in this publication and WBCCI 'Overseas Fiscal Procedures', to be obtained from HQ WBCCI by overseas caravan leaders. Other information may be obtained from HQ WBCCI and the International Relations Chairman. Contact with overseas International Caravanning Association (I.C.A.) members and others in countries to be visited is essential in the planning stage and is desirable during the caravan when host rigs may accompany the caravan. If a WBCCI leader requests that an in-country 'Host Escort' and/or 'Caboose' accompany the caravan their fuel and oil, and possibly campground fees and other things, are expected to be reimbursed from the

kitty, the overall amount to be determined by the WBCCI leader. If they are not requested to accompany the caravan and choose to accompany it anyway it is up to the caravan as to whether or not they are offered any payment or caravan treats.

In addition to those costs to be included in the kitty fee estimate listed in Chapter 7, overseas caravan leaders need to add the following and delete 'Scouting' which is not an authorized expense for overseas caravans:

- Preparation expenses incurred by personnel abroad
- Gifts from the group for hosts overseas
- Presentations for foreign dignitaries
- Group RV ferry crossing fees

WBCCI Policy states: "The leader(s) of an Overseas Caravan shall not profit personally from leading a caravan above the normal expenses, discounts and from passes, as outlined in Chapter 17 of the Club Caravan Handbook. The chairman of the International Relations Committee is directed by the Executive Committee to see that any quantity discount, savings interest earnings or surplus to be returned to the participants of the caravan. Any normal caravan operating deficit shall be the responsibility of the caravan participants by assessment of an additional kitty fee. (IBT 1/24/87)". Therefore, to keep overseas caravan leader expense authorizations in line with those of other WBCCI caravan leaders, except for 'Scouting' authorizations listed in Chapter 7 of this WBCCI Policy 'Club Caravan Handbook' shall apply equally to overseas caravans. These include travel mileage (payment for gas and oil) on the caravan and at other times when on caravan business, parking, dinners, entertainment, etc. Although there is no firm policy as to whether or not a leader must also pay the kitty fee or has to accept any or all of these authorized expenses, a leader's decision in this matter must be plainly stated to all members of the caravan in the first letter/bulletin sent out so they know exactly what they will be paying for in this regard.

In addition to WBCCI 'Leaders Expense' authorizations, certain 'Perks' may be given by overseas airlines and others as a means of encouraging overseas travel in groups of 30 or more individuals. Those 'Perks' that an overseas caravan leader may receive are to be at no cost

whatsoever to other members of the group and cannot be traded off to anyone else under penalty from the airline, etc. They may include one 'tour conductor's' round trip airline ticket overseas for each 15 to 20 people in the group, a gratis rig if there are 15 to 20 being rented, and hotels sometimes give the leader a room at no charge or at a discount. WBCCI overseas caravan leaders are allowed to accept these things if offered and they are looked upon as a bonus for the year or more spent planning and leading and overseas caravan. However, 'Perks' rules vary as to the minimum number of participants that may be required for the leader to receive any, depending upon the amount of other business anticipated at the time a caravan is going and coming. Caravan members are to be told as soon as it is known whether or not the leader will be getting any of these benefits.

Communication with other people about arranging for campsites, sightseeing tours, etc. overseas must be accomplished in a timely manner and preferably in writing, including written confirmation of all telephone calls made and received. A leader needs to keep the International Relations Committee chairman advised of any change in agreed upon procedures, unusual problems in arranging for the caravan, lack of applications that might result in having to cancel the caravan, etc. Tour agents, I.C.A. personnel and other overseas contacts begin planning for WBCCI caravans at an early date to reserve air transportation, rig rentals, campsites, bus tours, etc. In many cases this involves their having to advance money for deposits that is normally repaid from the caravan kitty. If a caravan is planned and then canceled for any reason it is imperative that all personnel and tour agencies involved be notified immediately, by telephone and/or in writing. This is necessary not only as a courtesy but also to minimize the cost of non-refundable deposits, etc. being charged to WBCCI since there will not be a caravan kitty to pay them.

The leader may appoint a 'council' of three members of his caravan if in his judgment one is required to help solve a serious problem. Their recommendations are to be considered by the leader who then has to make a final decision about the matter. It would be a rare circumstance for a WBCCI member to be requested to leave the caravan but if it does happen the leader must immediately give a full written report of the incident to the International Relations Committee chairman with an information copy to HQ WBCCI.

It is customary for caravans going overseas to take gifts from the group for individuals overseas who have been and are especially helpful with the caravan. These gifts are usually selected by the leader and paid for from the kitty. Other smaller items are usually taken by individual caravanners to pass out to people they meet and with whom they want to leave some memento. Items from the caravanner's home area, especially hand crafts, are always welcome as are caravan plaques for those interested. Personal cards with the caravanner's name and address are also good to have along to pass out on the caravan.

All overseas caravans pay certain amounts to WBCCI out of the kitty for Public Liability Insurance and other administrative costs relating to the caravan. All other insurance is the responsibility of individual caravanners; this would include trip cancellation, liability, loss of personal items, health insurance while overseas, etc. Caravanners are especially encouraged to be sure and have adequate health insurance coverage while on the caravan, however, before buying more, they should make sure they really need it and are not already adequately covered.

Overseas caravans using rental RV's are to preserve their identity as an activity of WBCCI by displaying a suitable window decal on the rear window. These are numbered from one through the number of rigs going on the caravan for individual identification as well as that of WBCCI. Caravan leaders are to purchase the required quantity from HQ WBCCI prior to leaving the United States with the cost being a caravan expense.

The International Caravanning Association (I.C.A.) is closely allied with WBCCI, both in assisting and hosting WBCCI overseas caravans abroad and in sponsoring I.C.A. caravans coming to North America from overseas. I.C.A. is a world-wide organization with its HQ in England. It was founded in 1969 as the result of members of the 'Caravan Club' of Great Britain taking a cross-country Caravan America tour of the United States as guests of the Wally Byam Foundation. Membership in I.C.A. is not required of WBCCI members taking overseas caravans, however, for WBCCI caravanners to use 'Caravan Club' sites as we often do in Great Britain everyone is required by British law to be either a paid regular member or a 'temporary member' at no cost to the WBCCI caravanner. Either can be arranged by I.C.A. personnel in Great Britain and membership in I.C.A. can be arranged for anytime in the U.S/Canada by the WBCCI International Relations Committee.