

WONDERING OHIO WINNIES

MANUAL FOR PLANNING CAMPOUTS

A. PURPOSE

The purpose of each campout is to encourage fellowship among all the participants. This manual is intended to be a guide for planning a campout. The recommendations included will assure most, if not all participants have a great experience.

B. LOCATION

The location of each campout should be carefully considered. Most facilities capable of handling a campout will need to be reserved 12 to 18 months in advance of the planned campout. The ideal location will allow for each of the following:

1. adequate parking space for the maximum number of coaches expected to attend
2. easily maneuvering motor homes of any length
3. provide a minimum of 30 amp electrical service for each coach
4. a potable water tap for coaches that may need to add water during the campout
5. a sewer dump station that is easily accessible
6. a meeting facility capable of seating all the expected attendees for meals, business meetings and all planned activities that are to be conducted under shelter

C. BUDGET

The budget is perhaps the most significant task in preparing for a campout. ^A reasonable budget is essential. First you need to determine your fixed cost. This will include all building rentals, mailing, printing cost, miscellaneous cost and income from fund raisers such as Fifty-Fifty and Money Hat. The budger should be prepared about three months ahead of the scheduled event.

1. Upon determining the location obtain a written contract which identifies the facilities that will be provided by the contractor to WOW the cost of those facilities and the cost for each night of camping per coach if such cost is in addition to the facility cost.
(As an example the 2010 Spring Campout had `a contract that specified that the cost would be \$2,200 including all camping fees and building rental for the Grange Hall. Green County has offered a contract for a Summer Rally that states the per night cost per coach will be \$20 and the building will be provided at no additional coast.)

2. Estimate the minimum number of coaches that that you expect.. To make an estimate of the number of coaches review the attendance at previous similar events. As a guide recent experience:
the Spring campout usually has 45 to 65 coaches
the Summer Rally usually has 90 to 110 coaches
the Fall campout usually has 40 to 50 coaches.
3. Determine your mailing cost. Obtain mailing labels from WIT and count the number of labels. Multiply the number of labels by the cost of a first class postage stamp, the cost of mailing envelopes and the cost of the brochure. The cost of the brochure will be about nine or ten cents per page printed in one color. Two color brochures will be about fifty cents per page. (These printing cost are based upon printing cost at Staples and Office Max in 2010).
4. The next item in budgeting is to estimate meal coast. About three to four months before the planned event determine how the meals will be provided. If a caterer will be used, contact them and establish a menu and price it on a per plate basis.
5. The budget also needs to include an estimate for the per person cost of Happy Hour and any other activity in which food or beverage will be provided.
6. The budget also should include a small amount for miscellaneous items such as decorations, paper products and such. Probably twenty to fifty dollars will be sufficient for this.
7. Estimate income that will be generated through Fifty-Fifty Drawings, Money Hat Drawings and other fund raisers that are planned. (Fifty-Fifty's often generates about \$40 to \$50 per drawing. The Money Hat often generates \$100 to \$150).
8. Determine the cost per coach:
 - a. Add the fixed cost items 1 (if contract requires any fixed cost), 3 and 6.and deduct item 7, the estimated miscellaneous income. Divide that sum by the minimum number of coaches you expect as determined in step 2
 - b. Determine the cost per person by adding items 4 and 5 (the meal and Happy Hour cost per person).
 - c. Determine the total cost per a one person coach for Friday and Saturday night by adding the amount determined in a and b plus (if applicable two times the cost per night of camping stated in the

contract). For a two person coach add the amount determined in a and two times the amount determined in b.

D. Registration

1. Mailing labels should be requested for the State of Ohio from the WIT office about two to three months of the scheduled event.
2. Upon determining the cost per coach, a Registration form should be drafted, approved and printed in sufficient quantities for the labels supplied by WIT. The registration form should request the following information:
 - a. Name & address of registrants
 - b. Phone number of registrant
 - c. WIT number
 - d. Number of guest attending
 - e. expected arrival date
 - f. itemized list of cost registrant is expected to pay such as Cost per coach for the event, cost of additional nights camping and cost of extra guest.
 - g. A space for the registrant to indicate the total amount being remitted.
 - h. Name and address to whom the registration should be sent.
 - i. Dead line for registration to be returned to registrar
3. Purchase stamps and envelopes for the mailing of the registration form.
4. Registrations should be mailed about six weeks to two months in advance of the scheduled event.
5. Upon receipt of registrations and registration fees the registrar should prepare a alphabetized list of registrants including the amount paid and expected date of arrival. This list will be used by the Registrar to check in the people at the event. A second list will eventually required for the parkers. This list should be sorted first by date of arrival and secondly alphabetically. Parkers will be expected to report any coach arriving early and coaches that have not preregistered.

E. Parking

1. One person should be selected to plan how parking will be conducted.
2. This person should survey review the parking area ahead of the arrival of coaches to determine the available utilities and any obstacles. From this information a plan should be developed for parking the coaches as they arrive.
3. Several volunteers should be recruited to assist with the parking task. The volunteers should be advised of the parking plan and any known obstacles that need to be avoided.
4. Registrar should provide the parkers with an alphabetized list of the registered coaches. Preferably the list should be sorted by the expected date of arrival.
5. As the coaches arrive their names should be marked as present and accounted for. If a coach arrives before the expected date of arrival, the

Registrar needs to be informed of the coaches' arrival so the camping fee for the early arrival can be collected.

6. The parkers should direct each coach to the a parking location and assist the driver in parking the coach.

F. MEAL PLANNING

Each campout and rally should provide four meals: Friday Evening, Saturday Morning, Saturday Evening and Sunday Morning.

In planning the meals, consideration must be given to the fact that some of our members require special diets, particularly sugar free when possible. The American Diabetic Association reports that about 23% of the population over the age of 60 have some form of Diabetes. While it may be difficult to hold down meal cost with proper meal planning, one area where special consideration is simple and inexpensive is desert planning. Sugar free deserts should be available as diabetics have a sweet tooth as do all the other people. We should encourage such persons to maintain their diet. However, many diabetics will accept sugared food even at the risk of damaging their health. **We should be proactive in helping all our members to eat properly.**

G. WORSHIP SERVICES

Arrangements for a Sunday Worship Service should be made for each campout. Many of our members look forward to the opportunity to worship on Sunday Mornings whether they are at home or on the road. Many appreciate the opportunity to worship as a way of seeking the guidance of the almighty God as they prepare to travel to their next destination following a campout. If the sponsoring chapter does not have any members willing to conduct a worship service, request should be made of other clubs who do regularly have worship at their campouts.

H CLEANUP

At the end of the campout the host chapter should be certain that the facilities used by the campers is in equal or better condition than was found upon arrival at the campgrounds. Also, care should be taken to look over the campgrounds after all the non-host coaches depart to be certain that all the facilities are as they were found when you first arrived.