

Rally master: _____ Today's Date: _____

Rally Location and Dates: _____

	B	C	D	E	F	G	H	I
7	Expected Attendance							
8					# of Coaches		# of People	
9		Number of Paid Registrations expected				(times 2)		
10		Rally master						
11		Sponsor (show coach)						
12		Prevost Car						
13		Other Guests						
14		Other Guests						
15				Total =		Total =		
16					(Sites)		(People)	
17								
18	Campground Expense							
19	# of Sites		Cost/night		Number of			
20	Copy from 15:F		(including tax)		nights			
21		X	\$	X		=	\$	
22	Other campground charges		(Meeting rooms, etc.)				\$	
23	Other campground charges						\$	
24	Sub-total Campground Expense = \$							
25								
26	Activity Expense							
27	(Organized tours, fees to tourist attractions, other activity charges.)							
28	Include sales tax, gratuity and any other fees that will be added.							
29								
30	<u>Activity</u>				<u>Fee per Person</u>			
31					\$			
32					\$			
33					\$			
34					\$			
35					\$			
36					\$			
37	Activity cost per person = \$							
38	Copy from 15:H -----> Number of people =							
39	Multiply cost per person by number of people: Sub-total Activity Expense = \$							
40								
41	Meals Expense							
42	Include sales tax, gratuity and any other fees that will be added.							
43								
44	<u>B/L/D</u>	<u>Name of Restaurant or Caterer</u>			<u>Price per Person</u>			
45					\$			
46					\$			
47					\$			
48					\$			
49					\$			
50	Meal cost per person = \$							
51	Copy from 15:H -----> Number of people =							
52	Multiply cost per person by number of people: Sub-total Meals Expense = \$							
53								

	B	C	D	E	F	G	H	I
54								
55	Misc. Expense							
56	Water & ice for buses						\$	
57	Refreshments						\$	
58	Plastic-ware						\$	
59	Tips - bus drivers						\$	
60	Tips - tour leaders						\$	
61	Door prizes						\$	
62	Gifts						\$	
63	Group photos		(Estimate at \$2 per couple.)				\$	
64							\$	
65							\$	
66							\$	
67							\$	
68							\$	
69							\$	
70							\$	
71							\$	
72							\$	
73							\$	
74							Sub-total Misc. Expense = \$ _____	
75							Copy from 15:H -----> Number of people = _____	
76							Divide Misc. Expense by number of people: Misc Expense per person = \$ _____	
77								
78							From 24:I -----> Sub-total Campground Expense = \$ _____	
79							From 39:I -----> Sub-total Activity Expenses = \$ _____	
80							From 52:I -----> Sub-total Meals Expense = \$ _____	
81							From 74:I -----> Sub-total Misc. Expense = \$ _____	
82							Sum of above 4 items = Anticipated Expenses = \$ _____	
83							Add Contingency @ 10% of Anticipated Expenses = \$ _____	
84							Budget: Anticipated Expenses plus Contingency = \$ _____ Budget	
85							Subtract anticipated contribution from sponsor = \$ 5,000.00	
86	Budget minus contribution equals the amount required from registrations = \$							
87							From 9:F -----> Divide by Number of Paid Registrations Expected _____	
88	Budget minus contribution divided by Number of Paid Registrations Expected = \$							
89	(Round 88:H up to the next even ten dollars.)						Rally Fee for two people = \$	Rally Fee
90							From 37:G -----> Activity cost per person = \$ _____	
91							From 50:G -----> Plus Meal cost per person = \$ _____	
92							From 76:G -----> Plus Misc Expense per person = \$ _____	
93							Incremental cost per person = \$ _____	
94	(Round 93:H up to next even ten dollars.)						Rally Fee for extra person in coach = \$	Extra Person
95								
96							From 89:H -----> Rally Fee for two people = \$ _____	
97							From 94:H -----> Subtract Rally Fee for extra person in coach = \$ _____	
98							Rally Fee for one person in coach = \$	One Person
99								
100							For Guests, add \$35 to the member fee at 88:H \$	Guest Coach
101	Anticipated contribution of \$5000 from sponsor is included in determining the rally fee.							
102	If there is a balance remaining after the rally, distributions to the club treasury and refunds							
103	to rally participants will be made in accordance with club rules.							
104	Send a copy of this completed form to the second vice president for review before							
105	announcing the rally fee.							