

	<b>MEMBER AND VOLUNTEER HANDBOOK</b>	INDEX NO. <b>3023</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Chapter Rallies</b>	EFFECTIVE <b>9/12</b>	SUPERSEDES <b>7/09</b>
	SPECIAL DISTRIBUTION <b>President's Handbook</b>		

## POLICY

To assist and lend support to the chapter rallies within each of its nine geographical areas and one international area. Chapters may hold chapter rallies or meetings to promote membership within the chapter, to enjoy each other's friendship and to share motor homing experiences as well as conduct chapter business.

## PROCEDURE

### **PROVIDED AT NO COST TO THE CHAPTER**

1. ADVERTISING - The chapter rally will be listed in the Association Calendar of *Family Motor Coaching* magazine three months prior to the rally date at no charge to the chapter. Discounted rates will be extended to the chapter for any display advertising. Those rates are as described in the attachment. Any advertising should be sent to the attention of Chapter/Area/National Services at the national office 60 days prior to date of the issue in which the sponsoring chapter(s) wishes the advertising to run. (Ex: March issue, deadline is January 1)
2. ANNUAL GIFT - Annually the chapter will be entitled to one of the following: a banner, a coffeepot, or a prize package containing merchandise displaying the FMCA logo. The item of choice should be requested by the chapter president at least six (6) weeks and no more than twelve (12) weeks prior to the opening day of the rally. Exceptions may be approved by the Area Vice President.  
**PLEASE NOTE: The annual gift option is currently suspended.**
3. LIABILITY INSURANCE - Chapter activities are covered under the association's general liability insurance policy which provides protection for bodily injury and property damage arising out of occurrences caused by negligent acts of the association. This coverage comes into effect only if the association is found to be legally liable or negligent, covers the expenses of the injured party only (the only property of the insured that is covered is the physical properties of the national office), and covers the occurrences of a non-automotive nature only. Certain standards must be met before the privilege of liability insurance will be extended to chapter rallies.
  - A. The rally must be sponsored by one chapter or a group of chapters.
  - B. Printed matter such as advertising, programs, news releases, etc., should be approved by the national office whenever possible.
  - C. A Certificate of Insurance shall be obtained from each vendor who services the chapter rally. (Not applicable to associate chapters with a scope outside the United States and Canada)



CERTIFICATE OF INSURANCE - A Certificate of Insurance will be issued to the sponsoring chapter(s) upon the acceptance to abide by and perform the above standards. Requests for certificates of insurance that require a named additional insured, require a review of the contract with the named additional insured by the national office prior to the certificate being issued. All certificates of insurance should be requested of Chapter/Area/National Services at least six (6) weeks prior to the opening day of the rally. (Not applicable to associate chapters with a scope outside the United States and Canada)

**PROVIDED AT COST TO THE SPONSORING CHAPTER(S)  
WITH FMCA PAYING THE FREIGHT**

1. RIBBONS - There are various ribbons available for sale. Please contact Chapter/Area/National Services for a complete list.
2. TOW CAR STICKERS - Stickers placed on tow cars for admittance onto rally grounds.
3. BADGE HOLDERS WITH INSERTS - The national office will provide badge holders with blank inserts at cost.
4. ASSORTED HATS AND VISORS - The hats and visors are silk screened and used for volunteers. Please contact Chapter/Area/National Services for a complete list.
5. LOCATOR CARDS - can print generic-type locator cards which are used to locate members in an emergency.
6. Chapters may purchase the following items at cost plus shipping. The item should be requested by the chapter president.
  - A. BANNER - The chapter may purchase a standard banner from FMCA at cost plus shipping. The standard banner is a 2'x6' vinyl banner with the official chapter name indicated in FMCA records as pictured in P&P #3026.
  - B. PRIZE PACKAGE - The prize package will contain merchandise displaying the FMCA logo.  
**PLEASE NOTE: The purchase of a prize package is currently suspended.**
  - C. COFFEEPOT