

## *AlfaSeeYas* CHAPTER RALLY GUIDE

This guide was prepared to aid members in planning and running a Chapter rally.

One of the first things to remember is that **you are not attempting to “out do” any past rallies** but to add your personality and originality to your own rally. This idea has been very successful in the past and thus creates a lot of new and different experiences for our members.

Keep in mind that our membership and future members come in all ages and some have disabilities and physical issues that can limit the kinds of activities they can participate in; therefore, plans should be made with those limitations in mind.

When you decide to become a rally Wagon Master or co-Wagon Master you will find the experience very rewarding. In the process, you will have many pleasurable experiences and the membership will enjoy themselves. Many of the members will compliment you on having a very successful rally.

### **Chapter Standing Rules Regarding Rallies.**

#### Lead Organization for the Rally

For AlfaSeeYa Chapter rallies and gatherings (solely OR jointly sponsored) held **after October 2019**, the AlfaSeeYas Chapter will assume the lead role which means the Wagon Master, and if required, Co-Wagon Master will be AlfaSeeYas Chapter members. In the case of a **jointly sponsored rally in which the other organization requires that they be in the lead and/or requires the Wagon Master to be a member of their organization and the Wagon Master is not/cannot be an AlfaSeeYas Chapter member, the AlfaSeeYas Chapter** will help the other organization by promoting the joint rally and encouraging our members to attend, but **will not assume any physical or financial liability, or provide any financial assistance to the rally. Our Chapter members may attend, but the other organization is totally in charge and responsible.**

#### Incentives for being a Wagon Master/Co-Wagon Master

As an incentive to plan and execute a rally, AlfaSeeYas Chapter Wagon Masters (no more than one RV) AND, if required, AlfaSeeYas Chapter Co-Wagon Masters (no more than one RV):

1. Shall be reimbursed by the Chapter Treasury for their site rent/fees for the nights stayed starting the night prior to the start of the rally through the last night of the rally,
2. Their rally fee (exclusive of fees for special activities, meals, and events funded outside the rally fee) shall be waived,
3. And, if this is their first rally as an AlfaSeeYas Chapter Wagon Master or Co-Wagon Master, they shall receive a Chapter jacket, black or blue, and size of their choice.

**The costs to cover these incentives will not be included in the estimates to determine the rally fee, instead, they shall be covered by the Chapter Treasury.**

#### Attendees Must be in Good Standing

AlfaSeeYas members attending AlfaSeeYas rallies and gatherings must be members in good standing of FMCA and the AlfaSeeYas Chapter.

#### Rally Fee

AlfaSeeYas Chapter rally Wagon Masters shall establish **a rally fee that will cover all anticipated direct expenses necessary to execute the rally and operate within that budget.** In the event there is a cost overrun, the Wagon Master will ask for the additional funds from the AlfaSeeYa Chapter Treasurer. Conversely, if there is a cost underrun, the Wagon Master shall turn any excess funds from the rally fee revenue to the AlfaSeeYa Chapter Treasurer.

#### Non-Members/Guests

At the recommendation of each AlfaSeeYas rally's Wagon Master, and **with the approval of the Chapter President, an AlfaSeeYas function may be opened to guests and non-members.** Those guests and non-members shall **be required to pay a fee of \$20 per RV** specifically designated on the registration form **in addition to the rally fee and any other fees/direct costs all attendees shall pay,** even if they are members of the club/chapter that is jointly sponsoring the rally. **The revenue from that fee shall be separated from the funds controlled by the Wagon Master and put directly into the AlfaSeeYas Chapter Treasury.** If the attendee is eligible to join the AlfaSeeYas Chapter (currently owns an Alfa Leisure, Inc. manufactured RV and is a current member of FMCA, or joins FMCA at the same time), and they opt to join the AlfaSeeYas Chapter during the rally, the Chapter Treasurer shall apply the non-member/guest fee to the new member's first year's dues and initiation fee (currently \$20).

#### Attendees in non-RVs

At AlfaSeeYas Chapter rallies and gatherings, Chapter member participants must attend in their Alfa Leisure, Inc. manufactured RV. At AlfaSeeYas Chapter rallies and gatherings that non-members and guests are participating, non-members and guests must attend in a recreational vehicle (RV). For FMCA purposes the definition of a RV is: "a self-contained wheeled vehicle that includes permanently installed cooking, sleeping, and sanitary facilities".

#### Cancellations

In the event of a cancellation, **there is no waiting list,** and the rally venue charges a cancellation fee, that fee shall be deducted from the refund, and, if the rally/gathering Wagon Master has incurred non-refundable costs, those costs will be prorated and shall also be deducted from the refund.

#### Selling Goods and Services During Chapter Rallies and Gatherings

If not in conflict with the rules of the rally, members may sell goods and services during Chapter rallies and gatherings, but not during an FMCA Rally/Convention unless duly registered as a vendor with FMCA. Members offering such goods and services must first obtain rally site permission and shall be fully responsible and liable for settling any disputes arising from their sales. The AlfaSeeYas Chapter officers and/or Wagon Masters shall not be liable in this regard.

#### Posting Signs

There shall be no posting of signs or verbiage of a derogatory nature in, on, or around a participant's RV during an AlfaSeeYas rally or gathering. This policy applies to all AlfaSeeYas events, including AlfaSeeYas Rallies, Pre-Rallies and FMCA Events where AlfaSeeYas are gathered together in a group in a coordinated manner.

#### **Wagon Master Responsibilities.**

The primary responsibilities of the Wagon Master are:

1. Identifying, and selecting an appropriate venue/rally site.

2. Determining the arrival and departure dates.
3. Executing a contract with the venue.
4. Determining if you need a Co-Wagon Master
5. Determining if the event will be open to non-AlfaSeeYas Chapter members and/or other RV organizations and getting approval of the Chapter President.
6. Developing and distributing a rally flyer/notice.
7. Determining theme(s), activities, and/or events.
8. Determining what meals/food/drinks, will be paid for by the rally fee.
  - Coordinate and arrange catering, carry out, or delivery, or,
  - Purchasing, transporting, storing (perishable and nonperishable) food, and preparing, cooking (grill(s), stove(s), and/or oven(s)), serving (platters/pans/trays, utensils, etc.) and eating facilities.
9. Determining what other things will be paid for by the rally fee such as prizes, door prizes, printing, copying, morning coffee and rolls, supplies, etc.
10. Developing a cost estimate to execute within, determining the appropriate rally fee and other fees to collect from the attendees,
11. Developing an agenda/schedule of events for the rally.
12. Developing and distributing a rally registration and information packet.
13. Receiving registrations and money.
14. Financial control, and accounting of rally receipts and expenditures.
15. Rally execution.
16. Post rally clean up and actions.

### **Site Selection.**

The Wagon Master should visit/have visited your potential site to determine if it is suitable for the planned rally. A rally site may be a campground, a state or local park, an open field, fairgrounds, or even a shopping center parking lot. A suitable site depends on the type of rally you are planning, the activities/events you want to have, the number and type(s) of RVs you expect, as well as the time of the year.

Regardless of which venue you are considering, the venue must have vertical clearance of at least 14 feet entering and exiting the venue and at the sites, and at a minimum, should be generally level and the parking sites should be long and wide enough to allow for a 40-foot RV with slides, and parking a tow or towed vehicle.

If you are planning on having the rally in “non-campground” (dry camping – no utilities available) venue such a parking lot, open field, fairgrounds with no RV-specific area, etc., you need to contact the person in charge of that venue to determine what restrictions there are, if any, for:

1. Having pets.
2. Running generators.
3. Open fires.
4. Having an area set aside for all to gather for meetings, social hours, meals, etc.
5. Where or how tow/towed vehicles, and RVs are to be parked.
6. Where water and dump stations, if any, are located, and/or if they have mobile potable water/holding tank pumping service(s) available.
7. Trash pickup/disposal or lack thereof.
8. Entrance/exit points.
9. Quiet hours.
10. At fairgrounds make sure to see that livestock areas are cleaned before parking next to them.

If it is a private campground or national, state or local park, you should check to be sure there are enough spaces of adequate size to accommodate the anticipated number of RVs during the timeframe of the rally. You should visually check the facility yourself. Ask the host/manager about:

1. Electrical power, as well as water and sewer hookups to make sure the utilities will accommodate the demands of the largest RV. If all or part of the sites do not have full hook ups, locate the water and/or dump station(s). (Note: if there are not enough sites with FHUs, you will need to determine who will not get the FHU sites AND you will need to adjust their site fee assuming the park has a lower site fee for less than FHUs.)
2. Ask if there are any restrictions on pets.
3. Look for low hanging wires and trees as well as tight turns for entering and exiting RVs and their tow/towed vehicles.
4. The venue should have a covered place that is large enough for holding a Chapter meeting and social events (meals, social hours, etc.). If it is in the cooler or warmer part of the year, the meeting place should be indoors and heated/cooled.
  - Determine the availability of the meeting area/room during the rally dates and if it can be reserved.
  - Find out if there are any rules for using the area/room.
  - Ask if there is a specific fee to use the meeting area/room. If there is a rental fee, that fee will be included in estimating your rally fee.
5. If you think you will need a PA system, check to find out if the venue has one that you can use, and if there is a fee to rent the system. This fee will also be included estimating your rally fee.
6. If possible, get enough copies of the park map, rules, list of amenities, etc. to stuff in welcome packets for each attendee. If you can get only one set, then you will have to have copies made. This will be another expense you will need to include in estimating your rally fee.
7. The park should be viewed, with attention to ground hazards, grass cutting needed, and garbage disposal. Observing and mentioning these problems to management during your advance visit will bring to their attention any problems/issues to be resolved prior to the start of your rally.

### **Contracting with the Venue.**

Once you determine that the venue is adequate, you will need to confirm that enough sites are available for your rally dates. If there are, then you need to lock in the terms by executing a contract or a written agreement that specifies:

1. Does each participant make their own reservations with and pay the park directly, or do the participants pay you when registering for the rally and you make the specific reservations with the park?
2. The site rate(s).
3. Number of sites and dates reserved.
4. Meeting area/room dates reserved.
5. Non-site rate fees such as meeting area/room rental fee, PA rental fee.
6. Exclusions, exceptions, and terms.
7. Down payment and payment schedule.
8. Date(s) for locking in reservations.
9. Procedure and penalties for additions/deletions to reservations.
10. Who assigns specific sites (you or them?).
11. Number of nights before and/or after the rally the site rates the venue will honor.

12. The procedure for extending reservations (do you or the park handle individual extensions?).

Note: If there is a special event scheduled for your area, be sure to make commitments with the venue provider/park early enough to insure you get your sites. A year in advance is not too early.

### **To Co-Wagon Master or Not.**

The next task is to determine if you need a Co-Wagon Master. The answer to this question is how much have you put on your plate and can you **effectively** plan, and execute all that is on your plate? The key is “effectively”. If you are an excellent organizer, planner, and executer, then you probably don’t need a Co-Wagon Master. If you are an ok organizer, planner, and executer, then you could probably get by with asking a few folks to help perform some of the tasks once you arrive at the rally site. If you are new to this, and/or not real comfortable in planning and executing, and/or have way too much to plan and execute, and/or need stress reduction not more stress, then you probably need a Co-Wagon Master.

If you determine you need a Co-Wagon Master, you will need to approach another Chapter member that you feel comfortable working with as a team. An ideal candidate would be someone who has been a Wagon Master and/or Co-Wagon Master, or that you have observed at previous rallies jumping in to help without being asked, has eagerly stepped forward to help when asked, and/or has a positive/can do attitude.

Once you have a Co-Wagon Master, you will need to decide who will take the lead on each of the remaining eleven Wagon Master responsibilities listed above, and which ones will be shared. Open, and frequent communication between the two of you will be paramount. Good news is easy to share and receive. But there needs to be an understanding that bad news does not get better with age and needs to be shared and received as soon as it is discovered. If something goes wrong, get together and develop a get-well plan and move on. After all, no one is going to fire you – both of you are volunteers.

### **Close the Rally to AlfaSeeYas Chapter Members Only or Allow Non-members/Guests to Attend.**

At the recommendation of each AlfaSeeYas rally’s Wagon Master(s), and with the approval of the Chapter President, an AlfaSeeYas function may be opened to guests and non-members. Those guests and non-members shall be required to pay an additional fee specifically designated on the registration form in addition to the rally fee and any other fees/direct costs **all** attendees will pay, even if they are members of the club/chapter that is jointly sponsoring the rally. The revenue from that fee will be separated from the funds controlled by the Wagon Master and put directly into the AlfaSeeYas Chapter Treasury. If the attendee is eligible to join the AlfaSeeYas Chapter (currently owns an Alfa Leisure, Inc. manufactured RV and is a current member of FMCA, or joins FMCA at the same time), and they opt to join our AlfaSeeYas Chapter during the rally, the non-member fee will be refunded to the new member from the AlfaSeeYas Chapter Treasury.

### **Rally Flyer Announcement.**

Once you have selected the venue and dates for the rally, you need to develop a short who, what, when, and where flyer/announcement and get it out to the membership so they can get it on their calendars, and can start planning. Once completed, you need to email the flyer to the Chapter President who will in turn will email it to all Chapter members and will forward it to the Chapter Newsletter Editor and Chapter Web Master. The Newsletter Editor will include the flyer and information from the flyer in the subsequent

quarterly newsletters. Therefore, the earlier you can finalize the flyer the more exposure you will get. The Web Master will post the flyer to the Chapter website. Once you confirm the flyer is being disseminated, you should post the flyer to the Alfa SeeYa Facebook pages and groups.io forum. You ARE following the AlfaSeeYas Facebook pages and are registered on our groups.io forum – right? If not, then you need to join them.

If you are going to open the rally to non-members and guests, you should ask the Chapter President to forward the flyer to the Alfa Owners' Club chapter presidents asking that they distribute it to their members. While this may be redundant information for some Chapter members, this will get the information out to other potential attendees.

At Attachment A is a sample Rally Flyer Announcement.

### **Theme, Activities, Events.**

Now that a site has been obtained, thought must be given to whether you wish to have a specific theme for the rally so that expenses can be planned. The specific theme may be decided before the site is obtained. This is the case when the rally is planned around a local event.

### **Host vs No Host Meals and Catering vs Cooking.**

#### **Morning Coffee**

Except for the morning a planned hosted or no host breakfast is scheduled, the Wagon Master usually prepares and sets out coffee and “and’s” every morning of the rally starting about 7 or 8 for about an hour or so. “**And’s**” can be anything: coffee and toast, coffee and rolls, coffee and donuts, or a continental breakfast. The cost to furnish coffee and “and’s” each morning is to be included in developing the rally fee. NOTE: The Chapter has a 58-cup coffee maker which is available for use at rallies. The Wagon Master should arrange with the Chapter President ahead of time to have the coffee maker brought to the rally.

#### **Breakfast**

Typically, the Wagon Master includes at least one hosted breakfast in the rally schedule. The cost for the hosted breakfast is to be included in developing the rally fee.

Options are: “on your own”, a hosted catered or cooked breakfast, a no host “potluck” breakfast, or meet at a local restaurant for an organized hosted or no host breakfast. A pot-luck breakfast encourages members to get together and socialize. Since it is a “potluck”, all who participate should bring a dish to share, so the prep and cooking is distributed across several people and it is a lot of fun. Of course, if you have scheduled coffee “and’s”, the other breakfasts during the rally are covered.

#### **Lunch**

Normally, lunch is “on your own”, but if your budget can support it, you might consider one day ordering carryout from a sub shop or a pizza place. Then ask each coach to bring a specific item to compliment the “entrée”. This is a great way to get everyone together. Of course, you will need to include the cost for the “entrée” in estimating your rally fee. If there are any day trips planned to local attractions, consider including a lunch stop as part of the excursion.

## Dinner

The Wagon Master usually includes at least one hosted dinner in the rally schedule. The cost for the hosted dinner is to be included in developing the rally fee. There is usually a “welcome dinner” scheduled for the first night of the rally.

Options are: “on your own”, a hosted catered or cooked dinner, a no host “potluck” or “theme potluck” dinner or meet at a local restaurant for an organized hosted or no host dinner.

At a theme potluck, participants are asked to bring a dish that meets the theme; i.e. Italian, Polish, etc.

When you decide what type of meals you are going to have, make sure you publish them in your “schedule of events” and make sure to include what the rally attendees are to bring (chairs, plates, eating utensils, etc.). If you plan to furnish any of these items, it should be noted so that members can plan accordingly.

Note: If the park or an outside entity is going to cater/prepare hosted meal(s), you need to lock in, in writing, date(s) and time(s), menu(s), prices with tax and tip included, what else is included/excluded in the price such as buffet style vs plates prepared and served, if plates and eating utensils are furnished or not, who cleans up, guaranteed head count, date head count needs to be locked in, etc.

Note: For hosted meals that you will cook you will need to estimate costs/consider/arrange for purchasing, transporting, storing (perishable and nonperishable) food, and preparing, cooking (grill(s), stove(s), and/or oven(s)), serving (platters/pans/trays, utensils, etc.) and eating facilities. These expenses will be included in the development of the rally fee.

## **Estimating Costs and Developing a Venue Fee, Optional Activities/Events Fee(s), and Rally Fee.**

As soon as you have formalized plans for where the rally will be held and how much the venue costs will be, what the rally is going to include/offer, which meals will be hosted/not hosted and the costs for the hosted meals will be, what optional activities/events, if any, are going to be offered to the attendees and the associated costs for those optional activities/events will be, and what the rally fee is going to cover, a package must be put together of “X” amount of dollars for the camping venue fee(s), “Y” amount of dollars for optional activities/events that the attendee may or may not participate in and pay for separately from the venue fee and rally fee, and “Z” amount for the rally fee.

In developing the rally fee estimate, at a minimum, you should include, when applicable, expenses for:

1. Catered/eat in/cooked/ordered in/carryout hosted meals.
2. Social hour hosted snacks/appetizers
3. Meeting area/room rental.
4. PA rental.
5. Theme decorations.
6. Door prizes.
7. Printing and copying.
8. Postage.
9. Office supplies (paper, printer ink, blank Avery name badges, etc.).
10. Morning coffee supplies (coffee, creamer, sugar, etc.)
11. Hosted meal supplies (paper goods, salt and pepper, condiments, serving utensils, disposable serving dishes, etc.).

Once all anticipated expenses are identified and estimated and totaled, add a small contingency as a reserve then divide the total by your anticipated headcount to determine your rally fee per attendee.

Please note that fees should be kept as low as possible, yet not scrimping to hurt the success of the rally. Remember: LOTS OF ENJOYMENT CAN BE HAD AT A LOW PRICE.

Note: A couple of good ways to help lower the rally fee are to ask the attendees to furnish their own coffee cups, plates and eating utensils, having “potluck” and/or “on your own” meals, and having “potluck” appetizers and/or assigning attendees by last name to furnish appetizers for social hours rather than allowing for them in developing your rally fee.

### **Rally Agenda/Schedule of Events.**

The next step is to draft an agenda of the rally to incorporate applicable coffee times, meals, meetings, social hours, optional events/activities, free time, etc.

At this point, you have decided what hosted and non-hosted meals you are going to have, and what activities and events will be offered. Now you need to map this information into a timeline and coordinate it with the Chapter President so that he/she can decide when would be the best time to hold a Chapter meeting.

Keep the schedule light, moving and with enough variety to make the attendees want to return to future campouts. On the other hand, you will need to factor in free/open time so that some can opt to chill out and relax while others can opt to venture out on their own to explore what the area offers. There is no set rule on time of activities – whatever you think will work best should be your guide.

You shouldn't feel you must provide entertainment for the members. But you should try to schedule things that will cause people to mix and mingle. This can be accomplished in several ways. The morning coffees, meals, and social hours are possibilities. A social/entertainment after dinner is another. Guessing games, card games like card bingo, and other games like Left, Right, Center, encourage people to mix and mingle. Often one or more attendees can sing, play an instrument, etc., and might be willing to entertain the group, if asked. These are all low/no cost ways to “entertain” everyone.

### **Rally Registration and Information Packet.**

Armed with:

1. The venue information and contract/agreement,
2. The venue site fee estimate,
3. The rally fee estimate,
4. Optional, if any, activities/events cost(s) and information,
5. If guests/non-members will be invited,
6. And, the final rally agenda/schedule of events

You are ready to develop a rally registration and information packet. The packet should include:

1. A brief summary of the rally - what is being done for entertainment; where and when it is going to be held; what is included in the rally fee; and anything unique that the participants should bring to the rally. And, most important of all, explicit directions on how to get to the rally site.
2. A registration form that includes, at a minimum:



- Name and location, address, and point(s) of contact of the rally venue.
  - Name(s) and contact information of the rally Wagon Master, and, if applicable, co-Wagon Master.
  - Name and address of the person receiving registration forms and money.
  - Attendees name, address, contact information (mail, email, phone number), and FMCA Member number.
  - Annotations if the attendee is a first timer or not.
  - If applicable, annotation if they are a guest and who invited them.
  - Type and size of their RV.
  - Number and type of pets, if this information is required by the venue.
  - Rally fee per RV with two people, and what it includes.
  - If you are collecting the venue site fee, the venue fee(s) and what it includes (full, partial, or no utilities, specific fees outside the site rent fee, etc.) for the period of the rally.
  - If applicable, non-member/guest fee.
  - Rally fee reduction for less than two per RV.
  - Optional activities/events fee(s).
  - The dates and the length of the rally. Specific instructions unique to the rally (such as number of nights the special venue rate is good for, how venue site reservations will be handled if not through the Wagon Master, adding days to the front or back of the rally, making reservations at FMCA rally/convention in conjunction with the rally, etc.).
  - Any dietary restrictions, such as gluten-free or vegetarian.
  - Any physical challenges requiring parking consideration.
  - The registration deadline.
  - Cancellation policy.
  - A liability waiver statement with signatures of ALL registering.
3. The latest version of the rally agenda/schedule of events.
  4. Narrative highlights of the included and optional activities and events, and local points of interest.

At Attachment B is a sample of a Rally Registration and Information Packet.

Once the rally registration and information packet is completed, you need to email the packet to the Chapter President who will in turn email it to all the Chapter members and will forward it to the Chapter Newsletter Editor and Chapter Web Master. The Newsletter Editor will include the packet and information from the packet in the subsequent quarterly newsletters. Therefore, the earlier you can finalize the packet the more exposure you will get. The Web Master will post the packet to the Chapter website. Once you confirm the flyer is being disseminated, you should post the packet to the Alfa SeeYa Facebook pages and groups.io forum.

If you are going to open the rally to non-members and guests, you should ask the Chapter President to forward the packet to the Alfa Owners' Club chapter presidents asking that they distribute it to their members. While this may be redundant information for some Chapter members, this will get the information out to other potential attendees.

### **Receiving Registrations and Money.**

Registration forms and checks are to be made out to the AlfaSeeYas and sent to the person designated by the Wagon Master to handle registrations. Typically, either the Wagon Master or the Co-Wagon Master

assume this duty. The key here is to keep each other informed in a timely manner as to how the registration process is going and status of revenues.

As checks are received, they can either be batched and sent to the Chapter Treasurer along with a copy of the registration forms so the Chapter Treasurer can deposit the checks, or the person handling registrations can deposit the checks into the Chapter's bank account (the Chapter Treasurer has that information). If the latter, the check and registration form should be scanned and emailed to the Chapter Treasurer for use in reconciling the bank account and accounting of funds received.

Excel spreadsheets have been developed and are available to assist you in tracking registrations as well as income and expenses. You are encouraged to ask for them and use them to make function easier.

The number of spaces available at the rally venue may require registration deadlines and/or limitations on the number of RV that can register. Once registrations received exceed the number of reserved spaces or the cutoff date, and there is no possibility of getting more spaces and/or there is no overflow, you will need to notify those that have sent registrations from that point forward as quickly as possible that there are no sites left and that you are establishing a waiting list. If they indicate that they do not want to go on the waiting list, you will need to return their check or ask the Chapter Treasurer to refund their money. Unless you receive enough cancellations to deplete the waiting list, you will need to return the checks from those remaining on the waiting list. The designee receiving the registrations should keep a listing of the registrations received sorted by the post marked date on the envelope containing the registration form and check. As cancellations are received, the first name on the waiting list will be notified that their registration has been accepted.

In the event of a cancellation, there is no waiting list, and the rally venue charges a cancellation fee, that fee will be deducted from the refund. In addition, if the rally/gathering Wagon Master has incurred non-refundable costs, those costs will be prorated and will also be deducted from the refund.

Refunds for rally registrants who may miss a hosted meal are not given.

### **Fiscal Responsibility, Money Handling and Accounting.**

When conducting a Chapter rally, your efforts should be directed to incur neither a substantial profit nor a major loss of Chapter monies.

Wagon Masters are expected to request reimbursement for all reasonable costs necessarily associated with putting on the rally. You are not expected to subsidize your rally. All money received and expended must be accounted for and documented. Remember to instruct your co-Wagon Master (if applicable) or any other "helpers" to give you all their bills and receipts when you reimburse them. Excel spreadsheets have been developed and are available to assist you in tracking income and expenses. The spreadsheets and receipts should be made available to any requesting Chapter Board Officer. After **one** year you made destroy the receipts and delete the spreadsheets.

As expenses occur and are paid, categorize the expense receipts by venue expenses, rally expenses, and, if applicable optional activities/events expenses. Then deduct the categorized expenses from the respective revenues received from the venue fee, rally fee, and if applicable, optional activities/events fees.

An advance may be requested from the Chapter Treasurer for the purchase of rally supplies and pre-paid goods and services such as venue deposits, and food.

### **Rally Execution.**

Prior to arriving at the rally venue, the following action items should be completed so that you are pro-acting and not reacting:

1. Follow-up with:
  - The site venue manager.
  - Any caterers/restaurants/take out/delivery
  - POCs at the activities/events.
  - Pick up tickets/vouchers.
  - Confirm dates, times, headcounts, meeting room assignments, site assignments, special requests/needs.
2. Purchase food and meal supplies.
3. Prepare nametags for all attendees. (the Chapter has Avery software and labels that will make this task easier).
4. Prepare name placards to display on the RVs to help folks locate each other.
5. Prepare and make/get copies of:
  - Attendee roster by name with site numbers
  - Latest rally agenda/events schedule
  - Informational handouts for each optional and planned activity/event
  - Informational listing of local points of interest/handouts.
  - Location of nearest hospital emergency room and veterinary hospital.
  - RV venue maps and rules/WiFi codes/facility access codes.
6. Purchase envelopes large enough to insert flat letter size paper into and put items 3, 4, and 5 into them plus applicable tickets/vouchers. This will be the welcome packet you will give each attendee as they arrive.

If possible, you and/or your Co-Wagon Master, if applicable, should be the first to arrive. Your RV should be pointed out to arriving attendees. It is important that, if applicable, your Co-Wagon Master be parked close to you.

One thing to keep in mind during the rally is that you are only one person and, therefore, cannot do everything by yourself; i.e. move tables, decorate, etc. So, if you see something which should be done ask your Co-Wagon Master, if applicable, to help and/or ask a member if he/she could do it for you. Most members will be happy to help you.

If the directions/signage to the rally venue is not clear/obvious, signage should be posted at strategic locations and turns leading to the rally venue.

If possible, a parking area should be set aside as close to activities and buildings for the physically handicapped.

If a PA System is needed, locate and check BEFORE the first meeting/gathering.

The spreadsheet compiled during the registration process should be sorted alphabetically and, if site numbers are known in advance, sorted by site number. Noting the spreadsheet as to who has arrived will help in keeping track of who has/has not arrived.

As attendees arrive, you and/or, if applicable, your Co-Wagon Master should greet and welcome each arrival, and give them the pre-stuffed welcome packet.

Wagon Masters, and if applicable, Co-Wagon Masters have the additional responsibility during a Chapter rally of greeting members, guests and first timers and getting them involved in rally activities. If they are first timers, be sure that their name tag indicates that they are first timers.

Now, you are ready to execute what you have planned.

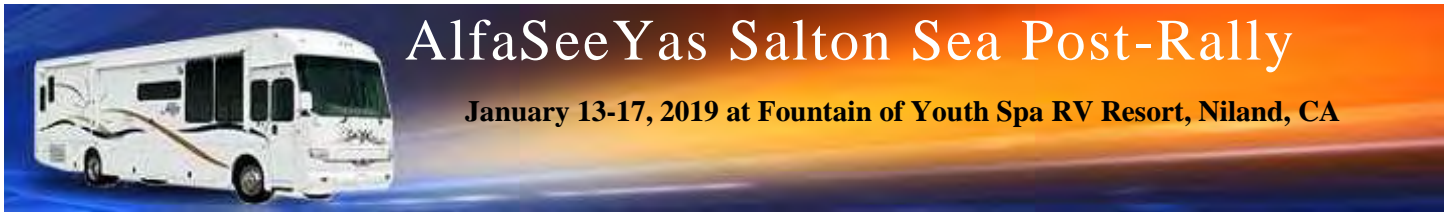
### **Post-Rally Clean-up and Actions.**

When the rally is over, you are responsible for seeing that the following remaining functions are completed:

1. Leave the rally venue in as good or better condition than it was when you arrived.
2. Write an article about the rally and forward it with pictures to the Chapter Newsletter Editor and Webmaster.
3. Write thank you letters to campground staff, vendors, suppliers, and other applicable people.
4. Last, but not least tie up and loose ends with the Treasurer to make sure all income is reported to and received by the Treasurer, and that all expenses have been paid/reimbursed.

Remember: The better planned rallies are the most successful rallies.

**ADVANCE PLANNING and FOLLOW-UP ARE A MUST**

**Attachment A****Sample Rally Flyer Announcement**

Come join your fellow AlfaSeeYas Chapter members, guests and non-members and enjoy sunny days at the Salton Sea! Soak in the mineral water from the area's healing hot springs! We will have a four-night Chapter Post-Rally at the Fountain of Youth Spa RV Resort in Niland, California, starting when the FMCA Western Area Rally at Indio ends on January 13<sup>th</sup>. **Note that you do not have to attend the Indio Rally in order to attend the post-rally.** The post-rally will end in time for those going to Quartzsite, Arizona to make it for the start of the Big Tent RV show.

Your Rally registration includes a catered welcome dinner on arrival night, several mornings of coffee and pastries, evening social hours and an optional tour to the General Patton Museum at Chiriaco Summit. There will also be free time to enjoy park amenities and the many attractions in the Salton Sea area:

- General George S. Patton Museum, on the site of Camp Young, part of the Desert Training Center of World War II. This will be an optional outing by carpool – admission \$7, lunch on your own at the Chiriaco Summit restaurant. Exhibits include a large collection of tanks used in World War II and the Korean War, as well as memorabilia from Patton's life and career – especially in regard to his service at the Desert Training Center – and from soldiers who trained there. In addition, a film is shown, detailing Patton's military service and the creation of the Desert Training Center.
- Salvation Mountain - A giant man-made mountain in the middle of the Sonoran Desert, constructed from thousands of gallons of paint, hay bales, adobe, and a whole lot of love. Salvation Mountain is a must-see destination for anyone spending time in Southern California, especially those inclined to day-tripping adventures. Salvation Mountain is a one-of-a-kind experience. It's been described as a "national treasure" and "visionary" environmental art installation, and the story behind its creation is as inspiring as it is quirky.
- East Jesus - An experimental, sustainable, ever-changing educational art installation that embraces the varied voices of the thousands of contributing artists who have added to the installation in the past and will continue to do so in the future
- Other natural attractions unique to the area: Imperial Sand Dunes, and Salton Sea Mud Volcanoes

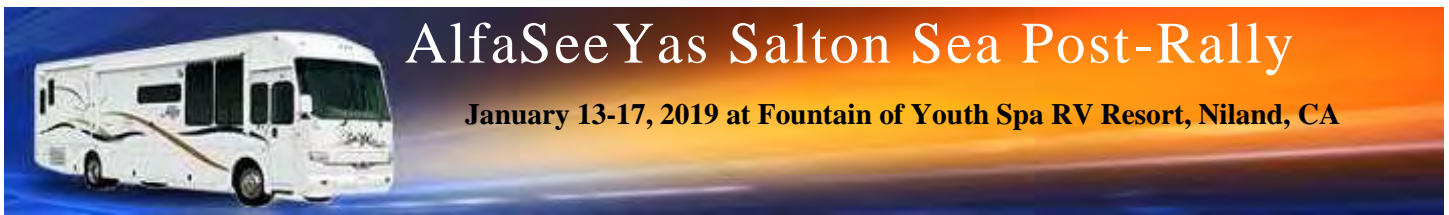
#### Fountain of Youth Spa RV Resort

Located at 1500 Spa Road Niland, CA, close to the Salton Sea and about 45 miles from the site of the Western Area Rally at Indio. The Fountain of Youth is a top Southern California desert getaway, popular active adult community, and retreat for leisure-seeking souls from all walks of life. A new, state-of-the-art fitness center and individual mineral water baths are the latest resort additions, which guests are sure to love. Between dips in the pools and spas, hit the bike trails, a craft class, pickleball courts, or visit Waggin' Tails Dog Park with your 4 legged family members. Hang with friends around the outdoor fire pits or enjoy beautiful sunsets, peace and quiet from atop the resort property. More info at: [www.foyspa.com](http://www.foyspa.com).

Guests, non-chapter members and towables are welcome!

**Attachment B**

## Sample Registration and Information Packet



Come join your fellow AlfaSeeYas Chapter members, guests and non-members and enjoy sunny days at the Salton Sea! Soak in the mineral water from the area's healing hot springs! We will have a four-night Chapter Post-Rally at the Fountain of Youth Spa RV Resort in Niland, California, starting when the FMCA Western Area Rally at Indio ends on January 13<sup>th</sup>. **Note that you do not have to attend the Indio Rally in order to attend the post-rally.** The post-rally will end in time for those going to Quartzsite, Arizona to make it for the start of the Big Tent RV show.

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Guests, non-chapter members and towables are welcome!

**Alfa SeeYas Chapter FMCA Western Area Post-Rally**  
**January 13- 16, 2019 (depart January 17)**  
**Fountain of Youth Spa RV Resort, Niland, California**  
**Registration Form**  
Wagon Masters Ray Zimmermann & Randy and Terry Scott

Names (as you want them to appear on your badge(s)): \_\_\_\_\_

Name(s) of additional people attending with you: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home/Alt Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ FMCA # (if member): F \_\_\_\_\_

(Note: If you are going to collect the site rent and pay the RV resort directly, you will need to include a line item specifying how much the site rent/RV resort fee is and what it includes)

Rally Fee: One rig/two people (includes a breakfast and two dinners, morning and social hour snacks	\$ <u>80.00</u>
Additional People (more than 2 per rig) -- <b>add:</b> _____ people x \$40.00	= \$ _____
Rig with only one person – <b>deduct</b> \$40.00	= \$ ( _____ )
*Additional charge of \$20 per coach for non-members of the AlfaSeeYas Chapter	\$ _____

**RV site reservations will be made with and paid directly to the Fountain of Youth RV Resort**  
**Phone 888-800-0772 and tell them you are with the Alfa Rally**

**AMOUNT ENCLOSED** \$ \_\_\_\_\_

\* If you are eligible to join the AlfaSeeYas Chapter and decide to join prior to the end of the rally, we will apply this fee to your first year's dues and initiation fee (\$20).

Indicate number attending the optional General Patton Museum tour & lunch. (Paid at the site.) \_\_\_\_\_

Number of attendees with dietary restrictions: \_\_\_\_\_ Gluten-free \_\_\_\_\_ Vegetarian \_\_\_\_\_ Other (specify) \_\_\_\_\_

I/we are physically challenged/handicapped and ask for accommodation: \_\_\_ Yes \_\_\_ No

I/we are first timers: \_\_\_ Yes \_\_\_ No We are guests of: \_\_\_\_\_

I/we have a: \_\_\_\_\_ Motor Home \_\_\_\_\_ 5<sup>th</sup> Wheel/Travel Trailer. The length of our rig is \_\_\_\_\_ feet.

Make your check **payable to AlfaSeeYas** for the total amount above, and send with this form by December 10 to:

Ray Zimmermann  
1952 E. Divot Dr  
Tempe, AZ 85283

**Note:** It is not necessary to attend the Western Area Rally in order to attend the AlfaSeeYas Post-Rally, and vice-versa.

I/we will attend the FMCA Western Area Rally before the Chapter Post-Rally and will park with the Alfa SeeYas Chapter: \_\_\_ Yes \_\_\_ No. **If YES, You must register separately for the FMCA Western Area Rally either on the FMCA web site or by mailing in a hardcopy registration form, AND you will need to register for PARKING WITH 25-30A ELECTRIC" option.** For those that are going with us to the FMCA Rally, we will meet at a nearby assembly point and go in as a group on January 8<sup>th</sup>, a day early to insure we can park together. We will advise you of the meeting time and place before the rally. Since we will go in a day early, there will be an additional one-day FMCA parking fee of \$25 per rig, to be paid on arrival. *This fee is waived if you sign up as a volunteer for the rally.*

I/we (Name: \_\_\_\_\_) would like to volunteer to be Seminar Monitors during the FMCA Rally. \_\_\_ Yes \_\_\_ No. (Also check the volunteer box on your Western Area Rally registration.)

**Continued on next page**

Fountain of Youth Spa RV Resort is located at 1500 Spa Road, Niland, CA 92257. Phone: (888) 800-0772. The special Rally rate is \$40 per night for 2 persons/1 RV. The park has agreed to honor this rally rate for up to five additional nights prior to and/or after the Rally. When you reserve a site, please say you are with the "Alfa Rally." The park website is: [www.foyspa.com](http://www.foyspa.com).

**I have called and made RV site reservations at the Fountain of Youth RV Resort on: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**TOTAL SPACE IS LIMITED - RESERVATION DEADLINE IS DECEMBER 10, 2018 TO ARRIVE AT RALLY MASTER'S ADDRESS!!**

Questions? Contact: **Ray** - rayzman89@gmail.com or 360-789-6628    **Randy** - rscott@antelecom.net or 661-839-4526

**I/We agree that we shall not hold FMCA, the AlfaSeeYas Chapter, officers, employees or agents responsible for any damage or injury of any kind that our guests or we may suffer during the rally. This agreement applies regardless of the damage or injury.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**AlfaSeeYas Post-Rally Schedule**  
**January 13-17, 2019**  
**Fountain of Youth (FOY) Spa RV Resort, Niland, CA**  
**As of October 31, 2018**

<b>Sunday, Jan 13 – Arrival Day</b>	
<b>12 noon-6 pm</b>	Arrival and check in at FOY RV Resort
<b>6:00 pm</b>	Catered Welcome Dinner – FOY Restaurant
<b>Monday, Jan 14</b>	
<b>8:00-9:30 am</b>	Morning coffee/pastries – Wagon Master Site
<b>5 pm</b>	Social hour with snacks – BBQ Plaza
<b>6:30</b>	Tacos and bingo at the park – Hays Hall (optional – pay when you go)
<b>Tuesday Jan 15</b>	
<b>8:30-9:30 am</b>	Catered Breakfast - location TBD
<b>9:30 10:30 am</b>	Chapter business meeting– location TBD
<b>9:30 am-12 noon</b>	Farmers Market – Store Patio
<b>5 pm</b>	Social hour with snacks – BBQ Plaza
<b>6:pm</b>	Dinner on your own
<b>Wednesday, Jan 16</b>	
<b>8:00-9:30 am</b>	Morning coffee/pastries – Wagon Master Site
<b>9:30-2:30</b>	Optional tour to General Patton Museum, Chiriaco Summit (carpool) Admission - \$7, lunch on your own at Chiriaco Summit restaurant
<b>6 pm</b>	Chapter-proved dinner location TBD
<b>Thursday, Jan 17</b>	
<b>By 11 am</b>	Check out and Depart

**Note: Schedule subject to change - - always check for updates at the Wagon Master site!**

(NOTE: This is an EXAMPLE of the type of information that may be included in a list of “things to do and see” that may be included in a rally registration and information packet. As such, it has no correlation to the sample registration, information, and schedule shown above.)

## Things to See and Do in the Tucson Area

1. **Sonora Desert Museum.** The Museum was founded in 1952 and is dedicated to the interpretation of the bi-national Sonoran Desert region. A visit will alter your definition of a museum as 85% of what you will experience is outdoors. The grounds are comprised of 98 acres of which 47 are developed and curated, two miles of walking paths, 16 individual gardens, 1,200 native plant species and 56,000 individual plants. The animal collection currently includes 230 native mammals, reptiles, amphibians, insects, and birds including a multi-species hummingbird aviary. It was named the #9 Museum in the U.S. by TripAdvisor in 2014. The Museum was also named the #5 Public Garden in the U.S. by TripAdvisor in 2013. And the Desert Loop Trail was included in USA Today's 10 Best Zoo exhibits in the U.S. in 2015. The Warden Aquarium opened in January 2013 is a freshwater gallery that focuses on the region's rivers, native fish and conservation efforts while the salt-water gallery showcases marine life from the Gulf of California. A hands-on tide pool encounter offers twice-daily interpretations for visitors. The Earth Sciences Center recreates an underground cave, complete with stalactites and stalagmites, and houses one of the world's most comprehensive regional mineral collections in the world. There are three live animal presentations: “Live and (sort of) on the loose” showcasing often-misunderstood venomous reptiles, “Fur Feathers & Fangs” featuring native mammals, reptiles and birds, and “Raptor Free Flight (seasonal)” where visitors watch from the flight path as native birds of prey whiz by so close visitors can feel the brush of feathers. There are two presentations daily and each demonstrates different birds. One program showcases Harris’ Hawks, the only raptors in the world that hunt as a family group using strategy, like wolves. Daily events include complimentary interpretive orientation tours, animal keeper interactions where visitors can watch feedings, enrichment activities or animal training sessions for veterinary care procedures, and docent engagement stations. The Art Institute was founded in 2001 to promote conservation through art education. The Art Institute has a permanent traveling collection and offers a variety of visual art classes throughout the year. [www.desertmuseum.org](http://www.desertmuseum.org)
2. **Saguaro National Park (West).** Tucson is home to the nation's largest cacti. The giant saguaro is the universal symbol of the American west. These majestic plants, found only in a small portion of the United States, are protected by Saguaro National Park, to the east and west of the modern city of Tucson. Here you have a chance to see these enormous cacti, silhouetted by the beauty of a magnificent desert sunset. Saguaro East: 3693 S. Old Spanish Trail. Saguaro West: 2700 N. Kinney Road. [www.nps.gov/sagu/index.htm](http://www.nps.gov/sagu/index.htm)
3. **Old Tucson.** Old Tucson is one of Arizona’s top Wild West attractions, featuring live action stunt shows, musicals and live entertainment, vintage rides for the kids, genuine southwest BBQ and special events throughout the season. Step back in time as you make your way through town, walking the same streets made famous by movie legends such as John Wayne, Clint Eastwood, Elizabeth Taylor, Steve Martin, Sharon Stone and Martin Short. Immortalized in more than 400 films and commercial productions, Old Tucson remains the region’s premiere film location. 201 S. Kinney Road. [www.oldtucson.com/](http://www.oldtucson.com/)
4. **Kartchner Caverns.** Kartchner Caverns was discovered in Nov 1974 by two local spelunkers. Their passion for keeping their discovery in its pristine and untouched/unmolested condition required that the location of the cave be kept secret and unknown to the general public until all the necessary protections and infrastructure were in place before it was opened to the public in Nov 1999, 25 years after the caverns were discovered. The caverns are 9 miles south of the I-10 East/US 90 South junction west of Benson. [www.azstateparks.com/kartchner/](http://www.azstateparks.com/kartchner/)

5. **Mission San Xavier del Bac.** Built in the 1700s, this recently restored white adobe church, representing a wonderful example of Spanish colonial architecture, is beautiful inside and out, with colorful frescoes, sculptures, and carvings. 1950 W San Xavier Rd, Tucson, AZ 85746. <http://www.sanxaviermission.org/>
6. **Tucson Botanical Gardens:** Set in the heart of the city are winding pathways, floral exhibits and greenhouses — all using minimal water due to the dry desert climate. The beautiful getaway offers iris and herb gardens, a gift shop and regularly hosts special events such as musical guests or butterfly exhibits. 2150 N Alvernon Way, Tucson, AZ 85712. [www.tucsonbotanical.org](http://www.tucsonbotanical.org)
7. **Sabino Canyon.** One of the most premier natural areas in southern Arizona, this recreation area is located at the base of the Santa Catalina Mountains. Here you will find outstanding scenery that features steep rock cliffs and unique desert vegetation adjacent to riparian corridors. Some popular uses are walking, jogging, hiking, bicycling (with restricted times) shuttle riding, nature study, horseback riding, wildlife viewing, photography and so much more. 5700 N. Sabino Canyon, Tucson.
8. **Titan Missile Museum.** At this museum near Tucson, visitors journey through time to stand on the front line of the Cold War. This preserved Titan II missile site, officially known as complex 571-7, is all that remains of the 54 Titan II missile sites that were on alert across the United States from 1963 to 1987. This one-of-a-kind museum gives visitors a rare look at the technology used by the United States to deter nuclear war. What was once one of America's most top-secret places is now a National Historic Landmark, fulfilling its new mission of bringing Cold War history to life for millions of visitors from around the world. 1580 W. Duval Mine Rd., Sahuarita, Arizona (25 minutes from downtown Tucson). <http://www.titanmissilemuseum.org>.
9. **Casino del Sol.** The Casino of the Sun is proudly owned and operated by The Pascua Yaqui Tribe. The Sun was the first of its kind west of the Mississippi, when in 1982 it began entertaining Tucson residents as the Bingo Club. Quickly growing in popularity, it became a local staple of entertainment. Today, Casino of the Sun offers more than 300 slot machines, including electronic blackjack and all new \$3 Blackjack tables. When it comes to resort dining in Tucson, Casino Del Sol has no peer. The Sol of Tucson delivers delicious food and amazing beverages around the clock. Whether you are hungry for an eight-course masterpiece, or just want to grab an authentic Mexican snack, deli sandwich, or salad on the run, they have it twelve restaurants to pick from. [www.casinodelsol.com](http://www.casinodelsol.com)
10. **Biosphere 2.** Biosphere 2 is located north of Tucson, Arizona at the base of the stunning Santa Catalina Mountains. This one-of-a-kind facility sits on a ridge at a cool elevation of nearly 4,000 feet and is surrounded by a magnificent natural desert preserve. Discover real-time research on the future of our planet as it unfolds in the world's largest earth science laboratory. In the 1800s, the Biosphere 2 property was part of the Samaniego CDO Ranch. After several changes of ownership, it became a conference center in the 1960s and 1970s, first for Motorola, then for The University of Arizona. Space Biospheres Ventures bought the property in 1984 and began construction of the current facility in 1986 to research and develop self-sustaining space-colonization technology. Two missions, between 1991 and 1994, sealed Biospherians inside the glass enclosure to measure survivability. Behind this highly public exercise was useful research that helped further ecological understanding. Several first-person accounts have been published by former crew members that provide different perspectives on the experiment. In 1994, Decisions Investments Corporation assumed control of the property and Columbia University managed it from 1996-2003 and reconfigured the structure for a different mode of scientific research, including a study on the effects of carbon dioxide on plants. Columbia University also built classrooms and housing for college students of earth systems science. The property was sold June 4, 2007, to CDO Ranching and its development partners who then leased the property to UA from 2007-2011. The University of Arizona assumed ownership of Biosphere 2 in July 2011. A generous gift from the Philecology Foundation helps fund Biosphere 2 operations and some research projects. Other grants and awards, primarily from the National Science Foundation, also support research

activities. The enclosure now serves as a tool to support research already underway by UA scientists. <https://biosphere2.org/>

- 11. Mount Lemmon.** With a summit elevation of 9,159 feet, is the highest point in the Santa Catalina Mountains. It is located in the Coronado National Forest roughly 30 miles north of Tucson. Mount Lemmon was named for botanist Sara Plummer Lemmon, who trekked to the top of the mountain with her husband and E. O. Stratton, a local rancher, by horse and foot in 1881. It is reported that Mount Lemmon Ski Valley, on the mountain's northeastern side, receives 200 inches of snow annually. Summerhaven is a small town near the top of the mountain. It is a summer residence for many but there are some year-round residents. There are many small cabins most of which were rebuilt after the Aspen Fire of July 2003. At the peak is the Mount Lemmon Observatory, which was formerly the site of a USAF radar base of the Air Defense Command, and the building that formerly housed a military emergency radar tracking station for landing the Space Shuttle at White Sands Missile Range. Although the United States military had a presence on the mountain for several decades all their facilities have been abandoned and were given to the United States Forest Service. The area and buildings that makes up the Mount Lemmon Station Observatory are leased from the Forest Service by the University of Arizona. The telescopes on the mountain are still used for astronomical research today by organizations such as the Catalina Sky Survey, the Mount Lemmon Sky Center, the University of Arizona Astronomy Camp program, the University of Arizona, and the University of Minnesota. The educational resources at the top of the mountain make it a unique research and teaching destination. The Catalina Highway, also called the Mount Lemmon Highway, as well as the Hitchcock Highway (after Frank Harris Hitchcock) runs up the Santa Catalina Mountains from the east side of Tucson up to Summerhaven, at the top of Mt. Lemmon. The beautiful, curving road is a favorite drive for tourists, for locals escaping summer's heat and cyclists, and has been recently designated as the *Sky Island Parkway*, part of the US National Scenic Byway system. The summit of the mountain is approximately twenty degrees cooler than the base. Therefore, large amounts of snow falls during the winter months, making it a cool escape and popular tourist attraction for Tucson and Phoenix inhabitants. Catalina Highway charges tolls for parking, camping, and hiking. However, the tolls are only officially charged for people who are camping. Tolls for other events, such as hiking, parking, or grilling, are a part of the honor system. Park rangers will not check for toll payments unless someone is using the park campgrounds. **Anyone wishing to sightsee or travel to Summerhaven are not subjected to paying tolls** Summerhaven has The Sawmill Run Restaurant named in honor of two sawmills that once existed on this very location. The last one was operated by the owner's father Tony Zimmerman who was a Mt. Lemmon pioneer. The Mt. Lemmon General Store and Gift Shop famous for it's homemade fudge provides anything a tourist, cabin owner, cabin renter or Arizona Trail biker or hiker may need or want. The Living Rainbow, a gift shop, is located down the street and the Pizza and Cookie Cabin, serving pizza, giant cookies and homemade chili is nearby. The "Iron Door Restaurant" serves a wide variety of salads, sandwiches, homemade soups and pies, and their famous chili and cornbread.