

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3005</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Area Rally Registration</b>	EFFECTIVE <b>5/19</b>	SUPERSEDES <b>6/18</b>
	SPECIAL DISTRIBUTION		

**POLICY**

To furnish registration support for the area rally and one planning rally. Materials and postage for acknowledgments and confirmation packets will be billed to the area organization or host chapter(s).

**PROCEDURE**

1. **RALLY INFORMATION**: The following information should be transmitted to the national office as it becomes available and no later than 10 days prior to the appearance of any rally advertising:

- Anticipated RV Count
- Limits on Number of Recreational Vehicles Registered
- Rally Dates
- Rally Location & Directions
- Rally Master & Staff
- Commercial Contact
- Rally Fee Structure
- Types of Parking Available
- Day Pass Information
- Passport Information
- Pre-registration Deadline
- Scheduled Entry Dates, Times, & Restrictions
- Early Arrival Dates, Rates, Times & Restrictions
- Emergency Phone Numbers
- Mail Delivery Information
- Hotel & Other Accommodations
- Cancellation Procedure

2. **ACCOUNTING**: The national office will process rally registration receipts according to the following guidelines:

- Registration Checks are to be made payable to “FMC, Inc.”
- Registration Forms and Checks are to be mailed to:  
FMCA, Attention: \_\_\_\_\_ Area Rally Registration  
8291 Clough Pike (Respective)  
Cincinnati, OH 45244-2796
- When received at the national office, Administrative Services will open all envelopes, process the receivables, enter the registrations into the database, and forward the forms to Events and Commercial Services for further processing.



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- A separate account will be set up at the national office for the deposit of Area Rally registration funds when registrations are received at the national office.
  - Area Rally registration funds and coupons minus corresponding credit card fees will be forwarded to the Area Rally on or about the 10<sup>th</sup> and the 24<sup>th</sup> of each month (or less often, as directed by the National Area Vice President or designee). The final reimbursement check will be sent out directly after the Area Rally, thus making sure that all late registration funds are reimbursed to the Area.
  - A report of registration receipts will be sent to the National Area Vice President upon request.
  - The national office will not process any payables for the Area Rally.
  - Early Area Rally registration funds (funds received prior to the month the registration form appears in the magazine) will be forwarded to the Area Rally upon receipt of \$1,000.
  - A fee of \$8 per registration will be charged when the national office performs the area family and/or commercial registration process in-house by mail, Internet, phone, or fax. The registration charge will be billed to the area organization or host chapter(s).
  - Coupons received by the area organization or host chapter(s) will be submitted to the national office for reimbursement.
3. **ACKNOWLEDGMENT CARDS:** The national office can send registration acknowledgment cards in accordance with the following:
- Registration acknowledgment cards can be sent out weekly.
  - The mailing of the acknowledgment cards will cease at the start of the mailing of the confirmation packets.
  - The acknowledgment cards will show the date that the confirmation packets will be mailed & give a phone number to use for questions and/or cancellation.
  - Approximately six weeks before the Area Rally, confirmation packets are mailed for the registrations received as of that date. After that, the packets are mailed weekly as the registrations are processed.
4. **CONFIRMATION PACKETS:** The national office can supply the following items for the confirmation packets:
- Badge Inserts and Holders (3" x 4") - - Inserts will be imprinted to show the attendee's first name, full name, membership number, city and state of residence. Inserts are available with a custom heading. Custom headings require that original artwork be supplied to the national office four weeks prior to the mailing of the confirmation packets or artwork can be pulled from the Area Rally ad.
  - Locator Cards - - Cards can be pre-printed to show the attendee's name(s), membership number, parking code, city and state of residence, recreational vehicle make, and license number. Additional information is to be filled in by the attendee. The cards are 4 1/4" x 5 1/2."
  - Rally Ribbons
  - Parking Cards
  - Tow Car Stickers
  - Rally Information Sheets - -The national office can print information sheets (directions, map, cancellation policy, etc.) for the confirmation packet.



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- Additional materials (advertising specialties, tour information, etc.) can be included and must be supplied to the national office at least four weeks before the start of the mailing of confirmation packets.

5. REGISTRATION REPORTS: Upon request, the national office can supply reports on the rally registrations, which can be sorted by:

- Member ID
- Member Name
- Arrival Date
- Parking Code
- Caravan
- Register Date
- Guest/Child

The national office can also furnish the following reports upon request:

- Accounting Report
- Cancellation List
- Confirmation List
- Will Call (Holds) List