

# Virginia LoWs

## Operating Procedures and Wagonmaster Duties

In the fall of the year, campout sites for the next season are selected by each wagonmaster. Campgrounds selected should be limited to locations in Virginia, Maryland, West Virginia or Delaware. Thought is to be given to the driving distances involved but is not the sole determining factor for camp site selection. Reservations should be made by individual campers when the wagonmaster site is known.

Schedules need to be completed by the end of the October campout and provided to the club webmaster for posting on our website.

Information needed for the website should include:

1. Name, location, address, phone number and website address of the campground.
2. When site specific reservations are provided, the wagonmaster should reserve their site as soon as possible and provide that information for inclusion on the webpage so members can reserve sites nearby.
3. Restrictions – pets, doubling up at campsites, etc. (note that some Maryland state parks do not permit pets or limit sites where pets are allowed). The wagonmaster should try to choose a site where pets are allowed. Some of our members are pet owners.

Other information & responsibilities:

1. Recreational possibilities (at the campground and in the surrounding area) – hiking, swimming, boating, biking, museums, historic sites, events, etc.
2. Regular Activities – pot luck dinners (usually Friday evening), eating out (usually Saturday evening – identify potential restaurants). NOTE: potluck and dinner out may be swapped due to weather or other conditions. Alternatives, such as a group “cookout”, can be substituted for the potluck or dinner out or held as an added item. Plans to do an alternative activity should be provided to the webmaster in advance so that it can be posted on the website.
3. Special needs – firewood availability, covered area in the event of inclement weather if available. Attempt to identify one activity for the group as a whole (including pets) to participate in (music in the park, etc.). The activity should be something that everyone can participate in.
4. If the wagonmaster wishes to provide snacks or a meal such as breakfast, they can be reimbursed for the expense (limit of \$tbd). Put the receipt in the blue treasury bag and include an entry in the treasury notebook. Other uses of the treasury can be to pay for or reduce the cost of an activity (ex: pay cost of boat tour at Trap Pond State Park). This expenditure should be agreed upon by vote of the members in attendance at the campout.
5. The wagonmaster serves as host for the campout. He/She greet campers as they arrive and post schedule for regular & special activities on the white board. The wagonmaster should organize transportation to activities as needed. This does not mean that the WM must provide transportation. It is club practice that the volunteer driver should get a token from each member riding with them – suggested \$2 for a short round trip and \$5 for lengthy round trips.

6. Campout Report – following the campout a brief write-up should be provided to the webmaster for inclusion in the campout report on the website. This write-up can be sent to the webmaster via email or USPS.

**The above is intended as a guide only. Every minute does not have to be scheduled/organized. Members should feel free to participate or not as they are inclined. Just relax and enjoy the surroundings and your fellow campers.**

#### Group Business

1. Business meetings will be led by the wagonmaster who will either take notes or ask a camper to assist and take notes of the meeting. The meeting notes will be provided to the webmaster along with the campout report.
2. Changes made to operating procedures will be determined by the vote of members in attendance at the campout where the vote is taken.
3. Expenditures over <amount TDB> should be approved by members prior to being spent.

#### Club Treasury

Annual dues are \$5 payable at the first campout of the season (or first campout member attends). The wagonmaster is responsible for the operating portion of the Club treasury (currently contained in a blue bag), the reserve funds are held by the webmaster. At the end of the campout, the wagonmaster will transfer the treasury to the next month wagonmaster by counting the treasury, making a notation in the treasury book of the date, amount and who passed to after ensuring that all expenditures/dues collected for the campout have been noted. The upcoming wagonmaster will again count the money, date and initial the book as a record of receipt. If there is a need to replenish the operating funds, the wagonmaster will contact the webmaster for the funds from the reserve. If the next wagonmaster is not at the campout and the current wagonmaster will not be at the next one, the above transfer can be done with any club member attending the next one. That member will transfer the treasury to the wagonmaster upon arrival at the campout.

Note: Since campouts start on Thursday, it is advisable (if possible) for the wagonmaster to arrive the day before (or at least early on Thursday) to get set up for members' arrival. This allows for the traditional meet and greet amenities for the in-coming members, guests and potential members. If the wagonmaster cannot be available to meet/greet they should make arrangements with another club member to step in for them.