

Weakenders Wagon Master - Guidelines & Duties

Planning

- Decide what you want to do for the outing. You may or may not choose to have a theme (like Mexican Fiesta) but hey, it's your event, you decide.
- You will need to plan the food, activities and prizes (if needed).
- Also decide what time on Saturday you would like to have Happy Hour and dinner.
- You should have received the Weakenders sign from the last Wagonmaster.

Food

- It is at your discretion whether you would like to supply beverages for happy hour or food for dinner. If you decide to furnish beverages or food you may be reimbursed by the treasurer at the club meeting by bringing your receipts. The amount for food/beverages is reimbursable up to one hundred dollars unless by prior approval of the president or treasurer for a special occasion.

Flyer

- After you have planned your event it is important to type or design a flyer for the event so the group knows what they need to bring and what time the Happy Hour and dinner will be.
- The flyer is normally attached to the Weakenders newsletter and is posted to the website. This is normally done within a week after the previous campout. Please be prompt so we may publish the information. Send your flyer to the secretary for distribution ASAP.

At the campground

Friday night: (if you are able to arrive early)

- Please help direct our group members into camp spots. If you are not at the campground yet, of course someone will help direct the rigs into the spots.
- Display the Weakenders sign you received from the previous wagonmaster in a prominent place.

Saturday:

- **You are required to take minutes at the group meeting.** Send them to the secretary ASAP.
- Arrange for the tables/chair/benches for the group to be assembled in the best site for your Happy Hour and dinner.
- Ask members to lend tablecloths as needed.
- Set up the appetizer/food tables for the group. Members will be happy to help you with moving and set up.
- After dinner you should supervise the cleanup to be sure all the food and dishes have been put away. The tables are normally left in place for Sunday Breakfast.

Sunday:

- Breakfast is normally at 9:30 A.M. Afterward please supervise the clean up and assure that the tables/chairs/benches are returned to their original places. Police the area to be sure we are leaving the site better than we found it.
- Give the Weakenders sign to the next wagonmaster.

Thank you for volunteering as wagon master. We appreciate the work you are doing to make the campouts even more FUN. We look forward to your event!