

OUTING CHAIRPERSON GUIDELINES

Tucson Model A Club

Following are some guidelines for those of us who chair outings. In general, we want to be sure that we have planned for all the details that will make our outings successful and safe. So items include both the things that the chairperson needs to communicate to our Editor for inclusion in the newsletter, and items needed the day of the outing.

PLANNING AND NEWSLETTER ARTICLE:

- a) Date, time, and description of the event. If we are meeting one place, then departing as a group for another destination, be sure to specify that in the newsletter. Include when we will meet and when we will depart. **THIS INFORMATION WILL APPEAR IN OUR WEBSITE UNTIL AFTER THE OUTING.** (For questions, contact our webmaster.)
- b) Contact person: include the name and telephone number (and email if you wish) of a person to contact for questions.
- c) Map and Directions: include a simple, easy to read map with accompanying written directions. This is especially important for driving tours and for the Progressive Dinner. When planning the route, please keep safety in mind – try to keep us off freeways if at all possible.
- d) For driving tours:
 - i. include all planned stops with the time and location for each stop. This may include stops for breaks, fuel, points of interest, etc.
 - ii. **PARTS BOX:** The parts box needs to go with each driving tour. It is kept at Star Auto Parts by Ron Edwards. It is the outing chairperson's responsibility to get the parts box from Ron, see that someone on the tour takes it along, and return it to Ron at Star Auto Parts after the tour. If a part(s) have been used, the person using the parts needs to replace it/them.
- e) Chairs: if you need members to bring their own chairs, please indicate this in the newsletter article.
- f) Expenditures: All expenditures need to be approved by the Board. In most cases, the Board will ask for a vote of the membership at a General Meeting prior to the outing. Present your proposed budget to the Board at least one month prior to the outing.
- g) Food: Most of our events include food in one way or another. **IT IS THE CHAIRPERSON'S RESPONSIBILITY TO PLAN BOTH THE FOOD AND FOOD RELATED REQUIREMENTS.** If it is expected that members

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bring a dish to share, indicate this in the newsletter article. The chairperson is responsible for

- **Planning:** pot luck should include a balance of salads/appetizers, main dish, side dishes, and dessert. If we are stopping at a restaurant, say so. If the club is buying the meat and beverages, be sure to get Board approval and arrange to obtain those items.
- **Bringing supplies:** Be sure that we have plates, utensils, napkins, cups, beverages, tables, etc.--- whatever is necessary for your particular event. **Note:** We keep a huge supply of this sort of thing at the shed at Virginia Doty's house. You need to check the supply (be sure to call Virginia before going over to her house), and if additional supplies are needed, obtain them. The club will reimburse you, but do not to buy unnecessarily. **NOTE:** If you choose to buy additional supplies rather than use those we already have, you will not be reimbursed. If you have questions, contact the 1st VP, who is in charge of monthly outings, for guidance. **You are responsible for returning supplies to the shed after the event so the next chairperson can have access to them.**
- **Clean-up.** If you need help, arrange it in advance. If you need trash bags, be sure to bring them (check the shed for a supply).
- **Serving utensils:** most hostesses do not have enough serving pieces to handle all the dishes at the event. So a little reminder to bring serving utensils may be in order.
- **Rental equipment:** If renting equipment is necessary this must be approved & budgeted. You will need to present the proposed rental equipment to the Board of Directors, obtain approval for the expense, and arrange for the rental, pickup, and return.

g) Signup sheets and Attendance sheets: The chairperson needs to pass a signup sheet at the general meeting prior to the outing, so you know how many people to plan for. At the outing itself, pass an attendance sheet, then after the outing give it to the Participation Chairperson (listed on our website) so he can credit members with attendance when preparing Participation Awards at the end of the year.

h) Following the Outing:

The Chairperson needs to provide a report to the membership following the outing. The report needs to be given to the membership verbally at the next General Meeting, and in writing to the newsletter editor in time for publication in the next newsletter.

The report should include the number of attendees (members and guests) and the number of Model A's present. Other information about the outing is appreciated

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(what we did, any antidotes, and if we raised money for charity, you might want to say how much we raised. See past newsletters for examples of reports.)