

FIVE STAR WINNEBAGO WAGONMASTER GUIDELINES

Each Five Star member should be a Wagonmaster or Assistant Wagonmaster at least once a year. Five Star outings are usually held during the first week of the month for 4 nights. The Five Star Vice President schedules the places and dates for outings in advance with input from Club members and signs up Wagonmasters.

1. Obtain the Five Star storage containers, banner, motorhome stand and message board from previous Wagonmaster.
2. Obtain from the Treasurer the outing costs for singles and couples to include site costs and food costs.
3. Obtain from the Treasurer an Outing form to record checks received, a Recap form to reconcile income and expenses and a copy of Wagonmaster Guidelines.
4. Notify members of the details of the outing at least 6 weeks in advance by email: The email should include:
 - Costs for singles and couples and the deadline date for sign up and receipt of checks
 - Who will be collecting checks and where checks should be sent. Checks should be made out to Five Star
 - A schedule of events, meals and meeting
 - The website address for the outing location or directions to the location
5. Greet members at the gate or entrance to help them find their sites.
6. Post schedule for each day on message board at your campsite.
7. Meals:
 - Wagonmasters are responsible for one breakfast and one dinner
 - Other meals can be potlucks or at the discretion of the wagonmasters
 - Wagonmasters will provide coffee every morning except the morning of departure
8. Save receipts for expenses and submit to the Treasurer for reimbursement.
9. Submit Outing and Recap forms to the Treasurer with:
 - checks
 - receipts for expenses
10. Check containers and make a list of supplies that need to be replenished by the next Wagonmasters.
11. Give packed storage containers and list of supplies to replenish to the next month's Wagonmaster on the last day.