

**WALLY BYAM CARAVAN CLUB INTERNATIONAL  
1994 CARAVAN TRAINING  
BRANDON, MANITOBA, CANADA**

**KITTY FEE**

By

Milan Wight, #10268

Caravan Leader, WBCCI National Caravans N-23-E and N-23-I  
"Meandering the Californias" and "Alyeska: The Great Land"

**CHART OF ACCOUNTS**

100	<b><u>INCOME</u></b>	
	101	Caravan Participants (Deposits, Kitty Fee, Other)
	102	WBCCI, Region, Unit Advance
	103	Refunds from Vendors
	104	Sale of caravan equipment and supplies
	105	Other income
200	<b><u>EXPENSES</u></b>	
	210	<b>Parking</b> (Space, TV, Pets, Hook-ups, extra person)
	220	<b>Scheduled Activities:</b>
	221	Meal Functions, Hospitality
	222	Tours
	223	Admissions
	230	<b>Park Amenities:</b> (Buildings, BBQ, Pool, Recreation facilities)
	240	<b>Entertainment</b>
	250	<b>Caravan Miscellaneous:</b>
	251	Equipment
	252	Supplies
	253	Plaques
	254	Decals
	255	Insurance
	256	Refunds due to cancellations, other
	257	Other
	260	<b>Leadership</b>
	261	<b>Caravan Pre-run</b> (Mileage, Parking, Telephone, Postage)
	262	<b>Office:</b>
		262.1 Duplication
		262.2 Postage
		262.3 Telephone
		262.4 Supplies
	263	<b>Parking</b>
	264	<b>Scheduled Activities:</b>
		264.1 Meal Functions
		264.2 Tours
		264.3 Admission
	265	<b>Other Expense:</b>
		265.1 Bank Services
		265.2 Miscellaneous (Photography, Prizes, Awards)

**CASE STUDY #1 -- 10 UNITS, 7 NIGHTS TO /FROM A UNIT RALLY**

Date	Location	Cost per Unit W/1 Person	Cost per Unit W/2 Persons	Total Cost W/2 Persons
Day 1	RV Park #1	\$16.20	\$16.20	\$162.00
Day 2	RV Park #2	9.00	9.00	90.00
Day 3	RV Park #3	6.00	6.00	60.00
Day 4 & 5	RV Park #4	20.00 (2x10.00)	20.00 (2x10.00)	200.00
Day 6	RV Park #5	5.00	5.00	50.00
Day 7	RV Park #6	16.50	16.50	<u>165.00</u>
Total Parking Costs		\$72.70	\$72.70	\$727.00
Other Caravan Expenses:				
Telephone costs		\$12.00	\$12.00	\$120.00
Brochures		.97	.97	9.70
Paper and envelopes		.50	.50	5.00
Journal @ \$2.00 plus postage		2.40	2.40	24.00
Plaques @ \$2.50 plus postage		3.06	3.06	30.60
Film (1 - 36 @ 8.00)		.80	.80	8.00
Film Processing @ \$10.00		1.00	1.00	10.00
Miscellaneous		3.00	3.00	30.00
Breakfast supplies (\$1.75/person)		1.75	3.50	35.00
Cook-out supplies (\$3.00/person)		3.00	6.00	60.00
Lunch (\$7.25/person)		7.25	14.50	145.00
Caravan Banquet (\$9.95 + 15% Tip + 8% Tax)		<u>12.24</u>	<u>24.48</u>	<u>244.80</u>
Total other caravan expense		\$47.97	\$72.21	<u>722.10</u>
Total Parking and Other Caravan Expenses				1,449.10
Add 15 % for contingencies				217.37
Total caravan cost				\$1,666.47
Divide total cost by 10 units, cost per unit equals:				\$166.67
Recommend Kitty Fee of \$165.00 / unit (\$23.57 per day for caravan expenses)				

### Case Study #2 – 15 Units, 17 nights to or from a Region Rally

Date	Location	Cost per Unit W/1 Person	Cost per Unit W/2 Persons	Total Cost W/2 Persons
Day 1	RV Park #1	\$16.20	\$16.20	\$243.00
Day 2	RV Park #2	9.00	9.00	135.00
Day 3	RV Park #3	6.00	6.00	90.00
Day 4	RV Park #4	10.00	10.00	150.00
Day 5 and 6	RV Park #5	10.00 (2x5.00)	10.00 (2x5.00)	150.00
Day 7	RV Park #6	25.00	25.00	375.00
Day 8 and 9	RV Park #7	16.50 (2x8.25)	16.50 (2x8.25)	247.50
Day 10 and 11	RV Park #8	14.56 (2x7.28)	14.56 (2x7.28)	218.40
Day 12 and 13	RV Park #9	10.00 (2x5.00)	10.00 (2x5.00)	150.00
Day 14	RV Park #10	11.00	11.00	165.00
Day 15, 16, 17	RV Park #11	<u>21.00 (3x7.00)</u>	<u>21.00 (3x7.00)</u>	<u>315.00</u>
Total Parking Expense		\$149.26	\$149.26	\$2,238.90
Other Caravan Expenses:				
Telephone		\$8.00	\$8.00	\$120.00
Brochures		.64	.64	9.60
Postage 50 @ .29		.97	.97	14.55
Paper and envelopes		.33	.33	4.95
Journal @ \$2.00 plus postage		2.27	2.27	30.00
Plaques @ \$6.50		7.37	7.37	97.50
Film (1 - 36 @ \$5.00)		.33	.33	5.00
Film Processing		.67	.67	10.05
Miscellaneous		3.00	3.00	45.00
Breakfast supplies \$1.75 per person		1.75	3.50	52.50
2 Cook-out Supplies \$3.50 per person		7.00	14.00	210.00
Lunch \$7.25 per person		7.25	14.50	217.50
Caravan Banquet (\$9.95 + 15% Tip + 8% Tax)		<u>12.24</u>	<u>24.48</u>	<u>367.20</u>
Total Other Caravan Expenses		\$51.82	\$80.06	<u>1,183.85</u>
Total Parking and Other Caravan Expenses				\$3,422.75
Add 15% for caravan contingencies				<u>513.41</u>
Total caravan cost				\$3,936.16
Divide total cost of caravan by 15 units, cost per unit				262.41
Recommend \$260.00 Kitty Fee per unit. (\$15.29 per day)				

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## RECREATION AND PROGRAM

By

Eloise Wight, #10268

Caravan Leader, WBCCI National Caravans N-23-E and N-23-I

"Meandering the Californias" and "Alyeska: The Great Land"

Tuesday, July 5, 1994

10:55 - 11:10

References: Caravan Leader Handbook  
Chapter 9, Pg. 26 and Chapter 11, Pp. 36 - 38

### Variety is a cardinal concept

#### Variety of Activities

<u>History:</u>	Sites, museums, films, government buildings
<u>Architecture:</u>	Special structures
<u>Nature:</u>	Flora and Fauna, National Regional Parks, Lakes, Beaches
<u>Shopping:</u>	Specialty places
<u>Agriculture:</u>	Produce packing sheds, processing plants
<u>Industry:</u>	Industrial plants unique to area you are visiting
<u>Theme Parks:</u>	Optional or covered by caravan kitty fee
<u>Local People:</u>	Use for entertainment or information
<u>Show &amp; Tell:</u>	Mini Fair of collectibles, hobby/craft, special purchases
<u>Theme Evening:</u>	Based on caravan theme; Inform people in advance of costume ideas
<u>Games:</u>	Table or outdoor games

#### Variety of moving from place to place during activities

- \*\*Car caravan to one, two or three places of interest
- \*\*Tour bus (good for cities that are congested) with driver narration
- \*\*Boat trips on special bodies of water
- \*\*Walks on National or Special Parks trails

#### Variety with food and hospitality

- \*\*Restaurant meals included in caravan kitty fee
- \*\*Pot Luck meals-- planned or casual
- \*\*Cook-Outs--committee prepares caravan kitty fee funded food
- \*\*Picnics
- \*\*Snacks--include local food: artichokes in coastal California
- \*\*Friendship, Happy Hours, or Get Acquainted Meeting (GAM) sessions

#### Pay attention to Calendar

Holidays: Do something special, even if it's only IRS Forms for place mats on April 15

Birthdays and Anniversaries: Special card, corsage or boutoniere

#### Bulletin Board

Good for time changes, added or deleted activities, special services, optional activities

Refer to attached chart of Scheduled Activities for WBCCI National Caravan #N-23-E, "Meandering the Californias"

