

RVW FreeWheeler Hosting Guidelines

INITIAL PLANNING

Thank you for agreeing to be a host/wagon master of an outing for the FreeWheelers. The following guidelines are intended to help you plan a weekend that is fun and as hassle-free for you as possible.

1. **Choosing the month/Campground.** Check with the Activity Chair to determine which outings need hosts or co-hosts. When you determine which outing you will be hosting ask the Activity Chair to provide a copy of the contract we have with the RV park and the names of the staff with whom we will be working.
2. **Review the history of outings at your campground.** If the month you select has had outings at a Campground you are willing to host, talk with the host(s) of prior outings to get an idea about the Campground itself and the staff you will be working with.

THE CAMPGROUND AND ITS REQUIREMENTS –

1. **GET a copy of the contract from the Activity Chair.** Review the contract you received from the Activity Chair to determine the following details:
 - a. how many campsites are reserved?
 - b. how much is charged per site? (Some campgrounds charge more for full hookups.)
 - c. what is the cost for sites if members decide to stay more than Thursday – Sunday?
 - d. do we have use of a Recreation Hall, when do we have exclusive use of it, what is the charge (if any) will there be cleaning charges or a cleaning deposit?
 - e. is there a charge for pets and what are the pet policies?
 - f. who assigns sites – you or the campground?
 - g. cost for extra peo?
 - h. what is the cancellation policy?
 - i. how much is the deposit and when is it due?
2. **Contact the Campground employee (if possible)** who handles group reservations; go meet the employee(s) in person and establish a working relationship with them – it will be important during registration. This is the proper time to ask any questions not clarified by the contract.
3. **CHANGES?** Notify the Activity Chair immediately if the campground wants to make any changes, i.e., new pet policy, different sites, no hookups! Remember, we have a contract.

- 4. The deposit.** The treasurer is responsible for the payment of the deposit. Email her and the Activity Chair for the amount, the due date, to whom to make it out and where to mail the check. If you lay out money for the deposit, submit the receipt to the Treasurer for reimbursement.

HOSTS SHOULD NOT PAY OUT OF POCKET FOR CAMPGROUND EXPENSES

- 4. Final payment due date to be paid to the campground?** This date will determine the cut-off date for FreeWheelers to register for this outing. To ensure that the funds have been sent to you in time to make that payment, set the registration deadline for a **full 2 weeks** before the rest of the money must be paid to the campground. That will give checks time to clear.

THE ANNOUNCEMENT – (You’ll find this information about the campground in the contract), and you’ll need to pass it on in the initial announcement to the membership!

(UPCOMING EVENTS) and the newsletter. *(Sample attached.)* Send the notice to: the Activity Chair, who will forward the approved announcement to the Communications Chair.
Absolutely include the name and address of the person collecting money.

- 1. FEES** – these should offset all RV park expenses!! Plan carefully and publish the total per night/per site rates. A “rally fee” of \$1/rig may be added to the charge for Friday and Saturday nights only to help cover rally-related costs, i.e. table cloths, decorations, or other essentials. Keep your receipts! If there is an additional charge for the rec room, divide the cost over the number of sites and add to Friday and Saturday costs, i.e. \$200 rec room fee divided among 50 sites equals \$4/site, add \$2 to Friday and Saturday. Round all figures to the next highest dollar.
- 2. INCLUDE the following information** in the announcement. This information must be included when the host wants to open event registration, and to update the RVW magazine when available (See sample):
 - Dates of the outing
 - Host(s) names and contact email and phone #
 - **Name and address of person collecting the money**
 - Name and location of the campgrounds, with directions if possible, include the website
 - Total fees per night (*note the inclusion of the \$1/rig hosting fee for Friday and Saturday if applicable*)
 - Opening date of registration
 - Deadline for registration
 - Date money is due
 - Campground Policies: Pet, tents, extra people, cars

- Information about any Campground amenities, educational program, possible onsite theme, or things of interest in the area
- Cancellation Policy: Every Campground has a cancellation policy. Some will allow cancellations up to a week before the reservation, some insist on no later than a full month before and some will not allow any cancellations. Find out “your” campground cancellation policy! Communicate it in your announcement. If you do not cancel unused sites, you will/may be liable for the difference between income and outgo!
- Arrival Time
- Checkout Time
- INFORM MEMBERS THEY SHOULD NOT CONTACT CAMPGROUND DIRECTLY!

REGISTRATION Keep EVERYTHING!

1. Registration forms for the outing will come to the outing host from our web site. All of them must be recorded and processed. If a member or guest tries to register with a casual email message, refer them to the FreeWheelers’ website: **www.rvwfreewheelers.org events** which has the form. **Registration is complete when both registration form and payment have been received by the host.**
2. **Recordkeeping** -- Set up a list. An Excel spreadsheet [or equivalent] is the easiest and most accurate). Make sure the following information is provided in order to complete the registration. Costs may be assigned to the appropriate cells. Bring the list with you to your rally! *An example of a spreadsheet/list available at www.rvwfreewheelers.org/hosting*
3. Each online registration form you received has a unique, sequential number at the top of the page which will help you keep track of registrations. Ex. **Subject: Registration: Aug.1-5, 2010, Olema CG, Olema, [#50]**. As each registration form is received, record the data on the list and file the registration form.
 - a. # on the online registration form
 - b. Name, last and first
 - c. Name(s) of additional attendee(s)
 - d. Email address(s) of attendees
 - e. Phone number (cell, if available)
 - f. Rig size and type (if necessary for the campground)
 - g. pets, extra people
 - h. Arrival date
 - i. Departure date
 - j. Site #
 - k. # nights at the campground
 - l. extra night(s)
 - m. Thursday (cost)

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- n. Friday (cost)
- o. Saturday (cost)
- p. Sunday (cost)
- q. Extra days (cost) You will need to contact the campground to determine whether sites are available for the extra days requested.
- r. Amount owed
- s. Amount paid
- t. Check #
- u. Difference due or to be returned
- v. Information (guests, site requests, etc.)

1. **Registration is closed** -- Be prepared for people to contact you for a site after the registration period has closed. If all of the available sites have been booked, you may choose to open a waiting list. ***Please do NOT request that these members deal directly with the campground to try to get an available site. Include a request that members deal only with you! You will need to know exactly how many are attending your rally!***
2. **Once registration is closed**, order name tags, rig placards and beads for new members, name tags and beads for guests from the Membership Chair.
3. **Prepare for changes!** – Members will want/need to make change dates. **Keep your records current!**

CHECKS AND HANDLING THE MONEY – The Spreadsheet

1. **Registrants for the outing send their checks or money orders** for the campground's fees directly to one of the outing hosts. If this is different than the other host(s) be certain to include the name and address of the host receiving the money.
2. **Each payment must be recorded and processed** on the appropriate registration form and spread sheet.
3. **Contact the registrant by email as soon as you receive the payment to confirm that it has been received.** Let the registrant know when her check will be deposited. If the payment is either too much or too little, notify the registrant of the discrepancy and determine how she wants to handle it.
4. **Keep the envelope for address purposes** – some members' checks may have a non-current address on them.
5. **Copy the check** and either attach the copy to the registration form or keep it in the file.
6. **Deposit the checks in your account** as received, but at least two weeks prior to the rally. If a member cancels, you may inform them you will shred their check or return it to

them. Ask which they prefer. IF they cancel after the cancellation deadline, follow the cancellation policy in your announcement.

7. **Paying the balance** -- On the agreed upon date, (often on arrival or on the final day), the campground must be paid the balance of the charges for the sites. After you have received and checked an itemized list of charges, pay the balance due out of your account or by charge card.

BEFORE THE OUTING

1. **Assign sites** to all registrants, taking into account any expressed preferences. Note the assigned site numbers on the spreadsheet. Try to accommodate preferences. NOTE: some campgrounds want to assign sites. Check with the campground!
2. **Plan day activities** like outdoor games and field trips, or invite someone to make a presentation. This is your outing so offer what you would like. Plan activities for Friday and/or Saturday evening(s), such as dancing, karaoke and game night. Or, you may decide to keep it very simple – dinner and campfires.
3. **Produce a packet of material** to be emailed to each attendee **at least two weeks prior** (if possible send as PDF) to the event and ask attendees to print their agendas, or keep them on their phones.
 - a. A list of all attendees and their sites. (*See attached sample.*)
 - b. An agenda. A schedule of events, games, meetings, etc. during the outing.
 - c. *Meals are always Friday appetizers at 6, Saturday breakfast at 9 am and Saturday evening 6, Sunday breakfast 9 am (See attached sample.)* Note in the agenda that all meals are potlucks and require people to bring utensils, plates and drinks.
 - d. If a newcomer asks, we recommend solos bring a dish for 4-6, and two people in a rig a dish for 8-12.
4. **Liability waiver forms for guests** must be printed and available at the rally for each guest. These may be mailed with check, brought to outing or handed out at outing. (See attached.)
5. **Visit the recreation room prior to the rally** if at all possible, (or ask for a good photo with approx. sizes and amenities). Inquire about number of chairs, tables, kitchen equipment, and recycling. This will help you plan your layout and will provide information to those who wish to use the kitchen facility. Also, check the days and hours the room will be available and whether it will be exclusive and locked for the FreeWheelers only.

6. **Ask about parking near the club house** – for those members who may need to drive to the clubhouse.
7. **Greet everyone** as they come into the campground and give them their information packet with your site #. As an alternative, the Campground may wish to do the check-in and may hand out your packet (copies of the agenda and site assignments). But still greet everyone as soon as you can!
8. **Assign a friendly FreeWheeler** -- If there are a lot of newbies at the outing or someone is by herself, ask a FreeWheeler to mentor.
9. **Official and unofficial fires** –If the fire is announced as part of the rally, either on the agenda or by the hosts, then the fire is official and dogs are not allowed at it (for liability reasons).
10. **Find the RVW banner and PA system.** They are usually with the FreeWheelers who hosted the last rally. If they don't have it, check with the Activity Director and the Chapter President. Someone will help you set up the PA system.

DURING THE OUTING

You've arrived first? You are only responsible for formal rally events, i.e., if you choose to host a Thursday event, you are responsible for that. If you choose NOT to host a Thursday event, your responsibilities as host begin Friday morning, ALTHOUGH you may need to hand out parking passes and greet those who come in on Thursday.

1. **Check in with the office** – They will want to meet you personally, you may need to pick up parking passes for yourself and members, and you may have paperwork (spare agendas, etc.) to give to other members as they arrive. You may also have to speak with your contact about any changes in sites or registrations.
2. **Get the key or combination to the Rec Hall** – you will be responsible for the security and cleaning of the building until it is signed off by Campground personnel at the end of the rally. If the hall is available when you arrive, you may want to drop off decorations, etc.
3. **Head to your site** – If you've asked members to check in with you to get permits, etc. you will need to be near your rig (you may just want to make a pile of paperwork suitably contained from wind or rain) from which members can take their paperwork. Get set up; it may be your only uninterrupted opportunity!
4. **Set up the Rec Hall** – if you need help, ask other FreeWheelers; we are a helpful bunch. The PA system usually travels with (fill in current name of person) and she will make certain it is set up for you.

5. **Campfire** – This is a good time to set up a communal campfire if you wish to host it at your site. If there is another, central site, ascertain its location. If the fire-pit is portable, ask the Campground personnel to place it where you would like it and lay out the firewood early so someone else can light it if you are occupied elsewhere.
6. **Put the RVW banner on your rig** – This will help members and guests find you easily. The banner is usually found with the host of the last rally. If they are not attending your rally, try to check in with them at a prior rally to have it brought to your rally.
7. **Get set:** The FreeWheelers are coming. Breathe. You should be available to answer questions and deal with rally-related issues as much as possible.

EVENTS

Friday afternoon (or Thursday, if you've included a Thursday activity):

1. Have extra sets of the agenda available.
2. Collect liability forms from guests (or hand them out to be completed and set a time for their return).
3. Open the Rec room by 4:00 to accommodate those who may need to use its kitchen for Friday potluck.
4. Post any relevant information where it can be seen by members

Friday evening:

5. Be certain to be at the Rec room at least ½ hour prior to dinner at 6pm.
6. **Make any announcements before** dismissing table to dinner. Keep announcements as short as possible.
 - a. Introduce new members and guests (HOWEVER, if there are a lot of new members and/or guests, and announcements, this can be postponed until after dinner)
 - b. Inquire about rig warmings and set a time and place to meet for them.
 - c. Changes in the agenda should be addressed.
 - d. Set time for return for evening's events.
 - e. Announce time Rec room and kitchen will open Saturday and Sunday mornings.
 - f. Dismiss tables
7. Members may want to use the Rec room for games until later in the evening. You are responsible for securing the PA system and locking the Rec. room each evening.
8. Relax.

Saturday morning:

9. **Open the Rec room by 8:00 – Breakfast at 9:00**
 - a. Quick announcements re: events, rig warming site #'s, time and location to meet. (Post those if possible).
 - b. Dismiss tables to eat
 - c. Set up any activities

Saturday evening:

- a. If you've locked the Rec room, unlock by 4pm
- b. Announcements re: activities, award prizes if any
- c. Dismiss to eat
- d. Set up any activities
- e. Clean up and get ready for Sunday Breakfast

Sunday morning:

- a. Open Rec room by 8:00
- b. Free for all at the breakfast buffet at 9
- c. Post-breakfast clean-up. Have a walk-through with the relevant RV park staff person for approval so the cleaning deposit (if any) will be returned.

ENDING THE OUTING

Check with the Activity Chair to determine if she wants the deposit to roll over for the next year's outing. If the deposit is not rolled over, but credited to the host, that amount must be recorded on the end-of-outing financial report sheet and returned to the FreeWheelers.

AFTER THE OUTING

1. **Within a week of the outing**, we need a brief narrative of the outing for publication on our newsletter and in the RVW magazine. Include activities and highlights that would be of interest to FreeWheelers who couldn't attend and our national RVW audience and potential guests. Send to the Newsletter Editor, the Communications Chair, and the Activity Chair who will send it on to the National RVW magazine. Also send, **in at least 300 dpi, unembedded photos** of the outing.
2. **Complete Outing Report and send to:** _____ **(see attached)**
3. **Fill out the end-of-outing financial report** and send it to the Chapter President and the Treasurer (see sample).
4. **Rest!!** You deserve it!

ON THE FOLLOWING PAGES YOU WILL FIND SAMPLES OF EACH OF THE FORMS YOU WILL NEED FOR HOSTING. NOTE: SOME ARE AVAILABLE AS EXCEL FORMS at <https://rvwfreewheelers.org/hosting/>

CHECK LIST

This is a bare outline. Read the full hosting document and use this to mark your progress.

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- Start planning for your event well in advance.
- Contact the Activity Director and get a copy of the Campground contract.
- Contact the Campground liaison employee who handles group reservations for Campground policies.
- Check out the Rec Hall for times available and exclusivity for the FreeWheelers, including space, #tables, #chairs, kitchen equipment and recycling. Ask about parking near the Rec Hall.
- Determine prices from contract.
- Determine registration opening date.
- Determine the amount of initial deposit and date due.
- Determine the date of final payment.
- Create the announcement and send to Activity Chair and Chapter President for approval. Include the name and address of the person receiving the checks.
- Create a registration spread sheet (embedded in Host samples) and keep it current.
- Check with Campground to determine site availability if members request extra days.
- Notify Activity Chair when registration is closed or full.
- Deposit monies, note when deposited and notify any members if they have sent an incorrect amount.
- Confirm the Treasurer has paid the first deposit as agreed on in the contract.
- Assign sites.
- Continue to plan activities.
- Make and send an agenda and site assignments at least two weeks prior to the event.
- Obtain name tags for new members and guests.
- Print liability forms for guests (take them to the outing).
- Pay the balance of the bill to the Campground.
- Greet attendees. Assign a friendly FreeWheeler (or two or three) to assist newbies and guests.
- Set up the Rec Hall.
- Pre-set the communal campfire (if appropriate).
- Clean up.
- Write article for newsletter, website, and RVW9/25/19 11:21 AM.
- Send in financial report to Treasurer and Activity Report to Activity Chair. Include the names of members and guests in the report to the Activity Chair.

ALL FORMS MARKED WITH AN * ARE REQUIRED

***Template for Initial Outing Announcement for FreeWheelers and RVW magazine**

Your goal here is to be succinct and follow this format so that people using smart phones can access information easily while doing online registration. More information will be posted later when you expand on agenda and additional information for our newsletter.

When:

Where:

Who/Host(s):

Name and address to send payment:

What:

Online address: <http://www.rvwfreewheelers.org>

Registration: *Open date Registration deadline*

Site rates for Thurs \$_____ *Fri \$_____ (includes \$1 outing fee) *Sat \$_____ (includes \$1 outing fee Sun \$_____ Additional night(s) \$_____

Fees: Pets \$_____, Extra Person in rig \$_____, extra vehicles \$_____

Payment options:

Check-in: Check-out:

Cancellation policy:

Additional information required:

When you have all the correct information above, send to the Activities Coordinator for posting and publication.

****Information needed by Communication Chair for RVW magazine: (Communications Chair will forward this information to RVW, so please be sure to provide her with all necessary details).***

Please provide the following information regarding your event request in the form provided. Allow up to a week for the information to appear on your calendar. If you do not see it, please email the webmaster (mailto: webmaster@rvingwomen.org). After that time, please go to your chapter and/or the national calendar to make sure all information is correct and visible on the correct dates.

1. Chapter(s) Name(s):
2. Campground/Place Name:
3. Campground Rally Address:
4. City:
5. State:
6. Zip Code:
7. Campground/Rally Phone Number:
8. Rally Start Date is:

Note: A Rally Contact person is MANDATORY in your rally description. If you don't have a rally host, it must be someone in the chapter who might be able to answer questions about the rally for a new, or any RVW member that may want to attend. Thank you!

9. Rally Host Name(s), Phone(s), Email(s):
10. Rally Description:
11. Contact Name: Be sure to add name, email and/or phone number somewhere in your description.

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12. Campground info: Be sure to add campground information contact or reservation information in your description.
13. As much info about rally as possible
14. Chapter rally fee:

***Sample Announcement**



Casini Ranch Family Campground
22855 Moscow Road, Duncans Mills, CA 95430
www.casiniranch.com

August 28 through August 30, 2021

We have 25 sites (A1-A14 and B6-B15) reserved at the 110-acre Casini Ranch Family Campground located along the Russian River. This popular Sonoma County location is due west of the 101 Freeway on River Road. Reservations with payment MUST be made by July 10th.

The drive is beautiful and the area is a perfect vacation spot. Sonoma County is known for great restaurants and famous wineries, many of which are near here. If you are an ocean person, you are only minutes away from Jenner, where the river meets the sea. Love to shop or browse? Visit the charming stores in Duncans Mills. The river people can canoe or kayak (rentals available), fish, float or sunbathe on the beach. Birders will love the historic Moscow Mill Pond, home to many wild and domestic waterfowl. Remember to feed the ducks and geese. Take a hike into the rolling hills around Casini Ranch. Visit the redwoods in Armstrong Woods and take a walk through Guerneville. Golfers may want to contact Northwood Golf Course.

We will have exclusive use of the campground's historic Moscow Barn Rec Hall and kitchen from Friday afternoon until Sunday afternoon. Onsite amenities also include a boat launch, wi-fi, cable tv, recreation hall, camp store, doggy run, volleyball, horseshoes and more. Join the ice cream social on Saturday afternoon, watch the Friday night movie, take a hay ride. In other words, get away from the inland heat and have fun!

Please book as soon as possible because the park fills up quickly in August.

Rates (after our 20% discount):

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Friday & Saturday nights with partial hook-up - \$52 per night (including a \$1 Rally Fee)
additional nights - \$49 per night

Friday & Saturday nights with full hook-up - \$55 per night (including a \$1 Rally Fee)
additional nights -\$52 each night

Pets - \$2 per night per animal

Cancellation deadline is July 31st. A one night's fee will be charges for cancellations between August 1st and 20th. After August 20th no refunds will be made.

***Sample Spreadsheet:** This form can be found as an Excel/PDF form on the FreeWheeler's' hosting webpage: <https://rvwfreewheelers.org/hosting/>

***Sample Name/Site List**

Site #	Last Name	First Name	Last Name	First Name
1	Chuck	Charlie	Nellor	Gina
2	Gordon	Nina		

***Sample Agenda**

Thursday, Dec 3 – Arrival and registration after 1:00PM

On your own to do whatever you like. Visit Sutter Creek, wineries, historic areas, rest, read....

Friday, Dec 4 – Arrival and registration after 1:00PM

6:00 PM – Meet and Greet in the clubhouse
Bring your favorite appetizer to share.
Bring your own plates, cutlery, napkins, cups etc.

Saturday, Dec 5 - 9:00 AM Potluck breakfast in the clubhouse

Bring food to share.
Bring your own plates, cutlery, napkins, cups etc.

10:30 – Rig warmings if any. Please let us know if you have a new RV and would like to have a rig warming.

11:00 AM Cookie Exchange – Casper

Bring 3 dozen cookies to exchange. You can trade your cookies with others and come home with a variety of cookies for the holidays. Please notify Casper ahead of time so she knows who is going to participate. Email Casper at casperghost73@yahoo.com

6:00 PM Italian Pasta dinner in clubhouse.

Bring your favorite Italian Pasta, or side dish or dessert.
Bring your own plates, cutlery, napkins, cups etc.

7:30 PM Holiday Gift Exchange

Bring a \$15-\$20 gift for the gift exchange. We will draw numbers for selecting. You can select a gift from the pile or steal a gift from someone else who has drawn from the pile. If your gift is stolen you can select another gift from the pile or steal someone else's. A gift can be stolen up to 3 times.

Decorated RV Winners

Decorate your RV for the Holiday. Winners will be announced.

Sunday, Dec 6 – 9:00 AM Clean out the refrigerator breakfast in the clubhouse.

Checkout time is 12:00 Noon.

Things To Do:

We have the use of the clubhouse
Friday 3pm – 10pm
Saturday 8am – 10pm
Sunday 8am – 11:30am

Come play games, visit, plan a craft or whatever you enjoy
Bring your swimsuit for the pool or hot tub.
Explore the surrounding areas

*Liability Waiver (Download from FreeWheelers website: www.rvwfreewheelers.org/events)



Liability Waiver

In consideration for being permitted to participate in RVing Women (RVW) events/activities and any of its chapters' events/activities:

1. I hereby release, hold harmless and indemnify RVW and its chapter officers, directors, employees, representatives, agents and volunteers from any liability and responsibility whatsoever for any claims or causes of action that I, my estate, heirs, survivors, executors or assigns may have for personal injury, property damage or wrongful death arising from my participation in RVW activities, whether caused by active or passive negligence or actions.
2. By entering into this liability waiver agreement, I hereby agree and acknowledge that I am not relying on any oral or written representation or statements made by RVW other than what is set forth in this agreement.

I have read and understand the terms of this liability waiver agreement. I am 18 years of age or older and mentally competent to enter into this agreement. I have signed this agreement freely and voluntarily without any inducement.

Member Guest

Signature: _____

Printed Name: _____

Date: _____

Established in 1991, RVing Women is the oldest continually operating organization dedicated to supporting women RVers. The only requirement for membership is that you are a woman 18 years of age or older who is interested in RVing. Owning an RV is not a prerequisite.

RVing Women is a national nonprofit 501(c)(7) corporation organized and operated exclusively for social, recreational and educational purposes. Our mission is to build a supportive network

of women RVers so that any woman, regardless of race, religion, sexual orientation, disability or financial status, has the opportunity to enjoy the RV lifestyle in a safe and knowledgeable manner.

v0115

***FREEWHEELERS ACTIVITY REPORT (Send to Activity Chair)**

Part I (please use this form)

1. Dates of Activity: _____

2. Name of RV Park, and Location: Name: _____

Location: _____

3. Name(s) of FreeWheelers Activity Host(s): _____

4. We need to have the following information either on this form or in an email so that it can be submitted on the appropriate form to RVW by the chapter.

a) Number of people: _____ Number of rigs: _____

b) Cost per night (include all): _____

c) Total collected: \$_____ Total paid to RV park: \$_____

d) Names of people attending outing (first and last names, member or guest)

Attach an Excel or Word list if possible.

Part II (submit in separate email)

We need to have a brief narrative of the outing for publication and in the RVW magazine. Include activities and highlights that would be of interest to FreeWheelers who couldn't attend and our national RVW audience and potential guests.

These items should be sent (either in the body of an email, or as an attachment) to Activity Chair Please complete the "article" as soon as possible while your memory is still fresh, and so it can go into the next newsletter and RVW magazine.

***FREEWHEELERS' FINANCIAL REPORT** (This form can be found as an Excel/PDF form on the www.rvwfreewheelers.org/hosting webpage.)

FINANCIAL REPORT

Location: _____

Dates: _____

Financial Summary		
INCOME		
	COLLECTED FROM GUESTS	\$
	LESS REFUNDS SENT TO GUESTS	\$
	TOTAL INCOME	\$
EXPENSES		
	PAID TO CAMPGROUND	\$
	OTHER EXPENSES (description)	\$
	TABLECLOTHS (receipt attached)	\$
	_____ (receipts attached)	\$
	_____ (receipts attached)	\$
	TOTAL EXPENSES	\$
DIFFERENCE		
	<i>(income minus expenses)</i>	\$
	DONATION(S)	\$
	REFUND OF DEPOSIT (received by campground)	\$
	Activity Fees donated by hosts	\$
	TOTAL DUE TO FREEWHEELERS	\$