

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

UNIT PLANNING GUIDE & MERIT AWARD PROGRAM

WBCCI's recommended scope of service for Units. This *Planning Guide* may be completed and returned to your Region President to participate in WBCCI's *Unit Merit Award Program*.



Unit Name: _____	
Unit # _____	State/Province _____ Region # _____
Unit President's 12-Month term of office is: _____ (Dates)	
Past Unit President's Name for Certificate of Appreciation is: _____ (Please print)	
<i>I certify that the activities described herein are correct.</i>	
_____ Name (Please print)	_____ Unit Position Held
_____ Mailing Address (Please print)	_____ City, State/Province, Zip, Country (Please print)
X _____ Signature	_____ Date
_____ Telephone Number	_____ E-Mail Address (Please print)

Unit Planning Guide

(Sections A & B)

- OBJECTIVE:** To assist Units in planning and setting annual goals; to develop effective and well-managed Units; to serve as a tool to gather and share information on successful activities and to recognize excellence in Unit operations.
- We encourage you to use this Guide as a tool for planning your Unit activities.**
- SCOPE:** The *Unit Planning Guide* has two major categories:
Operation of an Effective Unit and Member Services.
- TIME PERIOD:** The time covered is any 12-month period served by the Unit President (i.e. January to December, October to September).
- CHECKLIST:** Sections A & B - Unit Planning Guide Checklist
Section A - Operation of an Effective Unit
Section B - Member Services
- Unit officers may use the checklist portion of this guide to plan activities for the year.**
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Unit Merit Award Program

(Section C)

- APPLICATION:** Units choosing to participate in this voluntary “*Unit Merit Award Program*” must complete Sections A, B, and C. Submit two completed copies (Merit Award Application) with all required information to your Region President. (Please attach items on submission checklist, page 12.)
- ELIGIBILITY:** Only Units with 10 or more regular members that hold two or more rallies during the year and have an up-to-date *Unit Constitution and Bylaws* are eligible for the “*Unit Merit Award Program*.” No activity may be counted more than once.
- AWARDS:** Send two (2) completed copies to your Region President within 60 days after the end of each Unit President’s 12 month term of office. The postmark deadline for all Units is March 1. Qualifying Units will receive one of the two Unit Merit Awards listed below:
- Merit Award* – Blue flag streamer with the inscription – “WBCCI Logo’, copy ‘Merit Award Unit” (Awarded to Units achieving at least **2000** points but less than **▶4000◀** points). Certificate of appreciation for Unit President.
- Superior Merit Award* – Gold flag streamer with the inscription – “WBCCI Logo’, copy ‘Superior Merit Award Unit” (Awarded to Units achieving at least **▶4000◀** points). Certificate of appreciation for Unit President.
- REVIEW COMMITTEE:** The Merit Award Application will be evaluated by a review committee composed of your Region’s officers. Awards will be presented to the Unit at a time and place chosen by the Region President. ▶One copy will be sent by the Region President to the International Program Coordinator.◀

SECTION A

Unit Planning Guide Checklist

Check all
that apply

Unit calculation
for Merit Award

I. Operation of an Effective Unit

1. Goals ► (Attach copy with Merit Award application.) ◀ 25 points

Establish goals for the year to meet Unit and International objectives. Publish in Unit newsletter.
(See Objectives in Unit and International Constitutions.)

_____ 25 points

2. Unit Leaders (10 points each)

List name, WBCCI member number.

► (Points may be counted for multiple positions held by one member.) ◀

President	WBCCI#	_____
First Vice President	_____	_____
Second Vice President	_____	_____
Third Vice President	_____	_____
Corresponding Secretary	_____	_____
Recording Secretary	_____	_____
Treasurer	_____	_____
Trustee/Director	_____	_____
Trustee/Director	_____	_____
Trustee/Director	_____	_____
Trustee/Director	_____	_____
Caravan Chairman	_____	_____
Constitution & Bylaws	_____	_____
Ethics & Grievance Chairman	_____	_____
Family & Youth Chairman	_____	_____
Legislative Chairman	_____	_____
Newsletter Editor	_____	_____
Membership Chairman	_____	_____
Publicity Chairman	_____	_____
Others (Please list)	_____	_____

_____ points

	Check all that apply	Unit calculation for Merit Award
3. Complete and submit “New Officer Reporting Form” to WBCCI Headquarters, Region President, Region 1 st VP & Region 2 nd VP, by November 1. (25 points)	_____	_____ 25 points
4. Complete and submit “Activities Schedule For Directory and Bulletin Board Form” to WBCCI Headquarters, Region President, Region 1 st VP and Region 2 nd VP, by November 1. (25 points)	_____	_____ 25 points
5. Unit Leadership (25 points each)		
A. Develop and maintain job descriptions for Unit officers and committee chairmen.	_____	
B. Conduct required Unit board meetings.	_____	
C. Conduct an annual planning meeting where incoming officers plan for the coming year.	_____	
D. Officers attend annual delegates meeting:		
President _____		
First Vice President _____		
Other _____		
E. Officers attend Region Board of Directors meeting:		
President _____		
First Vice President _____		
Other _____		
F. Other, please list: _____ _____	_____	_____ points
6. Unit Communications (25 points each)		
(Frequent communications to keep members informed.)		
A. Publish a Unit newsletter. (Minimum 6 issues)	_____	
B. E-mail three (3) copies of Unit newsletter to Region Officers (President, 1 st VP & 2 nd VP) and one (1) copy to WBCCI.	_____	
C. Incorporate each Region newsletter into the Unit newsletter.	_____	
D. Publish annual calendar of upcoming Unit rallies, dinners, caravans, meetings and events.	_____	
E. Provide Unit members with board meeting minutes after each meeting. (Post at rallies or publish in newsletter)	_____	
F. Publish annual Unit membership directory. ► (Attach copy with Merit Award application.) ◀	_____	
G. Other, please list: _____ _____	_____	_____ points
7. Membership Promotion: (see points below)		
(See Membership Manual, Appendix #14, Blue Book.)		
A. Achieve a net increase in “Regular Members” from the previous year ► (500 points) ◀		
Members now _____ Date _____		
Members 12 months ago _____ Date _____	_____	_____ 500 points
B. Conduct new member recruitment campaign. (300 points) (Identify and contact prospective members, including “Members At Large,” living in your service area. List of MAL’s available by ZIP code from headquarters. ► Attach copy with Merit Award application.) ◀	_____	_____ 300 points
C. ► New Members this year. (50 points each)		
Number of new members _____ X 50 = _____ ◀	_____	_____ points

	Check all that apply	Unit calculation for Merit Award
8. Membership Retention: (50 points each)		
A. Conduct new member orientation.	_____	
B. Survey members annually. (Ask what activities they would enjoy doing.)	_____	
C. Increase member involvement on committees, board or Unit activities.	_____	
D. Adopt "mentoring" program for new members. (Pair new members with current active members for one year. ▶ Request copy from your Region President,) ◀	_____	
E. Pass out "five year anniversary stars" to qualifying members. (Usually first rally after January 1 st)	_____	
F. Use telephone or e-mail system to remind members of upcoming activities.	_____	
<u>Other, please list:</u>		
G. _____ _____	_____	_____
		points
9. Financial Management (25 points each)		
A. Prepare annual budget for Unit's fiscal year.	_____	
B. Publish annual financial statement for members.	_____	
C. Report Unit financial status at each official meeting.	_____	
D. File Federal Income Tax Return. (<u>U.S. Units only</u>) (Note: All U.S. Units are required to file either IRS Form 990, Form 990T or Form 990N each year. See Blue Book Appendix 7 for more information.)	_____	
E. Conduct fiscal year-end audit. (By members or outside firm.)	_____	
<u>Other, please list:</u>		
F. _____ _____	_____	_____
		points
10. Public Relations (50 points each)		
A. Send "Unit Media Kit," or other type press release, to local media to advertise at least one Unit rally or event.	_____	
B. Serve as a resource to the community and local media on camping issues.	_____	
C. ▶ Unit has brochure advertising their Unit. ◀	_____	
<u>Other, please list:</u>		
D. _____ _____	_____	_____
		points
11. Airstream Dealer Relations (50 points each)		
<u>Develop friendly dealer relations.</u> Ask each area dealer to provide bulletin board space for Unit newsletters and notices. Mail Unit newsletter to each dealer. Meet with dealers frequently to develop areas of mutual benefit. (i.e. Unit newsletter advertising, door prizes, parts discount, dealer speaker for rally, display new Airstream products at rallies. Unit can provide WBCCI membership video, bulletin board and Blue Beret magazine for waiting room, etc.)		
Dealer Name _____	_____	
Dealer Name _____	_____	
Dealer Name _____	_____	_____
		points

SECTION B

Unit Planning Guide Checklist

Check all
that apply

Unit calculation
for Merit Award

II. Member Services

- 1. Rallies** (200 points for each week day rally or 250 points for each rally which includes Saturday and Sunday for working families.)
Conduct a rally of at least 3 days, 2 nights in length.

(Note: List each rally only once.)

A. Unit Rally

<u>Name of Rally</u>	<u>Dates</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B. Buddy Rally (limited to two rallies or 50% per year)

_____	_____
_____	_____

C. Children/Grandchildren's Rally

_____	_____
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D. Joint Rally with another Unit

_____	_____
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E. Installation Rally or Dinner ◀(if Dinner, 200 points)▶

(Note: This is a special occasion. Officers being installed are encouraged to wear the official uniform with Blue Beret.)

_____	_____
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F.

<u>Other, please list:</u>	_____
_____	_____

_____ points

2. Dinner/Luncheon/Breakfast Meetings

(50 points for each meal, 600 points maximum)

Provide a Unit meal function on a regular, seasonal or special event basis. Meals served in conjunction with a regular Unit rally can not be counted. A separate Unit meal served at a national, region or state rally may be counted. "Snowbird" meals may also be counted if Unit members seasonally gather in another place and the meal is reported or announced in the Unit newsletter.

Number of meal functions _____ x 50 = _____

_____ 600 points maximum

Check all
that apply

Unit calculation
for Merit Award

7. Promote Flying of National Flag

A. Make national flag available to members. (25 points)
(Inventory in the Unit at least one national flag,
flagpole and flag pole holder for member purchase.) _____

B. Promote flying of national flag at rallies. (25 points)
(Recognize members flying the national flag by giving a
door prize, first in meal line or other recognition.) _____

50 points
maximum

8. Community Service: (50 points each)

► Participate in at least one local community or national
WBCCI charity activity as a Unit. For example, adopt a
Highway program, local blood drive, local food bank,
warm hats, pull tabs, Common Cents for kids, etc. (Does
not include individuals doing personal community service.) ◀

Please list activity:

A. _____

B. _____

C. _____

D. _____

E. _____

9. Teen Queen Sponsorship (50 points)

Sponsor a Teen Queen contestant, ages 13-19, for
the International Rally Teen Queen Pageant.
(See Blue Book pages 45-45.1 for qualifications). _____

50 points

10. Unit Yearbook (50 points)

Prepare a Unit Yearbook for each calendar year
documenting Unit activities with pictures and text.
(May be entered in the Yearbook competition at
the International Rally) _____

50 points

Unit
Check all
that apply

Points assigned
by Region
Review
Committee

III BONUS SECTION (500 points maximum)

The bonus section is designed to acknowledge Unit activities and programs not previously listed. (Bonus items will be considered by the Region Review Committee and points assigned as appropriate.)

Scoring the Bonus Points Section: To help avoid the problem of one Region awarding more bonus points than another Region for the same activity, recommendations are listed below as examples. The Region Review Committee is free to assign bonus points for other activities not listed.

- 300 points -- Member qualifies for *The Founders Award "Bolo"* during the year.
- 200 points -- New Unit Development (aiding the development of a new unit).
- 200 points -- Host pre-rally for region or national rally (must be open to all members).
- 100 points -- Member qualifies for *The Founders Award "Bar"* during the year.
- 50 points -- Submit article to Blue Beret magazine or other RV Publication.
- 25 points -- Submit Unit pictures (without article) to Blue Beret magazine for publication.
- 25 points -- 1st Place, Unit or individual competition at State, Region or International Rallies
- 20 points -- 2nd Place " " " " " "
- 15 points -- 3rd Place and Honorable Mention " " " " "

A. _____	_____	_____

B. _____	_____	_____

C. _____	_____	_____

D. _____	_____	_____

E. _____	_____	_____

F. _____	_____	_____

(Note: Attach detailed information for each Bonus activity listed.)

500 points
maximum

SECTION C

Merit Award Program

	<u>Unit Point Calculation</u>	<u>Awards Committee Review</u>
I. Operation of an Effective Unit		
1. Goals	_____	_____
2. Unit Leaders	_____	_____
3. New Officer Reporting Form	_____	_____
4. Activities Schedule For Directory	_____	_____
5. Unit Leadership	_____	_____
6. Unit Communications	_____	_____
7. Membership Promotion	_____	_____
8. Membership Retention	_____	_____
9. Financial Management	_____	_____
10. Public Relations	_____	_____
11. Airstream Dealer Relations	_____	_____
12. Web Site	_____	_____
13. Officer Training	_____	_____
14. Constitution and Bylaws (REQUIRED)	_____	_____
15. Blue Book Update	=====	=====
Subtotal	=====	=====
II. Member Services		
1. Rallies	_____	_____
2. Dinner/Luncheon/Breakfast meetings	_____	_____
3. Host/Sponsor Special Event/National Rally	_____	_____
4. Help Host/Co-Host Region/State Rally	_____	_____
5. Volunteer Opportunities	_____	_____
6. Unit Caravans	_____	_____
7. National Flag	_____	_____
8. Community Service	_____	_____
9. Teen Queen Sponsorship	_____	_____
10. Unit Yearbook	_____	_____
Subtotal	=====	=====
Total	=====	=====
III. Bonus Points (500 points maximum)		
Grand Total	=====	=====
Award Level		<input type="checkbox"/> Merit Award
		<input type="checkbox"/> Superior Merit Award

X _____ Date _____
 Merit Award Approved By Region President

Checklist of Required Items

(For Unit Merit Award Program)

To insure that your application is considered complete, did you...

- enclose "Unit Membership Directory?"
- enclose copy of "Unit Goals?"
- enclose copy of "New Member Recruitment Campaign?"
- enclose documentation for bonus points?

**To Apply For Unit Merit Award
Complete Section C, "Unit Point Calculation."
Mail two completed copies of this complete form to
Your Region President.**

Program Coordinator

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Foot Note: ►◄ = New changes
WBCCI Blue Book, Appendix #15
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