



## Gold Rush Allegros Chapter 184

Richard Iniguez  
President  
916.956.6724

“Roughing It Smoothly”  
Rolling Friends and Good Times

Ian Cook  
Wagon Master  
805.305.0452

### Trail Boss Guide

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A trail boss is responsible for organizing a particular outing. The Wagon Master works with the park to get the reservation set, sign any contracts, and take care of any deposits. Then the Trail Boss takes over the planning of the outing. This guide is intended to help the Trail Boss plan a successful outing.

#### **6 – 8 Months Out**

1. Once you have been confirmed by the Wagon Master as the trail boss, have the wagon master send you the contract and any reservation information. Read the contract (or discuss with the Wagon Master) to confirm the number of rigs, pricing, deadline and/or committed dates, and any other required information. Also, discuss with the Wagon Master the required participant payment process, how to handle extra days, and fees (including the GRA rate).
2. If you are sharing the trail boss duties with another member, make sure you have reviewed this guide and have a clear split of who will do what tasks.
3. Start planning the outing using a sample outing agenda you can get from the Wagon Master. It is up to the Trail Boss to decide the agenda. You don't have to follow any previous pattern (e.g. tours, restaurants, etc). As Trail Boss, you decide how much or how little you want to plan and include on the agenda.
4. Contact local Chambers, visitor centers, and websites like Trip Advisor to get ideas on activities and attractions. It is optional, but some members like to visit the area before hand for research.

5. Get the sample outing worksheet from the Wagon Master or Treasurer and load the current sign-ups into the sheet along with arrival and departure information for each participant. You can get the rig information from the member roster.
6. The “GRA rate” is the park rate plus the added GRA stipend fee. The Stipend fee covers the stipend the Trail Boss receives for the outing. The Trail Boss Stipend can be used for supplies, food, or just to defray the camping costs for the Trail Boss.

The Current Trail Boss Stipend is \$50 per outing

The Current Participant Stipend fee is \$5 per outing night

Example: if the camp fee is \$40 per night the GRA rate for participants would be \$45 per night. You can decide to collect the checks beforehand (preferred if you have charges or commitments that must be met (e.g. hard cancellation deadlines with charges, deposits required, catering commitments) or the first day of the outing.

### **3 – 5 Months Out**

7. It is suggested that the trail boss start promoting the outing 3-5 months in advance at other outings or ask the Wagon Master (or a designate) to promote the outing.
8. 3 months before contact the park and introduce yourself and tell them you will be planning the outing. Confirm all requirements and deadlines. Report any issues to the Wagon Master.
9. 3 Months before the outing send out an email to the GRA Master Email list and include the outing agenda and the outing cost information. Make sure you include the names of the current attendees and how many spots you have open in the email.

### **1 – 2 Months Out**

10. 2 months before the outing, repeat the email mailing to the entire group with the agenda. Note in the email any deadlines for signing up. Include the outing cost information and where to send the checks made out to GRA.



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11. At the outing before yours, make arrangements to get the supply box from the current outing's trail boss. The supply box has a list of items that should be in it. Check to make sure it has the required supplies, and purchase replacements if necessary. DO NOT ADD ANY ITEMS THAT ARE NOT ON THE APPROVED LIST. Adding items causes the box to either get too full, or expand into multiple boxes. The current trail boss will have the GRA signs/banner for you as well which should be hung at the park to identify our group.
12. 1 Month before the outing, repeat the mailing to the entire group with the same information as before. Note this as a last call for attendees (unless the park deadline has passed) Include the participant payment information that was agreed with the Wagon Master.
13. 1 month before make sure the park has the attendee information
14. 1 Month prior, make sure you contact all activities and restaurant locations to confirm details.
15. 2 weeks before the outing, send out a final agenda email to the outing participants. If you don't want to collect money at the outing, then make sure you have gotten all the checks in for the outing.
16. 2 weeks before make sure the park has the required information and you know the site assignments (or area). Note if the contract requires this data earlier, then follow the contract timeline instead.
17. 1 week before send out any final information to the attendees, including park directions and any check-in requirements. Make sure you have volunteer assignments covered (e.g. potluck signups).
18. On the first day of the outing, make sure you collect all payments before the close of day. It is suggested that you greet each person after they arrive and collect the payments then.
19. Make arrangements with next outing Trail boss to transfer the supply box to them at the end of your outing.



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20. Above all have fun and don't get stressed over any little hiccups in the outing.

### Tips:

- A. When making restaurant reservations make sure they know the size of the group, that you want checks by couple, and you want to order off the menu and not have a defined meal. Some restaurants have restrictive group policies that will not work for our group.
- B. For Restaurants and events try to avoid collecting money yourself unless it is a group rate. If there is a group rate discuss with Wagon Master or Treasurer for best path to approach it.
- C. You don't have to plan lots of activities, plan to what you can easily handle and don't forget that the main purpose of the outings is to socialize and that can be done outside or inside the park.
- D. If you can arrive a day early to the park to make sure the park is ready for the group.