

RALLY OFFICER'S NOTES

1. Complete all the details at the top of the Cheque Remittance and Rally Attendance Log. Note, Rally Officers can now choose between a cheque or BACS payment.
2. As you receive bookings, add the ralliers membership number, name and amount paid to the form.
3. Payment for rallies may be in form of cash, personal or building society cheque, postal order, or combination thereof.
4. Check that all cheques are valid upon receipt, i.e. in date, made payable to 'Caravan Club – Cheshire Centre', the written amount is the same as the number amount and that the cheque has been signed.
5. Return to the sender any cheques that are not valid.
6. Write the rally number on the back of all cheques and postal orders.
7. Send the completed form to the Treasurer along with the valid payments either two weeks before you require payment, at least one month before cheques run out of date, or when the form is full.
8. The number of bookings on the form must be the same as the 'Number Of Vans Attending' entry shown on your rally accounts.
9. Any late booking details must be sent with your rally accounts.
10. Don't forget to add your details and the Co-Rally Officer's details to the form.