



How to Plan a Successful Quarterly Training Event

By this time, you and your Team have read the following excerpt of the essay from Anita Alkire, President, GWRRA.

Why Change the GWRRA Structure? July 2017

The District Educator will work with the District Ride Coordinator and the District University Coordinator to plan at least quarterly Education events. The Ride Coordinator will create the fun of the ride to the destination and assist the District Educator along with the University Coordinator to plan the education program. The District MEP will provide some of the fun activities to be included in the day/weekend event.

The key to success for any event is planning. Starting with a complete understanding of the overall goal and defining each contributor's role and responsibilities are the first steps. Remember that only the Director can sign contracts and obligate the District or Chapter.

What Qualifies as the Quarterly Education event? The event could be a multi-Chapter education event. It could be run by the District. It could also be the District Rally. Any District should be able to have a quarter Education event. Remember these events are to benefit our Members, it's with them in mind that we do these.

The Ride Coordinator will create the fun of the ride to the destination. Does that mean that all who plan to attend must meet in a central location to ride to the event? No. If that is feasible, great! More than likely, Members will be coming from all over the District. Weather may also dictate whether a ride is possible. The Ride Coordinator may communicate with the Chapter Ride Coordinator and help the Chapter Coordinator plan a ride from their area.

The District MEP will provide some of the fun activities to be included in the day/weekend event. The District Membership Enhancement Coordinator may call on the Chapter MEC for the development of the fun ideas that may work with the theme of the training. Duties may include being the welcoming committee, informing Members of the classroom locations, snack areas, and restrooms. Time before each class or during lunch and breaks can be enhanced with a game or two. A weekend event is more conducive to evening and social activities that can be planned by the MEP. Key word: FUN.

The District Educator will work with the District Ride Coordinator and the District University Coordinator to plan the quarterly Education events working with the Team and volunteers to put on an event focused on fun, socialization, rides and education that fits each District's needs. This will be the place to really promote the Rider Education Levels Program.



District University Coordinator will work with the District Educator and the District Ride Coordinator to plan the quarterly Education events. Based on communication with the Chapter Teams, Chapters training needs will be determined and along with the District Educator a class schedule will be formulated. The District University Coordinator will contact the training faculty and assign qualified trainers/presenters to each class.

The District Director will help in coordinating activities throughout the District to meet Chapter and Members needs and desires. The logistics such as meeting place, audio/visual equipment, arrangements for meals and snacks, printing, promotion/advertising, etc. should be coordinated and then the responsibilities shared by the District Team. Overall, the District Director role is the coordinator of fun, riding, knowledge opportunity and Chapter interaction/socials.

Budgets/Event Costs:

Consideration of the cost of the quarterly events must be part of the planning. If you have a healthy budget grown through District contributions or fund-raising events, then you are ahead of the game. Members should never feel that they are “paying” for training, but they should understand that there are always costs involved with putting on an event. Charging for meals or required books is acceptable, as is the charge for on-bike classes, that are handled through the Educators. Raffles and 50/50 are common and can be a great deal of fun. Bottom line, examine your bottom line. Budget carefully and plan accordingly. All financial planning must include your Director as they are the only one who can obligate the District or Chapter.

Seek out resources. The University offers some applicable “How-To’s” that can assist in the planning. Reach out to other District Teams to see what is working for them. Keep an open mind, be willing to try something new. Think outside the box when it comes to locations. Meeting spaces hard to find? How about Senior Centers, Volunteer Fire Departments, banks, churches and even funeral homes?? There are quite a few Fraternal Organizations like the Elks, VFW’s and Moose. They might be willing to offer up some space in exchange for your District or Chapter helping them with a community project or for a small donation. The “it’s the way we always did it” can be a huge detriment to the success of an event.

Focus on fun and the GWRRA family. After all, this is all about the Members.

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