

## Trip Leader's Responsibilities

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- 1) For all trip leaders who have booked their own reservations, a copy of the trip cost analysis, final signed lodging contracts, and all other contracts relating to the trips should be forwarded to the winter chair by September 1 or ASAP. The board will review the trip cost analysis and contracts for reasonableness and will approve selling prices for the trips. These selling prices will be forwarded to the newsletter editor for print in the newsletter. If the headcount for a trip ends up at 35 members or greater, a trip leader will be granted an assistant trip leader, and the assistant trip leader will be entitled to a 50 % comp off the selling price of the trip. Trips ending up with 34 or fewer members entitles only the trip leader to a free trip.
- 2) All trip leaders should forward a short 2 paragraph article describing their upcoming trip to the newsletter editor (Bill Dearing) by September 7. This is your opportunity to promote your trip before the winter kick-off. Preferably, the articles should be typed into a computer .txt file. The editor would gladly accept articles on a floppy disk. Please identify the disk with your name and it will be returned to yourself. You can also e-mail your articles to the following e-mail address ( [wdearing@optimabatteries.com](mailto:wdearing@optimabatteries.com) ). Lastly, if you want to be old fashioned, you can hand the editor the article on a piece of paper. If you would like your article to appear on the UTC web page, forward your article via e-mail to the UTC web site coordinator.
- 3) No checks will be issued to anyone unless a check request form is completed. These forms are available from the treasurer. The form is a three part form with copies for the treasurer, chairperson, and trip leader. A document copy of the expenses must be attached to the check request. The winter chairperson must approve the check request before the treasurer will write the check. After the check has been written, the treasurer will write the check information on the check request, and distribute copies of the check request to the winter chairperson and the trip leader. The treasurer should staple the expense copy document to their copy of the check request form for their files. Hopefully, the various copies of the check request form will ensure everyone that the bills are getting paid correctly, and thus eliminate a lot of unnecessary phone calls.
- 4) Only trip leaders who have ran a trip before will be given the option to mail their own checks as expenses become due. Please inform the winter chairperson as to your option by September 1. If you are going to pay your own bills, you should ask the treasurer for an appropriate # of check request forms. For first time trip leaders, the winter chairperson will complete all check request forms, and mail all checks. Once again, the trip leader should always get a copy of the check request form (with the check information) to ensure himself that the bills are getting paid.
- 5) Trip fliers should be prepared and brought to the trip leaders meetings 10/6 (see # 6 below). Be specific as to dates, times, and everything that is included in the price of the trip. Remember to include your home telephone. The more specific your fliers are, the less questions you will have to answer later. If the trip is < or close to \$100, the entire amount of the trip should be collected at once. Trips close to or > then \$200 should have a two payment schedule. An initial deposit of \$100 will hold ones spot on the trip. The remaining balance should be paid in full by the 3rd to last meeting before the trip. Please note the \$100 deposit and the date of final payment on the flier. Note on the fliers, late fee of 10 % after final payment date. Day trips are not included in these procedures. The early trips (ex. Thanksgiving) are exempt from these procedures. Also, if a trip is selling slow and the club is at risk of losing money, the late fees may be waived. New members joining within a month of a trip should also be exempt from paying the late fees. The selling prices must be approved by the board. A member and non-member selling price should appear on the fliers. If you would like your flier to appear on the UTC web page, forward your flier via an e-mail attachment to the UTC web site coordinator.
- 6) Plan to attend a trip leaders meeting on October 6th between 8:00 PM - 9:30 PM to obtain your trip sign-up packages and to discuss trip leaders procedures and responsibilities. This meeting will be part of the board meeting. You will be notified of the location of the meeting. You will also be given your deposit envelopes for the winter kick-off by the treasurers. At this meeting, the board members and trip leaders will sign up for the trips of their choice. The treasurer's should bring the credit card device to the meeting. Hopefully, by doing these tasks in advance, it will be less chaotic for the board members and the trip leaders at the winter kick off. This will also be the last time to review trip fliers, so please bring them to the meeting.

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- 7) Advertising Props and poster boards help sell ski trips. Feel free to make any advertisement props that you feel will help you sell your ski trip and get people enthused. If you want to show a short film about your ski area, the board can arrange to set up the VCR equipment. Some members in the past have brought food (ex. chili) as a promotional gig to the winter kick off. This would need to be okayed by Baby Does.
- 8) Be prepared to give a short speech about your trip at the general membership meetings. This is your opportunity to help sell your trip. Enthusiasm is highly recommended for your speech since it will attract the attention of the crowd and get them interested. Listen for the President or Winter Chair when they call your name and trip to give your speech during the general membership meetings.
- 9) Only enter sign-ups on your sheets if a deposit or full payment has been received. Do not enter names of people on your sign-up sheets if you have not received money. Note, it is okay for members to sign up for more than one trip on one check or charge slip. However, it is the responsibility of the trip leader turning in the charge slip or check to show the copy to the other trip leader so they can comment on their deposit slip about a split charge. Both trip leaders should initial next to their trip on the charge slip as evidence of payment for completing their deposit slips. Additionally, both trip leaders should comment split charge on the deposit slip, and they should only include their trip amount in their deposit. To assist the treasurers, reference the other trip involved in the split charge or check on the deposit form. Note, it is a good idea to bring extra pens so more than one person can be signing up for a trip at the same time.
- 10) Make sure member sign-ups are active on the membership lists which will be distributed to you. If the member is expired, they must pay the non-member price unless they renew their membership. If an expired member renews the night of their sign-up, they need to show you their new membership card.
- 11) Refunds before a trip will only be granted if a member has found a replacement member to take his place. A written letter must be submitted to the trip leader stating the replacement, and both parties must sign and date the letter. However, if the trip is sold out, and there is a waiting list, an original signed up member will be eligible for a refund (within 30 days after the trip has been completed) after the waiting list member has been signed up. All other refunds will be reviewed and decided upon by the board after the trips have been completed. Strong considerations of refunds are given for medical and family emergencies. All other refunds are based on the financial outcome of the trip. Every effort is given to refund un-spent money such as lift tickets. Please report all un-issued refunds as stated in step 17 below (See Refund Policy Attached).
- 12) Deposit slips must be completed and turned in after each membership meeting to the treasurers. All cash, checks, and credit card slips should be logged in on the deposit form. Note, the charge slip copies are broken into two, a copy for the member signing-up and copies for the trip leaders. Note, two calculators will be available from the treasurers to borrow to assist you in completing your deposit slips. Please be sure to tear off a copy of the deposit slip for your records. The deposit envelopes which you will need to drop off to the treasurers at the end of the meeting should include all cash, checks, charge slips, and a completed deposit form.
- 13) At the end of each membership meeting, please report your total # of sign-ups for your trip to the winter chair. The winter chair will be keeping a log of the sign-ups and report them to the board.
- 14) At the end of each membership meeting, please be sure to pick up your fliers and any advertising props, and take them home with you. This way you will always know how many fliers you will need to photocopy for the next meeting.
- 15) Prepare a brief and concise itinerary about your overnight trip. The itinerary should be handed out before the trip to all participating members. The itinerary should include information about directions, car pools, buses, rooming lists, meal reservations, ski meeting places for lunch, wine and cheese party, nightclub spots, lift ticket pickup procedures, and others. Ideally, the itineraries should be handed out at the last meeting before the trip.

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- 16) Notify the board members of any club equipment that you will need for your trip, and they will assist you. Always, check with the board on the availability of any extra beer or pop laying around. Also, inquire into shopping at the Price Club or Sams with a designated member to obtain great bargains. When your trip is complete, please be sure to return all club equipment as soon as possible.
- 17) Within two weeks after the trip is completed, please submit a Trip Financial Summary to the treasurer. If you keep good records, this task should be simple. If you need missing information, feel free to call the treasurers or the winter chair. Please alert the treasurers and winter chair of any refunds the club may be due or may need to pay out to its members. These Trip Financial Summaries will be discussed at the board meetings. Note, all requested un-issued refunds should be listed separately as income by the trip leaders. If the board decides to grant a refund, the treasurer will revise the Trip Financial Summary. Similarly, list all expense refunds due separately as negative expenses in the expense section. This way, the treasurers will be alerted and on the lookout for the refunds due. If the refunds come in differently as expected, the treasurer will revise the Trip Financial Summary. Sometimes, member refunds may need to be held up until expense refunds come in. Also, in the comments section, list any deposits due back to the club so the treasurers can be on guard for this. If board members took any comp amounts for your trip, list these amounts separately as income in the income section. It is the treasurers responsibility to give the winter chair a revised final copy of the Trip Financial Summaries for their files.
- 18) Within two weeks after the trip is completed, please submit a recap article about your trip to the newsletter editor. You can write a couple paragraphs, but do not make it too long, otherwise the editor may shrink it. Preferably, the articles should be typed into a computer .txt file. The editor would gladly accept articles on a floppy disk. Please identify the disk with your name and it will be returned to yourself. You can also e-mail your articles to the following e-mail address ( [wdearing@optimabatteries.com](mailto:wdearing@optimabatteries.com) ). Lastly, if you want to be old fashioned, you can hand the editor the article on a piece of paper.
- 19) Please treat all members with respect. Handle complaints gracefully. If a member does not like something, have them submit their complaint in writing to the board, and it will be discussed, and they will receive a response. Let the members know that club policy and procedures are board decisions.
- 20) Help promote the entire winter schedule. Use all opportunities to inform members and non-members about UTC winter trips. This would include talking about ski trips at happy hours, other parties, and maybe where you work. If a member doesn't think your trip will work, suggest another UTC trip. Do not talk negatively about a trip or trip leader. Remember, you are not competing against the other trips and trip leaders. Stay upbeat and positive.