

Trip Leader Guidelines - Western & International

Overview

Trip leader guidelines provide direction to trip leaders on how to manage a successful week-long western or international trip for our members while maintaining financial accuracy per the club by-laws.

Goals

1. Guide new trip leaders in preparing a successful event
2. Maintain common trip expectations
3. Provide financial reporting

Trip Proposal Specification should include the following:

- Roundtrip airfare from MHT or BOS
 - Note: Trip members who cover their own airfare, depart or arrive from another airport, join the trip in the middle, etc are fully responsible for their entire round trip air itinerary.
 - Tripsters departing early or late are responsible for their own ground transportation.
- Ground transfers
 - NH Park & Ride to/from BOS (optional)
 - Airport to Lodging
 - Lodging to ski resort (if required)
 - Lodging to Airport
- Lodging (Hotel/Condo)
 - Be aware of how many singles or couples are going and rooming options.
 - Tripsters should not be expected to sleep on a cot/foldaway unless otherwise informed as part of the trip plan.
- Lift tickets

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- Included or ski pass deduction. Plan for Season Pass/Multi Pass (IKON/Epic or current umbrella pass) holders
 - Non-Skier rate
 - Extra ski day cost if applicable
 - Minimum 2 group events (dinner, happy hour, meet & greet)
 - Giveaways/Raffle options are (and totally up to the trip leader):
 - Mountain gift shop for prizes
 - Gift cards from treasurer
 - SWAG (trip logo t-shirt or other)
 - Signup Form
 - Use club template, fill out on Wild Apricot
 - Trips outside of North America
 - Add a few days in a nearby cultural city
 - Party not needed if breakfast & dinner included each day at resort
 - Review COVID policy for all requisite countries (vaccine, mask, negative PCR test, etc). Any required testing is at individual tripsters expense. Positive test results could keep tripster in hotel for quarantine. Expenses paid by tripster. Due to unknown trip return, tripster will have to work with airlines to book return flight. Leader will attempt to get any credit due them. There is no guarantee. Strongly recommend trip insurance.
 - Passport must not expire within 6 months of travel. Be sure that tripster name on the trip form matches exactly their identification, Real ID or passport. That should be stated on the trip sign up form.

Trip Proposal Planning

For western/international trips, a trip leader must have successfully run a weekend trip, and strongly recommend co lead on a trip with airfare.

- Trip leader should prepare a written proposal to the board (date determined by the Board) The proposal should include trip dates, lodging info, payment deadlines (both vendor and tripster), itemized cost (per person) for all aspects.
- The trip leader should use a travel agent to assist with trip planning.
- Trip cost shall include all airfare, ground transfers, lodging, lift tickets, event(s), raffles, along with adjustments for comps, and empty-bed fees. The club is not looking to profit on a trip, aim is to break even or a little over. Comps are 100% of trip cost for the trip leader and 30% discount of trip cost for co-leader. When calculating empty bed

allowance, realize there are a lot of single tripsters. Note: variations on air travel need to be clarified with travel agent since arrangements are based on round trip.

- If a charter bus is required from airport to the resort, do not fill the bus. There will not be enough room for all the luggage. Find out bus capacity, and if everyone is using it, and leave at least 10 slots open.
- Trips shall have a co-leader who assists as a backup to the leader and has copies of itinerary, trip list, assisting with event management, etc as requested by trip leader. The co-lead should be on any 2nd bus/flight for coordination.

Promotion

- The trip leader will post the trip to our current web site – Wild Apricot, on or before the signup date. See NHSC Wild Apricot Event Creation Instructions. Do not accept signups prior to the trip open date. Trip should be filled by date signed & paid forms are received by trip leader.
- If more club members sign up than there are spaces, work with travel agent to determine options. If no extra spaces are available, coordinate with the board on drawing names for a waitlist.
- Trips should be filled by priority based on the day the completed form including deposit arrives at the trip leaders published address.
- Trip leaders must promote the trip at monthly meetings (trip details, mountain pictures/stats, village/apres ideas, trip insurance).
- Write article for newsletter - Submit to Cindy@ NHSC.newsletter@gmail.com

Coordination - Accounting

The trip leader should do the following:

- Use the deposit register provided by the treasurer. Keep track of expenses on the trip reconciliation form provided by the treasurer.
- Shall make timely deposit checks received by club members. Write trip name on the deposit ticket and/ or notify the treasurer via email of the amount of all deposits made within 2 days. Work with treasurer to determine vendor payment schedule and ensure treasurer has sufficient time to send payments prior to due dates.
- If payments are due during the trip (group event/meal/happy hour) the trip leader shall coordinate with a board member on the trip to manage payment via the club credit card if applicable; Otherwise leader can charge to a personal card and seek reimbursement from the treasurer. A receipt must be provided to the treasurer.

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- All accounting issues should be discussed with the treasurer. With a surplus greater than USD\$20 pp, monies shall be returned to the trip members via cash or resort gift-card, and the treasurer shall be advised. If a lesser surplus, then it gets added to trip reserve. If the trip will not break even, the leader must alert the Board which will determine how to fund the deficit. (Note: If there are any refunds, please record as a subtraction of income, not an expense.)

Coordination -Attendees

- Attendees must be paid members - at time of sign up & travel- send list to Membership Coordinator
- The trip leader is responsible for keeping a list of member information, contact info, emergency contact, and payment details.
- The trip leader should use our website to send any announcements or reminders to tripsters.
- Tripsters are encouraged to sign up with a preferred/designated roommate to ease coordination, if not one will be assigned.
- Cancellations policy is determined by the club and is posted on our Wild Apricot site. The canceling trip member is responsible for finding a replacement (if desired), and coordinating payment from person taking your place. There will be no refunds from the club. The person cancelling pays any airline or hotel name change fees. The trip leader may assist by posting an opening. Once a tripsters check has been deposited into the bank, there are no refunds, they have to find a replacement.

The Trip

- Trip leaders are encouraged to coordinate a pre-departure gathering where (new) tripsters for introductions and final details, easily done at the end of the prior monthly meeting. This is a good time to hand out pole flags. During the trip, the leader may set up a WhatsApp group with the tripsters to coordinate meetups, share photos.
- During the trip the leader is responsible for confirming headcounts at each bus boarding.
- Trip leader may plan a short bus stop at grocery/liquor store for tripsters, depends on length of bus ride (over 2 hours people need food and beverage). Prior to hotel arrival, the trip leaders should coordinate with the front desk to determine if tripsters will check themselves in, or if the leader will distribute room keys.
- A meet & greet / happy hour should be scheduled the first day to potentially distribute lift tickets, flags, swag. If possible, include resort representatives to speak about the mountain and local activities.

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- Throughout the trip, the trip leader should be available for the tripsters, in case, there are issues that need to be resolved, etc.
 - Should other club members be on their own trip at the same mountain, the leader may invite them to the club gatherings and charge them cost for the event.

Trip Reporting post event

- Within 2 weeks of trip completion, submit Reconciliation Form to the Treasurer
- A trip overview should be reported to the board highlighting trip issues.
- Trip recap article written for Newsletter & send to Cindy at NHSC.newsletter@gmail.com.