New Hampshire Ski Club

Trip Leader Guidelines – Weekend or local extended trips without airfare

Overview

Trip leader guidelines provide direction to trip leaders on how to manage a successful Day, Week-End or 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:

- Transportation
  - Self drive or bus (where are stops for passenger pick ups)
- 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
  - Included, or ski pass deduction
  - Non-Skier rate
  - Extra ski day cost if applicable
- 1-2 events (dinner, happy hour, meet & greet)
- Giveaways/Raffle options are:
  - Mountain gift shop for prizes
  - Gift cards from treasurer
  - SWAG (trip logo t-shirt or other)
- Signup Form
  - Use club template found <link>
- Trips outside of North America
  - Review COVID policy for all requisite countries (vaccine, mask, negative PCR test, etc). Any required testing is at individual tripsters expense.

○ Passport must not expire within 6 months of travel.

Trip Proposal Planning

- 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.
- Trip cost shall include all transportation, lodging, lift tickets, event(s), raffles, along with adjustments for comps, and empty-bed fees. Comps are 100% of trip cost for the trip leader. Co-lead not required on a weekend trip. When calculating empty bed allowance, realize there are a lot of single tripsters.

- **The Trip leader is required to use a spreadsheet to pull together all a trips financial information. The spreadsheet will greatly assist trip leaders in thinking about and preparing for all the details that need to be addressed to deliver a complete proposal and a successful trip. A copy of the suggested spreadsheet can be downloaded from the link found just after the 3 trip guideline documents.**

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 hotel contact or agent to determine options.
- 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:

- keep an electronic general ledger with tripster payments, refunds, payments to vendors, etc. Request Deposit Register Form from Treasurer .
- shall make timely deposit checks received by club members. notify club 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.

- 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.

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. Posted on Wild Apricot site. The canceling trip member is responsible for finding a replacement (if desired), and coordinating payments per cancellation policy. The trip leader may assist by posting an opening.

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. 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 should plan a short bus stop at grocery/liquor store for tripsters 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. Potentially distribute lift tickets, flags, SWAG. If possible, include resort representatives to speak about the mountain and local activities.
- Throughout the trip, the trip leader should be available for the tripsters, in case, there are issues that need to be resolved, etc.

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 (address above)