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## New Hampshire Ski Club

# Trip Leader Guidelines – any day or evening trip with tickets

## Overview

Trip leader guidelines provide direction to trip leaders on how to manage a successful 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 if not self-pay

## Trip Proposal Specification should include the following:

- Transportation
  - Self-drive or bus (where are stops for passenger pick-ups)
- Tickets
  - Included or self-purchase
- What's included, breakfast, lunch or apres.

## Trip Proposal Planning

- Trip leader should prepare a written proposal to the board. The proposal should include dates, payment deadlines (both vendor and tripster), itemized cost (per person) for all aspects.

## 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.
- If timely, write article for newsletter - Submit to Cindy@ [NHSC.newsletter@gmail.com](mailto:NHSC.newsletter@gmail.com)

## Coordination - Accounting

The trip leader may do the following (if collecting money ahead of time)

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- 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 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 the 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. Day events should breakeven.

## **Coordination -Attendees**

- Attendees must be paid members and may bring a non-member guest.
- The trip leader should use our website to send any announcements or reminders to tripsters.

## **The Trip**

- Meeting time and place to hand out tickets if necessary, and go over any details.

## **Trip Reporting post event**

- A trip overview should be reported to the board highlighting trip issues.
- Trip recap article written for Newsletter & send to Cindy (address above)