


Planning an Activity!












Coordinator's Forms
and
Reporting Guidelines

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Before you start planning your trip and filling out the forms, please read the Reporting Guidelines!

 **BEFORE YOU START** to plan your project, make sure that you have the **most recent version** and **MAKE ADDITIONAL COPIES** of these forms.

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TRIP PLANNING OUTLINE

I've Got An Idea! NOW WHAT??

*You must be a member in good standing to coordinate any trip.
You may must avoid financial conflicts of interest when coordinating any trip.*

A. Determine WHICH DIRECTOR to Call.

(Check list of Directors in your Newsletter.)

B. Discuss Details with Director and GET YOUR PACKET.

1. Type of Trip
2. Date
3. History of any Similar Trips

C. Complete a BUDGET.

1. Review Budget with Director
2. Budget Approval
3. Receive Trip Number

D. I have a Trip Number, NOW WHAT??

1. Submit a Pre-trip Newsletter Article
2. Make Photocopies and a Poster for Sign-Ups
3. Sign Ups at Club Meetings

E. I've gotten my Sign-Ups, THEN WHAT??

1. Give Deposits to the Treasurer
2. Have a Pre-Trip Party
3. Get Approvals for Check Requests

F. The TRIP

1. Pass Out a Fun Factor Survey

G. The Trip is over, WHAT DO I DO NEXT??

1. Have a Post Trip-Party
2. Submit a Post-trip Newsletter Article and Photos
3. All of the Final Paperwork

H. REVIEW with Director:

1. Discuss Suggestions for Next Time

THANKS FOR GETTING INVOLVED!!!

In General, What are My Responsibilities as a Coordinator?

Planning and conducting an RSOC trip can be fun, rewarding, and also easy if you get started with a good idea of the logical steps, financial reporting forms, and RSOC Policies involved. ***Please remember you must be an RSOC member in good standing to coordinate or co-coordinate any RSOC activity. HELPFUL: If at all possible, plan to arrive at the destination first to assure all preparations have been made and fees are paid. If this is not possible, select someone to do this for you.***

- **Make Accommodation Plans**

1. Contact a hotel or campground for reservations, cost.
2. Arrange room assignments or tent space.
3. Check that accommodations are in order prior to departure.

- **Arrange for Transportation**

1. Coordinate carpools as necessary to accommodate the group.
2. When busing, contact the Bus Company to make reservations and determine cost, payment requirements, etc.

- **Prepare a Description for the Newsletter (before and after)**

Prepare an article on the provided forms (pages 13 and 31) for the Newsletter. ***Give these to the Newsletter Editor in advance of planned Sign-Ups at monthly Club meeting; check the current Newsletter for deadline dates.***

Include any humorous or interesting events, which will or did take place. Include the Cancellation Policy, Guest Fees, and Late Fees (before the trip). Specify whether the event is for children or if it is for adults only.

- **Promote the Trip**

1. Describe the event in the Club's Newsletter.
2. Prepare Sign-Up sheet(s) or Applications and arrange to set-up and work a Sign-Up table.
3. Make a poster and a trip information flyer for your Sign-Up table.
4. Talk with friends in the Club to generate more interest.
5. Use weekly e-mail to promote deadline dates; ask your Director for an e-mail address of a person with an e-mail list.
6. Talk with your trip to other coordinators and ask them to let trip participants on their trip know about the trip.

- **Arrange a Cooking Plan** (Choose one)

1. Each person is responsible for his/her own food.
2. Group cooking: Find one or two (1 or 2) volunteers on the trip to help plan menu and buy food. (They can either be given a budget, if trip cost includes meals or, they be reimbursed by participants going on outing.)
 - There are coolers that may be obtained from the Club's Locker.
 - Don't forget utensils, stoves, pans, etc.

- **Send an Itinerary and Other Information**

Send an itinerary to all overnight trip participants at least ten (10) days before departure date. Itinerary should include the following information whenever applicable:

- Phone number where participants can be reached in case of an emergency
- List of participants (phone numbers and rooming list)
- Date, time and place of departure and approximate return time
- Approximate traveling time to destination
- Directions and / or map to lodging and / or outing
- Food arrangements
- Short description (schedule of events) of what will take place
- Suggested list of clothing (i.e., for rafting, backpacking, etc.)
- Cancellation / refund information
- Any balance due or incomplete applications/waivers

Note: If you have a pre-trip party, give out information at the party and use mail only for those who could not attend. (Helpful: If you have e-mail, get e-mail addresses from those with e-mail and send them information via e-mail. Use mail for those who do not have e-mail.)

In General, What are My Responsibilities as a Coordinator?

Sign-Ups / Waivers

1. Bring thumb tacks, ink pens, felt-tip markers, adhesive tape, photocopies of your trip information flyer, photocopies of blank applications/waivers or Sign-Up Sheets (and Waiting Lists), and your flashy poster to the Club meeting(s). These expenses should be listed on your Coordinator Expense Report.
2. Use either the Sign-Up sheet (general release) or a trip application/waiver. Don't make each person fill out both, although you can have a mix of the two types on one trip (consider yourself handling some Sign-Ups by mail). **EVERYONE**, including the coordinators, **MUST sign a waiver and provide emergency contact information**. Ask people to print legibly. Be sure to have **copies** of the signed Sign-Up sheets or application/waivers with emergency contact information at the event, not the originals. ***If you have more than 25 Sign-Ups, it is easier to put the names in alphabetical order to check off trip participants as they arrive especially for a Locals event.*** Use the Sign-Up sheets or applications/waivers to prepare name tags and trip (e-)mailings.
3. Turn in the original Sign-Up sheet(s) (general releases) or applications/waivers with your Final Trip Report.

Provide for Safety Concerns

Check with your Director to see if there is any appropriate safety information which should be provided to trip participants along with your trip information when events are not run through trained and qualified outfitters. Trip participants may need to be reminded about required clothing, footwear, skill levels, equipment, prohibition of alcoholic beverages, use of life jackets, signaling for help, handling of trash, etc.

Handle all Financial Matters

1. Collect moneys before the trip and fill out an RSOC Deposit Report **Form B** (page 16) or Trip Credit Voucher Report (page 18) as soon as possible. Clearly mark it for your specific trip/outing. ***Remember that it is Club Policy is to accept checks only, with minimal exceptions.***
2. Keep in mind, any time pre-deposits are required to be sent, fill out a check request form and send it to the Treasurer clearly marked for your specific trip/outing. This should be done well in advance of the due date so that the Treasurer can handle it appropriately. (Remember the Treasurer goes out-of-town and has a personal life too.)

Give the Reports to the Director

During Sign-Ups for and especially at the completion of your trip, give the reports to your Director. Reports consist of **Trip Release Forms**/Sign-Up sheets, trip itinerary, financial reports (including **Forms B, C, D, E, F, and G** as necessary), name and phone number of key contacts, where applicable, and any other useful material (such as receipts) and/or information for future trips. If a Director is running a trip under their own program, it is required that their Vice President act as the Director for signatures and review of reports.

For each of the RSOC reporting forms contained in this packet, you will find a description of the form followed by a blank form in this packet. **Please read these guidelines before** you start planning your trip and completing the forms. Call your Director if you have questions. (*Helpful: **Make at least three (3) copies of each blank form before you begin completing them!***)

The RSOC Treasurer receives the **original** of each completed Deposit Report (checks attached), and Check Request forms (with Director's signature). The **original and one (1) copy** of the Expense Report, Trip Credit Voucher Report, Refund / Cancellation Report, and Final Trip Report (all receipts, contracts, deposits, etc. attached) goes to your Director for approval. The Director then gives it to the Skiing or Outings Vice President who in turn gives it to the Treasurer. (*Helpful: **Make at least two (2) copies of each completed form before you turn them in. This allows one (1) copy for your Director's file and one (1) copy for your own file while the Treasurer receives the originals.***)

Coordinating RSOC trips can be fun, relatively simple, and rewarding for you and the participants. We have designed these forms to be completed easily, and hopefully without too many stops to say "what am I supposed to put in this blank?" We trust we have done this, if not please let your Director or an Officer know. **There are Microsoft Excel versions of these forms** which do all of the calculations and most of the necessary redundant information propagation for you. All you do is the necessary data entry in the spaces provided. The newest versions of both the Microsoft Word and the Microsoft Excel versions are available for download at the Club's Web site (<http://rtpnet.org/rsoc>). **Please keep your own supply of forms (hardcopy or softcopy) as current as is possible!**

We encourage you to get feedback from your trip participants via the **FUN FACTOR SURVEY** (page 21) and ask that they give it to you, or mail it to RSOC for future reference because great trips can often be made even better by considering the suggestions of past participants.

Photos from your trip may be provided to the Club's Publicity Director for our Club's Scrapbook and Web Master for placement at the Club's Web site. Ask your trip participants to provide you with photos in any form. Consider purchasing disposable cameras if you budget their cost (and the cost of film processing) into your trip.

In General, What are My Responsibilities as a Coordinator?

The Club rents space at a local storage facility. That is known as the Club's Locker. Stored there are a number of items which may be useful for your trip. **Be sure to check with your Director to arrange for pick-up and drop-off of items** which you may use and return. Typically, items need to be **picked up on or after the Wednesday before a weekend event and returned by the Wednesday after a weekend event.** Items include several ice chests (coolers), drink/water containers, coffee pots, grills, cookware, utensils, paper goods (from prior trips), tents (perhaps not in wonderful shape), and a screened enclosure. There are also items for specific events such as Monte Carlo Night, spelunking, volleyball, badminton, and more. **There are paper forms and pencils/pens in the locker** for you to sign out items and sign them back in. Please use the locker's contents and the sign out forms but return the items clean and stow them neatly.

If there are going to be other people who help you out with your trip (cooking, cleaning, purchasing, decorating, providing motor boats, providing sailboats, towing a Club trailer, etc.), you might consider budgeting for and giving them small **partial refunds** (or payments for gasoline as in the case of motor boats). **DO NOT just give out free trips to people.** Some people will not bother to show up (or will not do a good job) unless they are required to actually provide their agreed upon service (and provide it well). Give the partial refund(s) after the trip is over and the paperwork is turned in and processed.

The Club owns three (3) sailboats on a trailer which can be used for a variety of events and are stored at a Club member's home. Check with the Boating Director if you need them. Ask someone on your trip to pull the trailer to and from the event and consider budgeting for and giving a small **partial refund** after the trip is over to that person.

The Club owns a canoe trailer which can be used to transport canoes owned by or rented by trip participants and is stored at a Club member's home. Check with the Canoeing Director if you need it. Ask someone on your trip to pull the trailer to and from the event and consider budgeting for and giving a small **partial refund** after the trip is over to that person.

For trips expensive trips, some fine print can be provided to trip applicants to help answer their questions and avoid operational and financial confusion where something changes or is not as it was desired and is beyond the control of RSOC. Use the RSOC Trip Terms and Conditions for this purpose as needed.

BUDGET WORKSHEET Form A

Once you have decided on the trip you would like to coordinate, and have gotten a planning go-ahead from the appropriate Director, you will need to develop, and have your Director approve, an item-by-item budget of anticipated expenses and income **before you can receive a Trip Number.** (Note: The Newsletter Editor will not print any trip article without a trip number.) The Budget Worksheet 'mirrors' the Final Trip Report, and completing the worksheet will help you design a financially successful trip.

The **Budget Worksheet** provides an excellent list of most of the expense items you will need to consider such as transportation, lodging, rentals, contracts, food, beverage, administrative expenses, trip credit/admin fees, and coordinator comps. You need to be aware of and follow these RSOC Policies:

Contracts: Must be approved, and perhaps signed **by the Vice President of your program or the President.** You need authorization to sign any contract or pay any advance deposit.

Credit Point System (Trip Credit/Admin Fee): The Club has instituted the Credit Point System as a means of rewarding coordinators for the time and effort they put into a trip. **Each trip for which a Sign-Up fee is charged must include an amount of either \$1.00** (if less than \$25.00), **\$2.00** (if \$25.00 or more but less than \$50.00) **per person, \$3.00** (if \$50.00 or more but less than \$100.00) **per person, or \$4.00** (if \$100.00 or more) **in the trip sign-up fee.** The 'trip credit fee' is like a savings account. Funds are placed in the RSOC 'bank' and are paid out only when a Trip Credit Voucher issued for a trip are 'spent' by the coordinator on another RSOC trip. In addition, the 'trip admin fee' is intended to help raise funds for the Club's cash reserves. **Please note a coordinator may not use their own trip credit voucher for any portion of their trip fee for which they will be reimbursed (comped) by RSOC.**

Coordinator Comp: This amount is typically the same as the fee charged for a member signing up for the trip. A coordinator (one person on small trips of one or two days, rarely more than two people) **must pay the trip fee at the same time as all other Sign-Ups.** Exceptions to this are by approval of your Director (or Vice President) where absolutely appropriate. The Treasurer reimburses comps to each coordinator **after** the Final Trip Report is filed. In other words, coordinators normally pay up front like everyone else. **The amount each person on the trip pays to cover the coordinator's comp should not exceed five percent (5%) of each person's total trip fee.** For example: One coordinator receives a 100% comp only after 20 people have signed up for the trip or a partial comp for less than 20. Additional comps will depend on the number of paid Sign-Ups over the initial 20, and will follow the 5% rule. The maximum is \$30 per person for the 5% comp fee. If there are trip options that are cheaper than the option chosen by the coordinator, at least 20 people must sign up for the same option as the coordinator (or an option that is more expensive) before the comp is 100%. Per the RSOC Policies, Overnight Skiing trips are usually budgeted with almost a 2.5% comp fee with 43 people signed up for a 100% comp to be given. **Each January, the Club's Treasurer will send you an IRS Form 1099 for the previous tax year if your RSOC comps total \$600 or more.** If you or your Director anticipates your surpassing that limit due to a specific trip, use the 1099 Disclosure to provide your Social Security Number. The Treasurer will contact you during the year to acquire your Social Security Number if you otherwise approach or surpass this limit.

For trips with multiple options, you need to prorate the total costs for common items across each option's budget based on the estimated total number of people. The remaining costs should be unique to each option. Use additional Budget Worksheets as needed for each additional trip option. For example: There is a choice of 2 or 3 nights stay in a motel for a trip and party over a weekend. That means there are two trip options. The costs involved with the facility where the party is held are independent of the number of nights that a person is staying (\$240). However, the costs for the motel is directly related the number of nights that a person is staying (\$100 and \$150). If you expect 10 people to sign up for each of the two trip options, the costs of the party's facility must be budgeted across all 20 people while the costs for 2 nights in the motel must be budgeted across 10 people and the costs for 3 nights in the motel must be budgeted across the other 10 people (\$240/20, \$100/10, and \$150/10). If these were the only expenses involved, the prices would be \$22 for 2 nights and \$27 for 3 nights per person.

Guest Fees: An appropriately sized guest fee must be also charged for those participants who are not members of the Club at the time that they make their final or only payment. The guest fee is required to be at least \$5. Note that individuals signing up for an event at a Club meeting where they are also joining the Club or at anytime that they have submitted a membership application, do not pay a guest fee.

Late Fees: An appropriately sized late fee can be charged for those participants who do not sign up for an event in advance but who show up at the event and are thus required to pay to participate. The late fee is suggested to be at least \$5. It is also suggested that this fee be the same amount as the guest fee. Note that guests should not be required to pay both the guest fee and a late fee but only the guest fee.

Budget Worksheet Form A

Trip Name _____ Trip Date(s) _____

Coordinator(s) _____ Phone Number _____

Director _____ Date _____ Trip Number _____

ESTIMATED TRIP EXPENSES: (Estimate types of expenses)

TYPE of EXPENSE	Amount
Facility: (meeting room rental, hotel rooms, campsite)	
Transportation: (bus, air, car rental)	
Tickets: (shows, tours, lifts, rides)	
Outfitters: (rafts, canoes)	
Suppliers: (music, caterer)	
Rentals: (skis, chairs, tents, boat)	
Other Fees: (insurance, pre-trip party, tips, donation funds)	
Decorations	
Food and Beverage: (see Trip Planning Worksheet)	
Tableware: (plates, utensils, cups, napkins) (see Trip Planning Worksheet)	
Telephone, Postage, Envelopes	
Printing: (flyers, forms, posters, name tags, etc.)	
Miscellaneous: (Cleanup supplies / trash bags, etc.)	
Other: (describe)	

TOTAL ALL ESTIMATED EXPENSES (Total of 'Amount' column above without Other) \$ _____ (A)

Estimated Number of Paid Participants (not including coordinators receiving comps) # _____ (B)

Basic Cost Per Member (Divide (A) By (B)) \$ _____ (C)

Coordinator Compensation (cannot exceed 5% of (C) or \$30) \$ _____ (D)

FINAL COST Per Member (Add either a \$1, \$2, \$3, or \$4 Trip Credit/Admin Fee to (C) plus (D)) \$ _____ (E)

Add \$1 if (C) plus (D) is less than \$25. Add \$2 if (C) plus (D) is \$25 or more but less than \$50.

Add \$3 if (C) plus (D) is \$50 or more but less than \$100. Add \$4 if (C) plus (D) is \$100 or more.

Round up to the next whole dollar \$ _____ (F)

Add a guest fee of \$5 to \$25 (or more) (Discuss the with your Director) \$ _____ (G)

FINAL COST Per Guest (Add (F) and (G)) \$ _____ (H)

ESTIMATED TRIP INCOME: (Estimate number of participants by trip option)

Trip Option	Number of	\$ per/Person		Revenue
		X	=	\$
		X	=	\$
		X	=	\$
		X	=	\$
		X	=	\$
		X	=	\$
Other: (raffle, sales)			=	\$

TOTAL ESTIMATED TRIP INCOME (Total of Revenue Column without Other) \$ _____ (I)

TOTAL ESTIMATED TRIP PROFIT/LOSS (Subtract (B) times (E) from (I)) \$ _____ (J)

Budget Worksheet Form A

This form can be used to plan the dates you will use to complete elements of your trip, and to calculate the expenses to be included in your trip budget. This form is for your convenience only.

1. COORDINATOR COMP CALCULATIONS:

One [1] coordinator for trips of 20 people or less. NOTE: a full comp for one (1) coordinator only if at least 20 paid participants signed up. Total comp for all coordinators cannot exceed five percent (5%) of the total trip income.

[5% x 20 people = 100% comp].

Coordinator # 1 = \$ _____
 Coordinator # 2 = \$ _____
 Coordinator # 3 = \$ _____
 Coordinator # 4 = \$ _____
TOTAL COMPs = \$ _____

2. NUMBER OF VOLUNTEERS (no comp reimbursement) = _____

3. FOOD AND BEVERAGE CALCULATIONS:

A. Beverages: Two and one-half (2.5) 8-oz drinks per two (2) hours per person, for all fluids.

Example: If serving beer **and** wine **and** soft drinks, plan on one 8-oz wine, one 8-oz beer, and one 8-oz soft drink per person. Those who drink all wine will compensate for those who drink all beer, etc. Multiply by fractions of, or whole hours, if trip is longer than 2 hours. However, **DO NOT** plan to serve alcoholic beverages for the full length of a three or four hour event. **Remember: Current laws put responsibility on the servers, not the consumer!**

B. Food: Calculate one and one-half (1.5) servings per person for single serving items (i.e., burgers, hot dogs, corn on the cob, brownies, etc.)

Calculate one (1) 6-oz serving per person of salads, vegetables, fruits, etc.

Plan one (1) slice of bread per person, (i.e., roll, muffin, bagel, etc.).

Remember ice is used in drinks as well as to cool drinks.

C. Tableware: (plates, cups, utensils, napkins, glasses, etc.)

Calculate One (1) cup per person times types of beverages served. (i.e., coffee, beer, wine, etc.).

Calculate One (1) plate for each course being served. (i.e., salad, entree, dessert, etc.).

4. "NO-SHOW" FACTOR:

This factor is related to the price of the trip, the number of people expected, and whether you will take Sign-Ups at the door. In most cases, there are always no-shows. A good rule of thumb to follow is:

If the sign-up fee is **\$40.00 or more** per person, plan on a **3 to 5% no-show**.

If the sign-up fee is **\$8-\$40.00** per person, plan on a **10% no-show**.

If the sign-up fee is **less than \$8.00** per person, plan on **15% or more no-shows**.

If the sign-up fee is **less than \$8.00** per person **and** you will take **Sign-Ups at the door**, plan to serve exactly the number of people who signed up in advance of the event.

5. PLANNING DATES:

Pre-Trip Newsletter Article(s) _____ (Due at Club meeting one month BEFORE Sign-Ups)

Sign-Up Date(s) _____ (If fee is less than \$50.00, plan on one (1) Sign-Up date)

Deposit Date(s) _____ (After each Sign-Up date and with Final Trip Report)

Cancellation Deadline _____ Cancellation Fee \$ _____

(Helpful: Negotiate a 'No Cancellation Fee' Contract or use a published NO REFUND/NO CANCELLATION policy)

Post-Trip Newsletter Article _____ (Due at Club meeting one month AFTER trip).

Check Requests:	Date Needed	Amount	For
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

? Trip Fee Will Include?

? Participants Will Provide?

? Requested Dress For Trip / Function?

Cancellation Policy

Trip Name _____

TRIP # _____

Date(s) _____

Completed by: (Coordinator's Name) _____

Phone # _____

Once a person has signed up, the cancellation fee is _____ or _____%
(amount) (percent)

On or after _____ the cancellation fee becomes _____ or _____%
(date) (amount) (percent)

On or after _____ the cancellation fee becomes _____ or _____%
(date) (amount) (percent)

On or after _____ the cancellation fee becomes _____ or _____%
(date) (amount) (percent)

On or after _____ the cancellation fee becomes _____ or _____%
(date) (amount) (percent)

On or after _____ the cancellation fee becomes _____ or _____%
(date) (amount) (percent)

On or after _____ the cancellation fee becomes _____ or _____%
(date) (amount) (percent)

Vendor Discounts

Trip Name _____

TRIP # _____

Date(s) _____

Completed by: (Coordinator's Name) _____

Phone # _____

If a vendor is providing a discount or refund, which will be part of the coordinator comp funds, specify the amount below. Include any actual refunds (checks) on a Deposit report. Also specify the contracted limitations on numbers of people required to get each discount.

<u>Amounts</u>	<u>Minimums</u>	<u>Maximums</u>	
_____	if you have from _____	to _____	people.
_____	if you have from _____	to _____	people.
_____	if you have from _____	to _____	people.
_____	if you have from _____	to _____	people.
_____	if you have from _____	to _____	people.
_____	if you have from _____	to _____	people.
_____	if you have from _____	to _____	people.
_____	if you have from _____	to _____	people.
_____	if you have from _____	to _____	people.
_____	if you have from _____	to _____	people.

1099 Disclosure

Trip Name _____

TRIP # _____

Date(s) _____

Completed by: (Coordinator's Name) _____

Phone # _____

I fully realize that as trip coordinator for the trip described above for the Raleigh Ski and Outing Club on the dates described above, I may be subject to receive a 1099 from Raleigh Ski and Outing Club pursuant to IRS tax laws. It is an IRS requirement that \$600 or more given in compensation to an individual during a calendar year be reported to the IRS. The IRS requires the 1099 issuance based on the coordinator receiving the value of the trip, which means there does not have to be a monetary exchange between Raleigh Ski and Outing Club and me.

If the compensation is provided direct to me through the travel agency or vendor, Raleigh Ski and Outing Club does not issue the 1099. However if the compensation from the travel agency or vendor is given to Raleigh Ski and Outing Club, the 1099 will be issued from Raleigh Ski and Outing Club. I agree to provide to the appropriate Vice-President and the Treasurer the documents from the vendor or travel agency to verify that Raleigh Ski and Outing Club is not in violation of IRS tax laws when the compensation is received direct from the vendor or travel agency.

Coordinator's Signature

Date

Print Name: _____

Coordinator's Social Security Number for IRS Reporting: _____ - _____ - _____

Address: _____

City, State, Zip: _____

Sign-Up Sheet / General Release Form

I fully realize that this activity may involve a risk of personal injury and property damage. I do hereby agree to assume all risk of any injury, damage, or loss to my person or property. And, I hereby agree for myself, my heirs, executors, and administrators, to waive and release any claims or rights against the ***RALEIGH SKI AND OUTING CLUB, INC.***, and all of its Officers, Directors, and coordinators for any and all injury, damage or loss to my person or property incurred during this activity. I have read, understand, and accept the provisions of this trip/activity. And, I agree to abide by the By-laws and Policies of the ***RALEIGH SKI AND OUTING CLUB, INC.***, in effect at the time of this trip/activity.

Trip Name _____

TRIP # _____

Date(s) _____

Member Fee \$ _____

Guest Fee \$ _____

Completed by: (Coordinator's Name) _____

Phone # _____

No	Name	MEMBER		TELEPHONE		PAID BY		\$ Amount	Signature	EMERGENCY CONTACT		
		Yes	No	Home No.	Work No.	Cash	Check #			Name	Phone No.	
1							#	\$				
2							#	\$				
3							#	\$				
4							#	\$				
5							#	\$				
6							#	\$				
7							#	\$				
8							#	\$				
9							#	\$				
10							#	\$				
11							#	\$				
12							#	\$				
13							#	\$				
14							#	\$				
15							#	\$				
16							#	\$				
17							#	\$				
Sub TOTAL #'s. . .this page				Sub TOTAL \$\$'s. . .this page					\$			
REPORT TOTAL				REPORT TOTAL					\$			

DEPOSIT REPORT Form B

Complete, then make two (2) copies:
Original and one copy for Director
One copy for Coordinator's records

DEPOSIT REPORT Form B

Have Sign-Up checks made out to "RSOC". If you receive a check made out to you, endorse it before you turn it in to the Treasurer. After each RSOC meeting when you did Sign-Ups, complete the Deposit Report, attach all checks to the Original, and **turn the report over to the RSOC Treasurer or your Director before the RSOC Board meeting one week after the Club meeting.**

If you receive cash sign-up fees, which is discouraged on all trips, deposit the cash into your personal account and write a check to RSOC for the amount. It's much easier this way to be sure that all income is accounted for on the Final Trip Report. It also eliminates the need to mail cash. Although it is not recommended, you might spend cash which you receive on expenses without going through the process of depositing the cash and requesting a check from the Treasurer. If you do this, record the amounts of cash (which are implied Cash Advances) for each coordinator involved on the Cash Not Deposited worksheet below.

Name	Cash Amount #1	Cash Amount #2	Cash Amount #3	Total Implied Cash Advances

The total amounts are included on either the Coordinator Reconciliation or Coordinator Cancellation worksheets. The sum of the total amounts is also included is the total Sign Up Fees collected on the Final Trip Report.

*(Helpful: Make a copy of the checks you received or wrote at Sign-Ups). This will help you answer questions later or to verify correct names and phone numbers of participants in case you can't read their writing on the Sign-Up form. (Helpful: Make a note on each check **and the trip release/waiver** of the Trip Number, Trip Name, and the name(s) of anyone other than the check writer who is included in the check amount.) (Helpful: List deposits on the Final Trip Report as they are made.)*

TRIP CREDIT VOUCHER REPORT Form C

Complete, then make two (2) copies:
Original and one copy for Director
One copy for Coordinator's records

TRIP CREDIT VOUCHER REPORT Form C

Some trip participants will want to use a Trip Credit Voucher to pay for all or part of their trip fee. List all vouchers received for trip fees on this form after each meeting's sign ups (turn in with other Deposit Reports). Do not lose, deface, or mutilate anyone's vouchers since they cannot be replaced. Vouchers must only be used to pay for the fee of the person named on the voucher since they are not transferable. If the voucher amount (\$1.00 for each point) is more than the trip fee or balance due, **'change' will not be given** to the bearer. **List** as trip income on the Final Trip Report **only the actual trip fee, NOT the full voucher amount if it is more than the trip fee.** The Club's Policies state that cash may not be given in place of a trip credit voucher for trip cancellations or refunds. If the full amount of the voucher is to be returned to the individual, the Treasurer should return the original voucher.

CHECK REQUEST Form D

Complete, then make one (2) copies:

One copy for Director

One copy for Coordinator's records

Original for Treasurer

CHECK REQUEST ('CASH ADVANCES') Form D

RSOC does not expect you, as a coordinator, to cover trip expenses out of your own personal cash flow. 'Cash Advances' in the form of RSOC checks payable to a coordinator, may be requested in advance of the trip by the coordinator. The coordinator will use the funds for payment to an outside vendor or to purchase trip supplies. Such checks are **not to be used to acquire comps or reimbursement** of expenses already paid except where reasonable cash advance amounts are simply not fully consumed by further expenses. Those details are reconciled with the Final Trip Report. Other RSOC checks will be made payable directly to a vendor or supplier. **All Check Requests require:**

- 1) The signature of the Director who issued the Trip Number.
- 2) The signature of the Skiing or Outings Vice President, if the request is for \$1,000 or more.
- 3) The signature of the Club's President, if the request is for \$5,000 or more.

(Helpful: Plan ahead for your checks. Phone your Director before the Club meeting when you will need the check.) Please don't mail a Check Request to more than one person. They won't know who has approved it for payment, and the check may not get written at all! When you mail a check request, you need to provide enough copies and stamped, addressed envelopes for each party in turn to forward the check request. Also, make sure you deposit checks and vouchers from Sign-Ups before you request checks for an event. The total deposited so far is specified on your Check Request(s). Your Director can approve any exceptions to this rule. If the check must be mailed to the supplier, **you need to include a stamped, addressed envelope** with the Check Request. Include the cost of the stamp(s) and envelope(s) on a Coordinator Expense Report. *(Helpful: List all checks issued by the Treasurer on the Final Trip Report form as you request them).*

If you have access to e-mail, you may send a Check Request to your Director who will approve it and forward it to a Vice President (if necessary), who will forward it to the President (if necessary), who will approve it and forward it to the Treasurer. Typically, you can use the Windows Clipboard to copy and paste a blank or filled-out Check Request into e-mail. There, you can fill it out (if necessary) and so can the others who need to process it.

Please, specify the tax ID (i.e. SSN) of any unincorporated vendor which is receiving the check on the request.

CHECK REQUEST Form D

Complete, then make one (2) copies:

One copy for Director

One copy for Coordinator's records

Original for Treasurer

Trip Name _____ TRIP # _____

Date(s) _____

Completed by: (Coordinator's Name) _____ Phone # _____

INCLUDE an ADDRESSED & STAMPED ENVELOPE for each CHECK TO BE MAILED

(Include the Cost of the Envelope & Postage in Expense Report)

TOTAL DEPOSITS \$ _____ , _____ . _____

CHECK AMOUNT \$ _____ , _____ . _____

DATE REQUIRED: _____

PAYABLE TO: _____

Mail To: _____

Address: _____

Tax ID for an unincorporated vendor (Social Security Number, for example): _____

Reason for Check Request? (Be as precise as possible) (Include a copy of the contract or invoice if available)

Requested /
Initiated by: _____ /_____/_____
Date

Director's
Approval: _____ /_____/_____
Date
Required on all check requests

Vice President's
Approval: _____ /_____/_____
Date
Required on check requests for \$1,000.00 or more

President's
Approval: _____ /_____/_____
Date
Required on check requests for \$5,000.00 or more

RSOC Check # _____

Date Paid _____

Check Writer's Initials _____

FUN FACTOR SURVEY

Trip Name _____	TRIP # _____
Date(s) _____	
Completed by: (Coordinator's Name) _____	Phone # _____

To help us provide memorable, enjoyable RSOC events, please complete this form and return it to your coordinator, or mail it to: RSOC, P. O. Box 10364, Raleigh, NC 27605.

- Did you enjoy the outing? _____
- What memorable moments did you have? _____

- What activities did you join? _____

- What activities did you enjoy most? _____

- What activities would you like added next time? _____

- What activities would you like dropped next time? _____

- Did you feel like an involved / active participant? _____

- Was the food acceptable? Suggestions for next time? _____

- Was the lodging acceptable? Suggestions for next time? _____

- Do you believe the outing was well organized? Explain? _____

- Was the meeting place convenient? _____

- General Comments: _____

- Would you sign up for this trip again? Why? _____

- Would you like to coordinate this (or other) trip(s)? _____
If yes: Name _____ Phone # _____

THANK YOU for joining this RSOC trip. We look forward to receiving your feedback.

REFUND / CANCELLATION REPORT Form E

Complete, then make two (2) copies:
 Original and one copy for Director
 One copy for Coordinator's records

REFUND / CANCELLATION REPORT Form E

Cancellation Fees: Let's talk first about cancellation fees that may be paid **to a trip supplier** (hotel, bus, tickets) if the trip is canceled. This amount is normally included in the contract. It's best if your **Sign-Ups are completed in advance of the date your trip must pay a cancellation fee**. Better yet, see if you can **negotiate a 'no cancellation fee' contract**. You may *increase the trip cost by a certain amount (talk with your Director) if participants sign up past a specified date*.

The second type of **cancellation fee** is one where **trip participants** must pay if they cancel after the stated deadline. The **best policy** for many trips, especially those costing less than \$30, **is to have a 'No Refunds, No Cancellations' policy**. Be sure to include the amount participants will pay for a cancellation fee and the cancellation deadline on all flyers and in all publicity for the trip. Also, **every trip should have a date after which NO refunds will be given**.

There may be times when you will refund all or most of the Sign-Up fees to trip participants, if they qualify for a refund or cancellation fee as stated in all your trip descriptions. *(We all encounter situations where we'd like to give a full or partial refund for a trip because someone became ill just prior to the trip, or the weather for an outdoor event became nasty and they decided not to go, or a personal injury made it difficult for them to take part in the full trip activities, but, the NO REFUND / NO CANCELLATION policy must be enforced unless your Director approves an exception for exceptional reasons).* Refunds must be approved by your Director and be for more than \$5.00 each. Complete the Refund / Cancellation Report for each person to whom the Treasurer will write a check. **Include a stamped, addressed envelope for each person, and include the cost of envelopes and stamps in your coordinator expenses.** *(Helpful: The Refund / Cancellation Report is not used for expense reimbursements to coordinators nor for coordinator comp(s). Those reimbursements appear on the Expense Report and Final Trip Report).* The Refund / Cancellation Report is turned in with the Final Trip Report. **No refunds will be made before the Final Trip Report is approved.**

Helpful Hint: TAKE A WAITING LIST. Just as you would when taking regular Sign-Ups, collect checks and applications/waivers from people who wish to be on your waiting list. When a person cancels, **they contact the first person on your Waiting List.** ***It is the canceling person's responsibility to contact people and fill their space,*** although **you may choose to do it for them.** The canceling person notifies you that the new person has agreed to replace them, or they will contact the next name on your Waiting List and repeat the process. You then call the new person to verify, welcome them to your trip, **arrange for payment** if needed, and **forward them any necessary trip information and applications/waivers.** **Club members are given priority over guests** when contacting people on a Waiting List.

Occasionally, **someone might overpay** to go on a trip. When this happens, **they may be issued a refund without waiting for the trip to be run and the reports to be turned in.** Indicate 'overpaid' as the refund reason on the Refund Report. **This is safer than expecting someone to write another check.**

When a coordinator cancels from a trip, **they must be handled the same way that any other canceling trip participant is handled** as far as the refund of any trip fees. In addition, there may be Cash Advance and expenses to reconcile (but no comp). That is as simple as adjusting their cancellation fee using their Cash Advance(s) and expenses. Use the worksheet below to calculate their adjusted cancellation fee which is used on the Refund Report. Note that Cash Advances include any cash from trip sign up fees given to a coordinator which was not deposited.

Name	Cancel Date	Cancellation Fee		Cash Advances		Expenses		Adjusted Cancellation Fee
			+		-		=	
			+		-		=	
			+		-		=	
			+		-		=	

If the Refund Amount (on the Refund Report) is negative, **the canceling coordinator needs to write a check to RSOC** for that amount.

EXPENSE REPORT **Form F**

Complete, then make two (2) copies:
Original and one copy for Director
One copy for Coordinator's records

EXPENSE REPORT

Keeping track of expenses paid to each individual trip supplier / vendor, and attaching receipts to, the Expense Report Form as they are incurred is helpful in making a quick, complete and accurate Final Trip Report. (*Helpful: It is a good idea for the primary trip coordinator to reimburse expenses paid by anyone who is not a coordinator rather than asking the Treasurer to write additional reimbursement checks*).

Use a separate Coordinator Expenses worksheet for each coordinator to whom the RSOC Treasurer will reimburse expenses. Any coordinator who receives a refund directly from a vendor should show a negative expense for the amount on their Expense Report. Any coordinator who receives direct moneys from trip participants, which do not get deposited (via a Deposit Report), should show an implied Cash Advance for the amount received but not deposited on the Cash Not Deposited worksheet. Reconcile cash advances, expenses, and comps on the Coordinator Reconciliation worksheet and specify the amounts due or reimbursements to be paid at the bottom of the Final Trip Report.

You may also continue listing expenses on a second or third Expense Report form or Coordinator Expenses worksheet, if needed. Record trip credit/admin fees and coordinator comps on only one Expense Report.

FINAL TRIP REPORT Form G

Complete, then make two (2) copies:
Original and one copy for Director (along with the trip's waivers and other completed forms)
One copy for Coordinator's records

FINAL TRIP REPORT Form G (Page 30)

This is THE REPORT that your Director, the Ski or Outings Vice President, Treasurer, and eventually an auditor will review. Therefore, it is important to understand its importance and how to complete it. **Attach a copy of Deposit Reports and Check Requests to the Final Trip Report. Include the completed GENERAL RELEASES or APPLICATIONS/WAIVERS with the Final Trip Report.**

This form can be difficult to complete especially your first time. Don't hesitate to call your Director if you have any questions about completing this report.

Complete the Final Trip Report by, or before, the Club meeting following the trip. Take (or mail) the original copy of all forms, **and one (1) copy of the reports to your Director.** The Director will review and approve the Final Trip Report and then give it to the Skiing or Outings Vice President to issue the Trip Credit Voucher(s). The Vice President will give the report to the Club's Treasurer to issue reimbursements. The Treasurer will mail checks and Trip Credit Voucher(s) in the **stamped, self-addressed envelope(s) that you attached to this report.**

Below are explanations of the line items on the Final Trip Report.

1. TRIP INCOME:

- **Paid Sign-Up Fees** is the amount of money collected from trip participants for trip fees. This will include cash received and used directly for expenses and not deposited (not recommended). Such cash transactions are considered an implied cash advance for the coordinator who received the cash. Use the Cash Not Deposited worksheet to record the amounts involved.
- **Trip Credit Vouchers** is the total amount of Voucher points (at \$1 per point) actually used to offset any portion of participants' trip fees.
- **From Other** reflects any additional trip income that is simply not trip fees from trip participants. Some examples are: raffle ticket sales, trip fee overpayments, contributions, sales, unspent cash advances, security deposit refunds, etc.
- The box labeled "**Deposits**" is provided as a means for you to keep track of your deposits.
- **Maximum Total Coordinator Comps** is a function of the percentage of each person's trip fee that was budgeted for the coordinator comp(s) times the number of trip participants (who did not cancel and who are not coordinators receiving a comp) plus the trip credit/admin fees and comp fees paid by coordinators who are receiving comps. **The total comps on the Expense Report should not exceed this amount.** For example: If 40 people paid 50 cents each for the comp fee and each of 2 coordinators (who paid up front to go on the trip) also paid the 50 cent comp fee and the \$1 trip credit/admin fees, the maximum total coordinator comps is \$23 (.50*40+.50+.50+1+1).

2. ADMINISTRATIVE EXPENSES:

- **Trip Credit/Admin Fees at \$1.00 each** is the total amount collected on trip fees of less than \$25.00 per person. **DO NOT include** coordinators who receive a comp or anyone who cancelled.
- **Trip Credit/Admin Fees at \$2.00 each** is completed just as the line above, except it applies to each trip fee of \$25.00 per person or more but less than \$50.00 per person.
- **Trip Credit/Admin Fees at \$3.00 each** is completed just as the line above, except it applies to each trip fee of \$50.00 per person or more but less than \$100.00 per person.
- **Trip Credit/Admin Fees at \$4.00 each** is completed just as the lines above, except it applies to each trip fee of \$100.00 per person or more.
- **Total # Paid Participants** is the total of all people who paid a fee for the trip, **minus** any coordinators who receive a comp and any participants who cancelled. It should **not include** any free participants.

FINAL TRIP REPORT Form G

Complete, then make two (2) copies:
Original and one copy for Director (along with the trip's waivers and other completed forms)
One copy for Coordinator's records

3. ALL OTHER EXPENSES:

- Reflect any funds spent to pay for any item for the trip such as food, beverages, tickets, bus, decorations, tableware, etc. It does not matter who paid it, or where the money came from.
- The box labeled "**RSOC Checks Issued**" is provided as a means for you to keep track of how much of the total trip expenses were paid in advance through a RSOC check. **This total will probably not equal the total trip expenses line (F).**
- The box labeled "**Expenses Paid**" is provided for you to keep track of trip expenses.

4. REFUNDS to PARTICIPANTS:

- This is the total from the Refund / Cancellation Report(s). These checks are issued only after the Director's approval and the Skiing or Vice President's approval and after the Treasurer processes the Final Trip Report (except for overpayments).

5. OTHER EXPENSES:

- Use this for any other expense items that do not fit in #2, #3, or #4. An example would be funds raised for a Club need such as the RSOC Race Team or NC Special Olympics activities.

6. COORDINATOR REIMBURSEMENTS:

- The **boxes at the bottom of the Final Trip Report (Form G)** are used to record the total amounts of checks to be issued by the RSOC Treasurer for comps and expenses (minus cash advances). **Complete only the first two (2) columns labeled "Name" and "Amount". Actual Coordinator Reimbursements** can be calculated by the *Coordinator Reconciliation Worksheet* and then listed on the bottom of the Final Trip Report. If the Reimbursement is negative, the coordinator must write a check for the Amount Due to the Club.
- The Vice President will issue the Trip Credit Vouchers and supply the related information at the bottom of the Final Trip Report. The Treasurer will issue any necessary checks and supply the related information at the bottom of the Final Trip Report. **Include stamped, addressed envelopes for Trip Credit Vouchers and reimbursements to be mailed by the Treasurer. Include the cost of those stamps and envelopes on a Coordinator Expense Report.**

7. RECONCILIATION:

- The total of any Amount(s) Due from coordinators is specified. This should always be the unspent portions of Cash Advances (real or implied) which are larger than the amount that needs to be reimbursed (for comps and expenses) to each coordinator. For example, if \$400 of a \$500 Cash Advance is used by a coordinator and the coordinator's \$15 comp is deducted, \$85 is due RSOC. Note that Cash Advances include cash amounts given to a coordinator which were not deposited. That is, the cash came directly from sign ups fees and was given to a coordinator to spend on expenses. Record these amounts on the Cash Not Deposited worksheet.
- The total of any amounts already affectively paid by coordinators in the form of refund deductions (if they canceled from the trip) or reimbursement deductions (via the Coordinator Reconciliation Worksheet effecting their comp) is also specified. For example, if \$400 of a \$500 cash advance is used by a coordinator and the coordinator's \$15 comp is deducted, \$15 is affectively paid by the coordinator.
- The sum of these two items should equal the total unused cash advances. Using the same example once more, $\$85 + \$15 = \$100$.

The *Final Trip Report Check List* is a way to insure that you complete all required actions. **Make two (2) copies of that Worksheet and Check List.** Attach one copy to the Director's Final Trip Report copy and the original copy to the Treasurer's copy. Keep the remaining copy for your files.

FINAL TRIP REPORT Form G

Complete, then make two (2) copies:
Original and one copy for Director (along with the trip's waivers and other completed forms)
 One copy for Coordinator's records

Trip Name _____ **TRIP #** _____

Date(s) _____

Completed by: (Coordinator's Name) _____ **Phone #** _____

Coordinator Reconciliation Worksheet

Coordinator Name	Comp Amount		Expenses Paid		Cash Advances		Reimbursements or Amounts Due
=	\$	+	\$	-	\$	=	\$
=	\$	+	\$	-	\$	=	\$
=	\$	+	\$	-	\$	=	\$
=	\$	+	\$	-	\$	=	\$
=	\$	+	\$	-	\$	=	\$
=	\$	+	\$	-	\$	=	\$
=	\$	+	\$	-	\$	=	\$
Total Coordinator Comp(s)	\$						

☞ May not exceed 5% of Total Trip Income

Final Trip Report Check List

- Complete the Final Trip Report by or before the Club meeting following the trip!**
 Fill-in all blanks that apply to the trip.
- Attach copies of Trip Credit Voucher form(s) and all Deposit form(s).
- Attach Expense Report(s) with receipts for each coordinator who incurred expenses.
 Be sure to fill-in coordinator comps. Itemize expenses paid based on each receipt.
 Calculate the amount to be reimbursed to or owed by each coordinator using the Coordinator Reconciliation Worksheet. Specify the amount(s) on the Final Trip Report (or the Treasurer will not write you a check) and include stamped, addressed envelopes.
- Attach a Refund Report if any participants cancelled (with stamped, addressed envelopes).
- Attach waivers or general release forms.
- Attach approved Budget Worksheet.
- Make two (2) copies of all forms and receipts. Give the original and one (1) copy to your Director. Retain the remaining copy of each for your files.

Signature of Coordinator _____

Date given to Director _____

Date received by Director _____

Date received by Vice President _____

Date received by Treasurer _____

FINAL TRIP REPORT Form G

Complete, then make two (2) copies:
Original and one copy for Director (along with the trip's waivers and other completed forms)
 One copy for Coordinator's records

Approved by: **Director** _____
Vice President _____
Treasurer _____

Trip Name _____ **TRIP #** _____
Date(s) _____
Completed by: (Coordinator's Name) _____ **Phone #** _____

1. TRIP INCOME:

Paid Sign-Up Fees \$ _____ **Max Total Coordinator Comp(s) \$** _____
 Trip Credit Vouchers Form C page 18 \$ _____
 From Other (Explain) _____ \$ _____ **TOTAL TRIP INCOME \$** _____ **(A)**

Deposits (for reference only)		RSOC Checks Issued (for reference only)		Expenses Paid (for reference only)	
Date	Amount	Date	Amount		Amount
#1	\$ _____	#1	\$ _____	RSOC	\$ _____
#2	\$ _____	#2	\$ _____	Coord #1	\$ _____
#3	\$ _____	#3	\$ _____	Coord #2	\$ _____
#4	\$ _____	#4	\$ _____	Coord #3	\$ _____
#5	\$ _____	#5	\$ _____	Coord #4	\$ _____
#6	\$ _____	#6	\$ _____	Coord #5	\$ _____
#7	\$ _____	#7	\$ _____	Coord #6	\$ _____
#8	\$ _____	#8	\$ _____		
#9	\$ _____	#9	\$ _____	TOTAL	\$ _____
#10	\$ _____	#10	\$ _____	Cancelled	\$ _____ (Coordinators)
TOTAL \$ _____		TOTAL \$ _____			

2. ADMINISTRATIVE EXPENSES: Item "A" on Expense Report Form F page 25

_____ Trip Credit/Admin Fees at \$1.00 each (< \$25.00 per person) \$ _____
 # _____ Trip Credit/Admin Fees at \$2.00 each (>= \$25.00 and < \$50.00 per person) \$ _____
 # _____ Trip Credit/Admin Fees at \$3.00 each (>= \$50.00 and < \$100.00 per person) \$ _____
 # _____ Trip Credit/Admin Fees at \$4.00 each (>= \$100.00 per person) \$ _____
TOTAL # Paid Participants = _____ **Trip Credit/Admin Fee Total \$** _____ **(B)**

3. ALL OTHER EXPENSES:

Item "B" on Expense Report Form F page 25 **Total \$** _____ **(C)**

4. REFUNDS to PARTICIPANTS: Form E page 23 **Total \$** _____ **(D)**

5. OTHER EXPENSES: (explain) _____ **Total \$** _____ **(E)**

TOTAL EXPENSES (Add B, C, D & E) \$ _____ **(F)**

FINAL TRIP BALANCE (A minus F) \$ _____ **(G)**

6. RECONCILIATION: If applicable, amount in addition to (G) to be returned to RSOC \$ _____

Explain _____

Amount in addition to (G) already returned (via Refund or Reimbursement deductions) \$ _____

REIMBURSEMENTS DUE

TRIP CREDIT VOUCHERS

	Name	Amount	Check Date	Check #	Voucher #	# Points	Exp Date
Coordinator #1		\$				#	
Coordinator #2		\$				#	
Coordinator #3		\$				#	
Coordinator #4		\$				#	
Coordinator #5		\$				#	
Coordinator #6		\$				#	
TOTAL		\$			TOTAL	#	

Trip Application **RELEASE FORM** for **OUTINGS** Activities

PLEASE TYPE OR PRINT ALL INFORMATION VERY LEGIBLY

Trip Name _____	TRIP # _____
Coordinator(s) _____	Member ? Yes No
Trip Date(s) _____	Fee Member \$ _____
	Guest \$ _____
Name(s): _____	Check # _____
Address: _____ Apt # _____	Phone h (____)____-_____
_____ Zip _____	Phone w (____)____-_____
E-mail Address _____	Emergency Contact
Emergency Contact Name _____	Phone # (____)____-_____

List any health problems, handicaps, dietary requirements, medications, or special abilities:

Roommates: _____	Smoke? Yes No Don't Care
Bringing a tent? Yes No Tent has space for _____ people	Need tent space for _____ people
Car has space for _____ people	Need car space for _____ people
Bringing a boat? Yes No Type _____	Share with Club? Yes No
Rental Equipment Needed? Yes No Specify _____	

TRIP PARTICIPANT'S WAIVER OF LIABILITY

I fully realize that this activity involves a risk of personal injury and property damage. I do hereby agree to assume all risk of any injury, damage, or loss to my person or property. And, I hereby agree for myself, my heirs, executors, and administrators to waive and release any claims or rights against the **RALEIGH SKI AND OUTING CLUB, INC.**, and all of its Officers, Directors, and coordinators, and all boat owners who volunteered their boats, equipment, and services for this trip, for any and all injury, damage or loss to my person or property incurred during this activity.

I will not operate any vehicle, boat, or other equipment while under the influence of drugs or alcohol during, or while traveling to or from this trip.

I have read, understand, and accept the provisions of this trip/activity, and I agree to abide by the By-laws and Policies of the **RALEIGH SKI AND OUTING CLUB, INC.**, in effect at the time of this trip/activity.

Participant's Signature (Under 18, parent sign) _____

Date _____

BOAT OWNER'S WAIVER OF LIABILITY

I have agreed to provide the use of my boat and other equipment to members and guests of the **RALEIGH SKI AND OUTING CLUB, INC.**, in connection with the activity mentioned above, in consideration for reimbursements pursuant to established **RALEIGH SKI AND OUTING CLUB, INC** Policies, and in further consideration of my own participation and enjoyment of this group activity. I therefore agree to waive and release all claims which I may have against the **RALEIGH SKI AND OUTING CLUB, INC.**, and all of its Officers, Directors, and coordinators, for damage to my property, including my boat and equipment, which might be incurred during this activity.

Boat Owner's Signature (Under 18, parent sign) _____

Date _____

Trip Application **RELEASE FORM** for **SKIING** Activities

PLEASE TYPE OR PRINT ALL INFORMATION VERY LEGIBLY

Trip Name _____	TRIP # _____
Coordinator(s) _____	Member ? Yes No
Trip Date(s) _____	Fee Member \$ _____
	Guest \$ _____
Name(s): _____	Check # _____
Address: _____ Apt # _____	Phone h (____)____-_____
_____ Zip _____	Phone w (____)____-_____
E-mail Address _____	Emergency Contact
Emergency Contact Name _____	Phone # (____)____-_____

List any health problems, handicaps, dietary requirements, medications, or special abilities:

Roommates: _____ Smoke? Yes No Don't Care

Car has space for _____ people Need car space for _____ people

Rental Equipment Needed? Yes No Specify with sizes _____

Lessons Needed? Yes No Specify with levels _____

TRIP PARTICIPANT'S WAIVER OF LIABILITY

I fully realize that this activity involves a risk of personal injury and property damage. I do hereby agree to assume all risk of any injury, damage, or loss to my person or property. And, I hereby agree for myself, my heirs, executors, and administrators to waive and release any claims or rights against the **RALEIGH SKI AND OUTING CLUB, INC.**, and all of its Officers, Directors, and coordinators, for any and all injury, damage or loss to my person or property incurred during this activity.

I will not use activity related equipment while under the influence of drugs or alcohol during, or while traveling to or from this trip.

I have read, understand, and accept the provisions of this trip/activity, and I agree to abide by the By-laws and Policies of the **RALEIGH SKI AND OUTING CLUB, INC.**, in effect at the time of this trip/activity.

Participant's Signature (Under 18, parent sign)

Date

RSOC Trip Terms and Conditions

Definitions: *T&C* is this document, Terms and Conditions. *RSOC* is the Raleigh Ski and Outing Club, Inc. A Member or Members refers to membership in RSOC. A *Trip* is an RSOC activity. An *Applicant* is a person who seeks to join a Trip. An *Application* is a form to be completed by Applicants when requesting a reservation on a Trip. The act of requesting a reservation and paying all monies due at the time, is also called Application. A *Participant* is an Applicant who has received an Acknowledgement as confirmed on a Trip and who has who has made all required Payments. A *Waiting Applicant (WA)* is an Applicant who has received an acknowledgement as being on the Waiting List (WL). A *Minor* is child or ward of a Participant and is an Applicant under 18 years of age at the time of Application or is a Participant under 18 years of age on the first day of a Trip. A *Trip Description (TD)* is a separate written description of the details of a Trip. A *Trip Leader (TL)* is an official representative of RSOC on a Trip, a Member, and a Participant, but not a professional in the travel business. A *Travel Agent (TA)* is a professional in the travel business or a representative of a resort.

Interpretation: The T&C and TD shall be interpreted as a whole. A TD shall specify any exceptions to the provisions of the T&C.

RSOC Responsibility: RSOC is not a professional agent or tour operator. RSOC is responsible for ensuring that a Trip is managed according to a TD and T&C. RSOC is not responsible for inconvenience or harm of any kind in the event that RSOC or a TA cancels a Trip.

TA's Responsibility: A TA acts only as agent for the Participants and is responsible for arranging and providing the services specified for a Trip. A TA is not responsible for personal injury or property damage or loss resulting from the negligence of any air carrier, provider of ground transportation, hotel, or any other provider of services for a Trip. A TA has arranged for a Trip with reputable agents and owners. A TA fully expects them to perform as expected, but cannot guarantee that they will do so.

TL's Responsibility: A TL coordinates and administers a Trip. Duties may include promoting a Trip, receiving and processing Applications, sending Acknowledgements, assigning lodging and roommates, and generally communicating and coordinating a Trip with a TA, Applicants, Participants. A TL shall accompany a Trip and coordinate arrangements of a Trip for Participants. A TL shall act to resolve any disputes that may arise between Participants, between Participants and TA, or between Participants and resort management during a Trip, except a TL shall defer to local security or law enforcement officials when they are involved for any reason.

Participant's Responsibility: Participants shall conduct themselves in a manner respectful of all Participants and Participants' property, of providers of services and their property. Participants shall cooperate with instructions provided by a TL. Each Participant shall ski in a manner appropriate to his or her ability, equipment, slope and weather conditions, and so as not to endanger Participants or the public. Members and their Minor or guest Participants shall be jointly responsible for compliance with these provisions.

Eligibility: RSOC may authorize a TA or TL to give priority to Members over all other Applicants. A Trip is for Participants who have made all Payments current due, only. Participants may be Members in good standing, guests of Members in good standing (maximum one guest per Member, extra charge for guests), or members (but not their guests) of the member-clubs of the Crescent Ski Council. Minors must be accompanied by a parent or adult guardian. A TL and TA reserve the right to accept onto a Trip or remove from a Trip at any time, any Applicant or Participant as necessary.

Trip Application: Each Applicant shall submit, or be named on, an Application when requesting a reservation on a Trip. More than one Applicant named on the same Application and paid for together make a Party. When a Party includes Applicants who are Minors at the time of Application, a parent or adult guardian shall list on the Application the name and age of each Minor. It shall be prohibited for any Applicant or Participant to substitute for themselves or anyone in their Party, or add to their Party, without the express approval TL. Submittal of a completed Applicant, signed Waiver, and Payment for all monies due constitute Application by the Applicant. An Applicant shall send an Application to a TL. All parts of an Application are required before it can be processed.

Waiver of Liability: Each Applicant shall read and sign the Waiver and submit it with an Application. A parent or adult guardian shall sign for all Applicants in their Party who are Minors at the time of Application. Failure to submit a signed Waiver will prevent an Applicant from being confirmed as a Participant.

Payments: Payments must be made by personal check, certified check, or money order. Authorization to charge a credit card will not be accepted unless specified in a TD. Payments must be received by the date due. A TL or TA may treat any failure to make proper Payments as a request for Cancellation.

Acknowledgement: A TL shall respond to an Application. Written Acknowledgement is preferred, but oral Acknowledgement is acceptable when provided in person or by direct telephone conversation. Leaving a message on an answering machine or service does not constitute Acknowledgement.

Waiting List: A Waiting List (WL) will be maintained. An Applicant otherwise eligible who cannot receive an Acknowledgement as a confirmed Participant shall receive an Acknowledgement as a Waiting Applicant (WA). A WA who has made all Payments currently due will become a Participant, and immediately according to T&C and the TD, at the moment that a TL determines a space is available. A TL shall communicate the Acknowledgement to the Participant immediately afterward.

Trip Price: A Trip Price (TP) is subject to change for reasons beyond the control of RSOC, TA, or TL. See "Errors and Omissions". If a TP must be increased by more than 10% of the original TP, Participants shall have the opportunity to accept the increase or cancel and receive a full refund.

Land Package: A Land Package (LP) if available, includes ground transfers between airport and resort locations, provided that LP Participants travel on transportation provided as part of a Trip. No refunds shall be paid for failure to use the included ground transfers.

Travel Arrangements: RSOC and the TL are not responsible for changes that an airline or lodging entity may need to make with regards to trip itinerary, aircraft, or acts of God. If an individual has a special accommodation requirement, the TL and RSOC will make every attempt to find solutions. However the participant may need to work out special arrangements with the TA. Participants may purchase travel insurance through the TA.

Late Application: At the discretion of a TA or TL, a special handling fee may be charged for Applications received after a specified date. A TA or TL may require Payment accompanying a late Application to be by certified check or money order. Airfare may be higher if tickets have been printed.

Deviations: When specified, a TA may charge a fee for deviations requested by a Participant. A Participant is responsible for Payments which constitute any increase in their TP due to a deviation.

Cancellation and Refund Policy: RSOC or TA may cancel a Trip for any reason. In such case, Applicants, WA, and Participants shall receive a full refund. Participants may request Cancellation from a Trip and WAs may request Cancellation from a WL by mail or by telephone call. Leaving a message on an answering machine or service does not constitute Cancellation. Written requests will be honored as of the date of postmark. Oral requests will be honored as of the day of the conversation. WAs cancelling will receive a full refund. Participants cancelling will receive a refund less the cancellation fee, if any, as specified in a TD. Refunds will be made after a Trip is completed. See a TD for details of a cancellation and Refund Policy. If the participant requests cancellation after the trip cancellation deadline and there is no replacement, RSOC will not issue a refund.

Failure to Use Included Services: There shall be no refund for a failure to use any services included in a TP.

Insurance: Trip Cancellation or Health and Accident Insurance may be available. Ask a TL or refer to a TD.

RSOC Trip Terms and Conditions

Lodging, Roommates, Bedding, and Bathrooms: A TL will make roommate and lodging assignments. A Trip is based on "double occupancy", two Participants per room, unless otherwise specified. A Party of two will be assigned as roommates. When possible, a TL will assign a larger Party to the same lodging. If an Applicant or Participant requests a specific roommate or lodging arrangement, TL may require the other Applicants or Participants to agree to the request. A TL will attempt to assign roommates and lodging to those who are compatible, but compatibility cannot be guaranteed. Late sign-ups may not be compatible to the room situation (i.e. not the same gender) so the coordinator may not be able to accommodate the late sign-up. A TL may change roommate or lodging assignments as necessary. If a TL assigns bedding, the TL will attempt to match Participants to suitable bedding (e.g., king, queen, double, twin, or bunk bed, Murphy bed, or fold-out sofa) but cannot guarantee that exact bedding wanted will be available. When the number of bathrooms is less than the number of bedrooms, Participants shall share the bathrooms. A resort lodging manager will assign specific Participants to specific lodging locations according to information provided by a TL. Specific lodging locations or rooms cannot be guaranteed.

Smoking: A TL will attempt to honor, but cannot guarantee, requests for smoking or non-smoking roommates, lodging, or air seats. In all situations, mutual consideration and tolerance between smokers and non-smokers is expected.

Errors and Omissions: RSOC, TLs, and TAs reserve the right to correct any errors or omissions in a TD, T&C, or any information about a Trip, whether oral or written, and will not be responsible for others' errors or omissions.