

A NOTE FROM YOUR ACTIVITY CHAIRS

Congratulations! You have agreed to chair a Jug and Mug trip! We would offer some suggestions for a successful trip.

1. Trip and written budget needs to be approved by Council. Use the COST ESTIMATE REPORT form or a budget form of your own.,
2. Get a signed contract from the venue of the event. IE: ski resort
3. Name your co-chair
4. Make a flyer for the general membership meeting for announcement. INCLUDE REFUND CUT OFF DATE
5. Submit Newsletter Information to the Newsletter editor
6. A Welcome Party at the trip's event (if applicable)
7. Introduce yourself and your co-chairs to the trip participants
8. Be organized.
9. Familiarize yourself with the Jug and Mug Policy regarding chairing trips. SEE PAGE 4 FOR POLICY LISTINGS

ACTIVITIES CONTENTS

This document contains all the instructions and forms need to set up, record and complete your activity. This document can be found on the Jug & Mug website:

www.jugandmug.org

Please read and carefully review all the items contained within this folder. Call and talk with an Activity Council Member if you have questions.

Please carry your activity folder to any function that may involve club members. Always be prepared to sign people up.

RUNNING THE TRIP

SIGNING UP:

1. Sign-up sheet: A sign-up sheet is signed by anyone going on the trip, making a deposit or paying in full. Anyone who wishes to attend but does not have a deposit can sign up on the waiting list until payment is made. USE ACTIVITY ATTENDEE INFORMATION & PAYMENT DETAIL form.
2. Waiting List: Develop a waiting list for those individuals wishing to attend but the activity is currently full or you are waiting for their payment.

PAYMENT:

1. Receiving payment. When receiving a deposit or payment for an activity, ask the individual whether he/she is a member or a guest to determine the cost of the trip for that individual.
2. Payment to. Request all checks be made out to JUG & MUG SKI CLUB with the name of trip at the bottom of the check. Checks are preferred as opposed to cash.

RECEIPT OF MONEY:

3. Receipt of money. Indicate on the ACTIVITY ATTENDEE INFORMATION AND PAYMENT DETAIL FORM how much money received and the date of the receipt for each person. Record the check number.

AFTER THE GENERAL MEMBERSHIP MEETING:

1. Balance your money with the sign-up sheets.
2. Fill out and give the Jug & Mug ACTIVITY DEPOSIT RECORD form indicating monies received to the treasurer. This form can be obtained from the treasurer and a copy for your records should be kept with your trip information
3. Write the amount collected on the envelope received from the treasurer and return to the treasurer with the completed ACTIVITY DEPOSIT RECORD.
4. Always, turn in checks and cash to the treasurer after the meeting. If situations occur where the money was not turned in at this time, make arrangements for the treasurer to receive it ASAP. (Note: this is so monies that have been used for deposits, etc. can be deposited back into Jug & Mug account and for the purpose of accountability). Request a receipt from the treasurer.
5. Write down on the ACTIVITY PROFIT AND LOSS STATEMENT, amount given to the treasurer and the date.

DEADLINE DATE FOR BEING PAID-IN FULL

If full payment has not been received by the cut-off, it will be necessary to call the individual and inform him that money is due. If payment cannot be made, then refer to the waiting list if necessary and remove his/her name from the sign-up sheet. Make it understood to the individual that he will be removed and put on a waiting list as it is necessary for all monies to be received by the cut-off date. **DO NOT MAKE EXCEPTIONS.**

RIDE LIST:

The REGISTRATION FORM (waiver) has an area on it for individuals to fill out to CARPOOL. Please refer to this list for those that wish to carpool and/or would like to drive. It is also a good idea to have this list with you at sign-ups so people can refer to it. Provide directions and/or maps to the event.

ROOM LISTS:

1. Those wishing to room with a particular person, will make it known to you on the sign-up sheet or the waiver form.
2. For those individuals who sign up without a roommate, these will be pre-assigned by the trip chairperson. Use your best judgment on assigning roommates. Look at the SPECIAL REQUESTS on the waiver to see if smoking, non-smoking was indicated. If you are unsure, call the individuals to ask their preference.
3. Prepare a list of all individuals who will be on the trip with roommates and distribute to everyone involved on the trip. (Be sure to keep receipts for the cost of the printing, envelopes and stamps and include in your cost of the trip).

VOLUNTEERS:

1. REQUEST volunteers. They will be more than willing to help. This is a big job and the help will be appreciated IE: carrying snacks and beverages to location of events, clean-up, decorating, bringing wood etc.

INDIVIDUALS WHO SHOW UP THAT ARE NOT ON THE TRIP SIGN UP LIST:

1. It is at the discretion of the activity chair how you wish to handle this. It is unfortunate to turn away members at an event, but in some instances, this cannot be avoided. Some trip chairs have put out a donation box for those who show up at a Welcome Party to cover their costs. This has proven to be quite receptive and monies are placed in the box. Activity price can be charged at the door if there are openings.

CHAIR & CO-CHAIRS

POLICY 8

(Effective January 1, 1999)

ACTIVITY CHAIRPERSON REIMBURSEMENT:

1. The chairperson of a club-sponsored activity may participate in that event free-of-charge, or be authorized a \$150 credit toward the cost of that activity; whichever is less. Credit may be split among multiple chairpersons not to exceed one free activity participation fee or \$150; whichever is less.
2. A prospective chairperson may approach the council with a request for compensation greater than \$150 provided reasonable justification is presented.
3. The method of credit desired by the activity chairperson shall be submitted and approved, along with the entire activity proposal, by a majority vote of the council, prior to presenting the activity at the monthly membership meeting. All credit approved for activity chairpersons shall be covered in the cost/price proposal of that activity, so that the activity will not lose money because of activity chairperson compensation.

EXPENSES:

1. Obtain money from the club Treasurer. The club Treasurer will issue any checks to you based on your estimate of any upcoming costs, deposits or other needs.
2. Paying for expenses: You will be required to turn in all receipts with the Profit and Loss Statement. **KEEP ALL CASH REGISTER RECEIPTS OR INVOICES FOR ALL YOUR EXPENSES.** In itemizing your costs, it is helpful to list each item on the back of the cash register receipt or invoice.

AFTER YOUR TRIP

1. To close your trip, attend the council meeting following your activity. Notify the club President you will be closing out your trip and would like to be put on the Council meeting agenda. You should be prepared to report on your trip and turn in the following:

- A. Sign up sheet reflecting cancellations, refunds and no shows.
- B. Trip information and waiver forms. A waiver form must be completed for each individual who was on the trip.
- C. PROFIT AND LOSS STATEMENT filled out to show financial results of the trip. This will be turned into the Treasurer. If you have any refund requests pending, fill out to “sub-total” and complete the rest at the meeting. Include all receipts, invoices and cash receipts to balance Profit and Loss Statement. Any expenses not covered in advance will be paid by the Treasurer at this time.

ACTIVITY PROFIT AND LOSS STATEMENT INSTRUCTIONS

- List the activity, date of the activity and the names of the trip chairs.
- Cash Advance: Indicate the amount of the advance the Treasurer provided to you or the participating agency and the date.
- Income: Fill out Section 1 of the P & L Statement. At the end of each meeting, turn in all funds collected to the treasurer. Record the dates and amounts on the statement.
- Expenses: **DO NOT USE THE CASH COLLECTED TO PAY FOR EXPENSES.** Ask the Treasurer for a check or use your own money until you get a check from the Treasurer. Fill out Section 2 of the P & L Statement.
- Refunds: Refer to Policy 3. Fill out section 3 of the P & L Statement

ACTIVITY FINAL REPORT TO COUNCIL

Fill out the Activity Report with recommendations on future planning of the trip. Give to Council for filing. Fill out report for the Newsletter and give to the Editor.

PRINTABLE FORMS ARE AVAILABLE ON THE WEBSITE

A SAMPLE TRIP HAS ALSO BEEN PROVIDED ON THE WEBSITE

POLICIES

POLICY 1

(Effective March 12, 1996)

SHARING OF TRANSPORTATION:

1. When not provided as a part of a club sponsored activity, each member or guest shall be responsible for providing their own transportation to and from club sponsored activities. To facilitate sharing of transportation, it is recommended that the activity chairperson furnish a list to all planned participants of the activity, which includes all names, telephone numbers, and an indication of those willing to furnish transportation and those needing transportation.

2. Drivers shall coordinate the time and place of departure, check in with the activity chairperson upon arrival to the activity destination, and inform the chairperson of the availability of space in vehicle.
3. Riders shall contact drivers to make initial arrangements and communicate any changes in plans to the driver.

POLICY 2

(Effective March 12, 1996)

PAYMENTS BY CHECKS

1. Any member or guest presenting an insufficient funds check payment to the club shall receive a written warning from the club treasurer and be required to pay all reprocessing fees levied. If same check payment is returned a second time for insufficient funds, or if that same member or guest presents a second insufficient funds check payment, they shall be required to pay cash to:
 - A. cover said check payment and all reprocessing fees levied, and
 - B. participate in all club-sponsored activities requiring a fee for the remainder of the club fiscal year.

POLICY 3

(Effective February 9, 2000)

(Amended November 11, 2003)

REFUNDS

1. For purposes of this policy, "cancellation date" shall be the date set forth by the Chairperson when the final payment on an activity must be paid in full.
2. If a member or guest cancels their participation in an activity for which there is a fee, and the member or guest notifies the activity chairperson of their cancellation:
 - A. on or before the cancellation date**, member or guest will receive a full refund, less a handling fee of ten percent of the total fee, but not less than \$10 or more than \$50. The trip chairs have the option of charging a non-refundable cancellation fee as long as it is clearly stated in the trip information
 - B. after the cancellation date, but two days before** the activity, member or guest will either:
 - forfeit entire fee paid toward activity or
 - be responsible for securing a replacement member or guest
 - C. on the day of or the day before** an activity, no refund will be considered for the member or guest, (unless extenuating circumstances)
3. Under extenuating circumstances, a member or guest may petition the council in writing for a refund no more than 30 days after the activity date.

If the petition is approved by majority vote of the council, that member or guest shall receive a refund, less a handling fee of ten percent of the total fee, but not less than \$10 or more than \$50.

If the council receives the petition after 30 days or council denies the petition, no refund will be considered.

4. Members or guest not paying the full activity fee by the cancellation date may be canceled from the activity by the activity chairperson, and may forfeit any fees previously paid for the activity.

5. If the profit on the activity exceeds \$5 per member or guest attending, the members or guest participating may receive a refund at the discretion of the council, after consideration of any extenuating circumstance petitions for the activity.
6. An activity chairperson shall maintain a waiting list of the names of members or guests, in chronological order as received, who request to participate in the activity after the cancellation date.

POLICY 4

(Effective March 12, 1996)

ALCOHOLIC BEVERAGES AT CLUB SPONSORED ACTIVITIES:

1. No alcoholic beverages (liquor, wine, beer, wine coolers) will be purchased or provided by the chairperson of a club-sponsored activity.
2. This policy will not prohibit a "BYOB" arrangement when appropriate. The council members and guests to be prudent in their consumption of alcohol and to be respectful of others.

The Welcome Party is to welcome everyone that is on the trip; again, include one if applicable. A welcome party is a great ice breaker, a chance for people to get to know one another, and an excellent opportunity for you and your co-chair(s) to meet your guests, new members, and established members. It may be the first trip for a new member and they may be feeling a little apprehensive around people they don't know. The welcome party can provide a stress-free atmosphere as well as provide a tool in organizing group events for the weekend.

If a Welcome Party is not a part of the activity, be sure to introduce yourself and the co-chair(s) at the event. Make your participants feel welcome and they will be more relaxed and enjoy participating in your activity. Also, in case of any emergencies or situations that may occur, your participants will know who you are and will feel they can seek you out for guidance.

Prepare a list of individuals who will be on the trip and distribute to everyone involved in the trip. (This can be e-mailed). Indicate who will be driving and who would like a ride. Once on your trip, post a master list that indicates which rooms people are in. This gives people the feeling they are in a group and an opportunity to locate someone. Especially let everyone know what room you are in.

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