

ACTIVITY COST ESTIMATE FORM JUG & MUG SKI CLUB

Directions: When proposing an activity to Council, this form must be completed and distributed at a Council Meeting for approval. Bring 6 copies. Meetings are held the 2nd Tuesday of the month. Let the President know 3 days before the meeting that you want to be on the agenda. (This fillable form can be completed on-line, saved to your computer, and printed.)

Section 1 – Activity Information Club Supported Trip Club Non-Supported Trip (See Policy 23)

Name/Type of Activity:			Begin Date:	End Date:
Location/Address	City:	State:	Start Time:	End Time:
Chairperson:	Phone #:		E-Mail:	
Co-Chairperson:	Phone #:		E-Mail:	
Deposit Amount Required:	Date Deposit Due:	Date Final Payment Due:	Last Date to Signup:	
Last Date to Cancel Without Penalty:	Copy of contract/agreement attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contract 's Contact Person:	Phone #:	

Section 2 – Cost Estimates (Include only the expenses that pertains to this activity.)

Transportation Cost: (i.e. Bus, Plane, Train)	Transportation Deposit Required:	Food Costs:
Total Lodging Costs:	Lodging Deposit Required:	Trip Chair(s) Reimbursement: (See Policy 8.)
Single Room: (As king)	Additional room details. Or attach the "quoted" room pricing to this form.	
Double Room (2 queens):		
Suite Room:		
Each Additional Person(s):		
List Estimated Miscellaneous Expenses: (i.e. kayaks, DJ, equipment, meeting room, supplies, paper products, welcome party, etc.)		

Section 3 – Activity Cost Estimate Per Participant

Total Cost Per Person:	Total Estimated Participants:	Total Estimated Cost:	Participants Required:	
			Minimum No. Required:	Maximum Accepted:
Proposed Price Per Member:		Proposed Price per Guest: (Policy 7, Guideline)		

Additional Information/Comments Regarding This Activity: