

# **Garden State Ski Club (GSSC)**

## **Activities Guidelines**

**Approved: March 10, 2010**

**APPROVAL** - All activities must have a regular member as a committee chairperson and the board must approve the activity before it can be announced as a club approved activity.

**BUDGET** - All approved activities must be budgeted, and the appropriate board member approves the budget. The budget should include all known charges, (food, beverages, gratuities, printing cost, remuneration, etc.), it may include an additional 10% for any unforeseen charges.

**MEMBERSHIP RATE** - The membership rate for an activity should be determined by dividing the total charges by the expected number of people attending the activity (see Remuneration below). All regular and provisional members of GSSC will be charged the membership rate to participate in all GSSC activities. All other attendants will be charged as follows:

- The member rate plus the lesser of either a 10% surcharge or the annual dues. This is not to exceed the public admission price if applicable.
- The member rate at GSSC activities promoting membership (e.g. Welcoming Brunch).
- At the GSSC Banquet or Snowball the member rate may be applied for one guest of a regular or provisional member. Otherwise the surcharge applies.
- The Board reserves the right to impose different surcharges.

**SIGN-UP** - Generally participants are required to sign-up and pay for an activity prior to the event. Only regular or provisional members perform sign-ups. Sign-up sheets are required to maintain auditable records for the treasurer. Sign-up sheets and all collected cash and checks are submitted to the treasurer at the end of each meeting. Individual activity waivers for non-members are also submitted.

Sign in priority should be allowed until the second Tuesday prior to an event.

A - Regular and provisional + one guest

B – There may be a Members only sign-up for a specific time if there is limited availability

C - Guests Sign up sheet should include:

-Activity name and date

-Participant name

-Indicate Member, Family Member or Non-Member

-Payment type (cash or check)

-Check number if applicable

-Payment collected

Membership verification - should be performed at all signups using the member card or the roster.

-A non-member shall be sponsored by a member, except for membership promotion events.

-Non-Member fees are to remain in the treasury and are not used to pay trip or event expenses

-The Board reserves the right to limit non-member participation.

Payment - Checks are preferred, cash is acceptable only when a receipt is not required.

Post dated, altered or third party checks are not acceptable. Checks are only accepted

from regular or provisional members and are made payable to Garden State Ski Club. They must include the members:

- Name
- Address
- Phone number
- Activity name

**REFUND POLICY** - A refund policy must be established by the committee chairperson and the appropriate board member. If none is established, then the following shall be used.

- Cancellation notice shall be provided to the chairperson prior to the last meeting before the event. A message (e.g. an answering machine) is not acceptable.
- Substitutes may be used provided the chairperson is notified and accepts the substitute. The chairperson may reject a substitute. A message is not acceptable.
- Refund requests shall be submitted within thirty (30) days of the activity.
- A "No Show" with valid reason may receive a refund at the discretion of the chairperson and a board member. Poor weather is not valid.
- Refunds are limited to the amount the club is able to recoup.

#### **REMUNERATION:**

##### **1. Activities having 40 participants or fewer:**

An activity or trip chairperson is entitled to one "comp" if an event wholesaler, travel agent or outside service provider offers it. A second comp, if it is offered, must be shared equally among all the activity participants. If an activity has more than one chairperson, the comp may be split among the total number of chairpersons.

##### **2. Activities having 41 participants or more:**

If more than one comp is offered, the second comp may be offered to the chairperson's designated assistant. If there is no designated assistant, the comp must be shared equally among all the activity participants. Any additional comps above two must be shared equally among all the participants of the activity. The number of participants will be determined when final payment has been made and no refunds are possible.

**PREPAYMENT** - The deposit for a non-budgeted activity may be provided from the treasurer to the chairperson or vendor care of the chairperson provided either

A - The chairperson submits receipts equal to or greater than the amount requested

OR

B - The chairperson makes a motion to the club, which passes in accordance with the by-laws and constitution of the club.

C= In an emergency regarding by law change

**CHECK REQUESTS** - Requests are made to the treasurer using a check request form. The form must be signed by:

1. A member - typically the person requesting the check
2. The committee chairperson
3. The VP overseeing the event or trip

**SUMMARY SHEET** - After each activity is complete, a detailed Summary Sheet is to be submitted to the treasurer and the appropriate board member within 2 two weeks after completion of the activity. The Summary Sheet should include the following:

A - Name of all participants

B - Membership status

C - Amount paid by each participant

D – Summary of all expenses including refunds, comps and receipts

**SPONSORED TRIPS** - These events count as participation in a club activity. To minimize confusion the terms approved and sanctioned are synonymous with sponsored. The following are guidelines for Club Sponsored trips

1. The leader should be a regular member for one year and plan to be on the trip. If an unforeseen event prevents attendance a substitute shall be chosen and the appropriate VP notified.
2. The trip shall have at least one activity other than the trip itself, which promotes interaction among the trip participants.
3. Trips run through outside organizations are acceptable; e.g. members who are travel agents, but shall clearly state such.
4. The trip leader shall make best efforts to ensure participants are aware of the lodge accommodations prior to departure. This includes: room size, roommates and if a pull out couch or cot is being used.
5. Sponsored trips shall have money channeled through the treasury in an auditable manner.
6. A full financial disclosure including deadlines, total cost, cost per person, deposits and comps should be identified and provided to the appropriate VP prior to the trip.
7. A list of participants and an emergency notification name with phone number should be provided to the appropriate VP or trip leader.
8. All trips shall be presented to the appropriate VP prior to announcement to the club. Only sponsored trips may be announced under an appropriate VPs report. All other trips are announced once a month under announcements.
9. Any trip flier shall clearly state whether the trip is club sponsored and counts as an activity for membership.
11. Trip insurance should be made available.

**FLYERS** – Advertisements for an event. As a minimum flyers should contain the following information:

- Club name: Garden State Ski Club
- Cost for member and non-member
- Refund policy
- Availability of trip insurance
- Dates and times
  - Accommodation
  - What is included, e.g. meals, tips, transfers, lift tickets