



Orlando Ski & Travel Club – Ski/Board Trip Leader's Guide

INTRODUCTION

Congratulations! You have been selected to lead a trip. Your goal is to run a smooth, fun and interesting ski vacation for our members. To successfully accomplish this you must:

- Act as mother, father, counselor, nurse, scapegoat, shepherd and occasionally "God."
- Beg, cajole, threaten, manipulate, maneuver, and most importantly, CONTROL events and people.
- Check, double check and triple check EVERYTHING.
- Possess and practice ingenuity, perseverance, logic and above all FLEXIBILITY.
- Be organized and methodical in the face of chaos; cool and calm in the midst of emergencies and panic; authoritative and persuasive in the throes of anarchy and rebellion; pleasant and tactful in the presence of grumpiness and guile.
- Most of all, have a Herculean sense of anticipation, an unflagging sense of humor, and.....be able to leap tall buildings in a single bound!

You were chosen because the Travel Committee felt you demonstrated the best ability to ensure a successful ski experience for our members. Factors considered included your knowledge of the location, past leadership experience and the Committee's confidence in your ability to make wise decisions which will represent the club's best interest. The **Orlando Ski & Travel Club's** reputation rests with the impression you make at local Club events, at the resort and with the members on your trip. Remember, good Trip Leaders are hospitable and possess good, old-fashioned skiing enthusiasm.

Please consult the 1st Vice President or any other member of the Travel Committee at any time if you have questions or problems you need to discuss. If you have suggestions for improving your trip, pass them along as well. You may have an idea we would like to incorporate on other trips.

Most importantly, **MANAGE EXPECTATIONS**, give clear, concise, accurate information reference details/nuances of your trip, no negative surprises upon arrival!

Last, but not least, the Travel Committee, the Officers and the members of **OSTC** thank you for assuming the important role of leading a trip. We expect you and your fellow travelers to have a wonderful ski vacation—and may this be the best ski season the **OSTC** has ever offered its members. **THINK SNOW! THINK FUN!**



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TRIP PLANNING LIFE CYCLE

STARTING A YEAR OR MORE IN ADVANCE

Travel Committee negotiates trip packages with Destinations and Tour Operators

LATE WINTER/EARLY SPRING

Trip Leader/Assistants submit applications. Travel Committee completes contract negotiations for: Deposits – Air and Land, Payment Due Dates, Cut-off Dates and Penalty Amounts, Comps. Travel Committee reviews Trip Leader/Assistant Trip Leader applications and selects leaders for each trip. Travel Committee finalizes trip pricing and establishes cancellation dates. Trip Leader prepares draft of Trip Sheet (trip flyer). Finalize Trip Descriptions for Trip Sheets. Trip Leader should begin accepting deposits for trips upon finalization of pricing and release by Travel Comm. Last few years, all Trips are officially launched on the same date, typically Mid-May. Be sure to contact past travelers as a potential traveler pool for your trip.

MAY - JUNE

Attend Florida Ski Council SpringView meeting. At this meeting you will be able to hear presentations from short-listed resorts for Ski Council trips two years out, both Domestic and European; meet with resort reps and network with other Florida club representatives.

Attend the **Orlando Ski & Travel Club** Trip Leader Workshop. Workshop will include:

- Trip Leader Guide
- Trip Pricing plus Contract Information with Lodging & Air Details, if not already provided
- Training in **OSTC** On-line Trip Registration & Trip Accounting Process

Trip Leader to set up Trip Notebook with the following:

- Contracts – Air, Lodging, Bus
- Phone Contacts – Tour Operator, Resort, Bus Company
- Mountain Activities
- Trip Lists – Air, Room, Lift Tickets, Equipment Rentals
- Trip Master List

Before Trip Kick Off Event, the Trip Leader should contact the Sales Rep at your destination to introduce yourself, if you haven't already done so. Request the following materials (will probably be from the current season, not the upcoming season):

- Trail & Resort Maps
- Thump Drives w/resort presentation, if available
- Ski School brochures
- Dining Guide & Resort marketing brochures
- Preliminary information for special events for groups (i.e. picnic, sleigh ride, snowmobile, tubing, barbeque, group dinner, etc.)



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Contact the Chamber of Commerce. They can usually send information on events in town. Explore the Internet---there is loads of ski information on domestic & international resorts.

JUNE

Build tabletop display and plan display materials for Trip Sales kick-off meeting. Trip Leader may begin trip sales once pricing is finalized & authorized by Travel Comm. **No trip deposits can be accepted without a completed on-line registration & current paid on-line membership.**

For **current** members of another Florida Ski Council Club, they too must register for **OSTC** membership on-line, check the category "RECIPROCITY" and pay \$1.00 in **OSTC** Club dues. **NOTE:** Trip Leader must confirm current member status with appropriate FSC Club to be eligible for reciprocity membership status with **OSTC**.

JULY

Trips Sales Kickoff is generally held on a Sunday afternoon, late July. At all Club Monthly Socials, starting with Kick off meeting, have on hand:

- Trip Description sheets (trip flyers)

Start planning trip parties/activities with the mountain---race, picnic, dinners, group photo.

FIRST OF EVERY MONTH

~~Following Trip Sales Kick Off Event, first of each month forward an updated "SALES REPORT" form (provided to Trip Leaders by the VP of Trips) to the VP of Trips.~~

3 WEEKS PRIOR TO 2ND DEPOSIT DUE DATE TO OSC

Thru **OSTC** website, email first billing to trip participants. Webmaster & VP of Trips can assist.

3 WEEKS PRIOR TO FINAL PAYMENT DUE DATE TO OSC

Thru **OSTC's** website, e-mail final billing to trip participants.

6 - 8 WEEKS PRIOR TO TRIP DATE

- Distribute Equipment rental information
- Pre-trip party date, time and location

ON DATES DICTATED BY EACH TRIP CONTRACT WITH TOUR OPERATOR SUBMIT

- Rooming list
- Air passenger manifest including LEGAL name exactly as it appears on Trip Registration form for airport check in, gender, date of birth, frequent flier #, Known Traveler Number & Global Entry # (if provided)
- Lift ticket order

Send above items to Tour Operator.



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6-8 WEEKS PRIOR TO TRIP DEPARTURE

Request updated resort maps, trail maps, dining guides for Trip Packets, if you do not already have updated info. Confirm Bus arrangements. Arrange liquor store/grocery store stop, if included with contract. Finalize all trip events at the destination.

4 WEEKS PRIOR TO DEPARTURE

Order Name Badges from Acme Rubber Stamp. If a Florida Ski Council trip, name badge order will be placed through FSC, instructions will be in Trip Leader Manual for that specific trip. Send reminder notification of Pre-trip party to Trip participants.

3 WEEKS PRIOR TO DEPARTURE

Request Trip Leader funds from the **OSTC** Treasurer. Re-confirm reservations for special activities. Determine when/where Lift Tickets will be provided. Assemble Trip Packets to include:

- Trip Itinerary—include airport check in times and procedures, flight schedule, airline meals (if any) and detailed activities for the week
- Trail & Resort Map
- eTicket list with participant's locator record highlighted
- Dining Guide
- Ski School brochure
- Name badge
- Rooming list w/cell phone numbers, if participant authorized release
- Info on other activities—x-country skiing, snowmobiling, balloon rides, etc.
- Lodging address and telephone number
- Cell phone numbers for Trip Leader/Assistant Trip Leader

2 WEEKS to 1 WEEK PRIOR TO DEPARTURE

Obtain e-Ticket air receipts from Tour Operator. Check listing—destination & name spelling. Find out current ski conditions prior to the pre-Trip party. Conduct Pre-trip Party. At the party, be sure to distribute Trip Packet, review airport check-in procedure, review trip agenda, review bus procedures upon arrival, review trip communication procedures (i.e. arrange WhatsApp &/ or establish FB group for your trip, or a board in lobby, group email or texting). Advise participants to check in on-line (if available for your trip) and re-confirm flight # and departure time 24 hours prior to published departure time.

1 WEEK PRIOR TO DEPARTURE

Re-confirm Bus arrangements. Re-confirm Airline flight times and flight numbers. Ensure you have enough cash on hand to tip the bus driver when you arrive at the trip destination (and also when you return).

24 HOURS PRIOR TO DEPARTURE

Re-confirm airline flight times, flight numbers and bus arrangements.



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DAY OF DEPARTURE

Arrive at the airport at least 2 hours prior to flight departure. Check in and proceed to gate area to await your travelers. UPON BOARDING, ask flight attendant to welcome the group. At ARRIVAL AIRPORT, locate bus, secure front seat for Trip Leader(s), return to Baggage Claim to direct travelers to your bus. ON BUS, ensure all travelers are on board before leaving; make announcements---info on bus, stop at Grocery/Liquor store (if planned), instructions for arrival; then Party! Remember to clean up bus to avoid clean up fee. **BRING GARBAGE BAGS.** IMPORTANT: **DON'T FORGET TO TIP THE BUS DRIVER!**

AT MOUNTAIN RESORT, use previously determined on-trip electronic communication for daily updates. Or, request flip chart or dry erase board in Lobby area, if available. Notify travelers of its location. Pick up Lift ticket package. Verify Lift tickets received against your Lift Ticket order. Distribute Lift tickets at Welcome Party, have a printed list by Trip Participant Name w/ Lift Order (easy to prepare report from club software), have tripper initial receipt of tix upon distribution. FOLLOW UP—check on all arrangements. Try to stay at least one day ahead of your activities, so that you have time to straighten out any problems. DO NOT ASSUME! Re-confirm departure arrangements 1 day prior to leaving—air, bus. Confirm baggage procedures for check out with Bell Captain, Front Desk or your Lodging contact. Document ALL monetary transactions. KEEP ALL RECEIPTS.

ON DEPARTURE BUS at end of trip, ensure all travelers are on board; thank trippers for traveling with **OSTC**, mention an electronic **Trip Survey** will be sent out. Remind trippers Club is 100% volunteer operated, always seeking volunteers for Leadership. Could start out as simple as leading a local Happy Hour event, then leading trips and/or joining the Board.

30 DAYS OR LESS AFTER TRIP

Send Thank You letters to mountain rep, lodge, ski rental shop, tour operator. Prepare a short article recapping your trip for publication in the **OSTC** Newsletter & on the **OSTC** web site. Forward a soft copy via email of your trip article, along with 2-3 interesting trip photos, to the **OSTC** Newsletter Editor & **OSTC** Web Site Coordinator. Be sure to include a group photo.

60 DAYS OR LESS AFTER TRIP

Complete post-trip reconciliation. Reconciliation worksheet (Excel doc 3 tabs) with all receipts. Submit soft copy of Trip Reconciliation to **OSTC** Treasurer via email, and hard copy with receipts attached via hand delivery or U.S. mail to 1st Vice President. Good idea to keep a spreadsheet of Trip Leaders funds, beginning balance with continual updates as you use those funds. Helps make sure you don't exceed the TL Funds, as you will not be reimbursed. Plus helpful to turn in with your receipts. NOTE: Trip Leaders who do not comply with the timeline requirements for submission of the Trip Reconciliation may not be eligible for future Trip Leader positions.



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Once available, review Trip Survey results, use input for future trip planning. Organize trip material and your resort comments to pass on to next year’s trip leader. Contact trip participants to encourage attendance at the next Monthly **OSTC** Social, remind them to bring trip photos. Perhaps set up a designated photo site for all to post trip photos.

DUTIES AND RESPONSIBILITIES – TRIP LEADER

The Trip Leader is expected to attend all **OSTC** Trip Sales meetings, beginning with the Trip Sales Kick-off event, and concluding with the meeting prior to your trip departure. In addition to selling your trip, the Trip Leader is responsible for all aspects of the trip itinerary, including:

- Oversight of On-Line Trip sign ups

- Confirming all Sign-Ups are current paid members (WA should prevent trip signup if not current member, yet also reflected as column on “REGISTRANTS & INVITEES” page)

- Pre-Trip party

- Club Social gatherings at destination

- On-mountain activities (cookouts, après ski, group skiing, mountain tours, etc.)

- Races (if any)

- Provide Contact Info for Optional Activities (snowmobiling, sleigh riding, tubing, etc.)

You will be given a budget (Trip Leader funds) within which you are to operate your trip. The budget is a per-person amount on the Trip Pricing Sheet, established by the Travel Committee. It is divided into line items, based on per-person amounts. It is your responsibility to contact the Club Treasurer and request a check for the amount budgeted for your trip (Total Trip Leader’s Funds x number of paid trip participants). This request should be made approximately 3 weeks prior to your trip departure. Remember, if you are comped, you are NOT a paid participant, and should not be included in the calculation for Trip Leader funds.

Although your budget will be divided into various activities to aid in planning, as Trip Leader you have the discretion to use your trip funds in any way you see fit to make your trip the best possible, with the exception of name badges and bus driver gratuities. For small groups (less than 20), name badges may not be necessary. Name badges are required by FSC for all Florida Ski Council trips. Remember, since your budget is based on a per-person amount, this means the more skiers you have, the more money you will have to spend on activities for everyone. So **SELL, SELL, SELL!**

In addition to maintaining your budget, the Trip Leader is responsible for completing a formal trip reconciliation at the completion of your travels, which must account for all monies received and spent. Keep careful records, obtain receipts for ALL expenditures and turn in your trip reconciliation to the 1st Vice President (with a soft copy via email to the Club Treasurer) **no later than 60 days after returning home**. No excuses!

DUTIES AND RESPONSIBILITIES – ASSISTANT TRIP LEADER

The Assistant Trip Leader is should also attend all **OSTC** Trip Sales meetings, beginning with the Trip Sales Kick-off event, and concluding with the meeting prior to your trip departure.



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The purpose of the Assistant position is to provide an opportunity to train and gain experience in escorting ski trips. Trip Leaders: it is your job to see that the Assistant is afforded this opportunity. Give your Assistant ample responsibilities, both before and during your trip, and include your Assistant in pre-trip planning. Remember, at all times the Assistant is expected to “assist”----with trip sales (including attending and assisting at your sign up table at the Trip Sales Kick-off event and subsequent general membership meetings), party preparations,

location activities, etc. At your destination, Assistants are in charge of all “never-ever” skiers (assisting with equipment rental, ski school and just generally helping first-time skiers learn the ropes). Be ready, willing and able to help in any other way needed to ensure you obtain the experience that will allow you to be selected as a Trip Leader in the future. We hope to see your application for Trip Leader next year!

TRIP SIGN-UPS

Trips will be available for sale once pricing has been finalized & released by Travel Comm. At the Trip Sales Kick Off Event, you will have a trip sales table, be prepared with brochures & general trip info. Also, may need to assist with on-line registration at the Trip Sales Kick-off event. However, you are encouraged to start **MARKETING** as soon as you’ve been selected to lead specific trip. Then start officially **SELLING** as soon as you trips are officially launched & registration is open on Clubs Website.

No deposits are to be accepted without a completed on-line registration. On-line registration may be paid with credit card at time of registration; or if check, must soon accompany the registration. (Note: no trip space is held based on **VERBAL** commitment, only once registered on-line.) Trip participant acknowledges **OSTC’s** “Release of Liability and Hold Harmless Agreement.” These protect **OSTC** from lawsuits and, hopefully, prevent misunderstandings regarding trip cancellations.

The Trip Kick Off event will be hectic! Encourage persons who have shown interest to register & pay deposit prior to Kick Off Meeting. Send a “preview” message to your previous trip participant announcing the trip and providing a sign-up date (or follow up with second email once you know date trips will launch).

Remember, on-line registration requires a person to register or renew **OSTC** membership prior to being permitted to complete trip registration. Only members whose dues are current are allowed to travel with the Club. It is your responsibility to verify Membership is **PAID**. The applicant should be encouraged to pay with credit card for membership dues, or he/she may include the amount for membership in a check with the trip deposit. However, if dues are included in a check with a trip deposit, Trip Leader must detail the membership payment on the Trip Deposit transmittal when submitting the checks to the Treasurer.

Be sure that ALL checks submitted are made payable to the Orlando Ski and Travel Club (or OSTC). The **OSTC** Treasurer will not accept cash deposits.



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Helpful hints pertaining to Trip sign ups:

- Bring Trip table-top display board
- When discussing flight schedules with potential travelers, be sure to note that these often change in the months prior to departure. We cannot guarantee that flights and times will remain as they are initially announced!
- Prepare an Interest Sign Up form for names and contact information of people who are not ready to commit to a deposit but are interested in your trip. Be sure to follow up with these individuals.

OSTC's software tracks space available and will limit registrations accordingly; however, it is your responsibility to stay current with the on-line sales. Thru **OSTC's** software, you will be responsible for invoicing trip payments & lift tickets. You may be responsible for lift ticket sales and collections, plus other optional activities, etc. You are responsible to provide Ski/Board Rental Equipment supplier(s) contact info & hopefully they will have an on-line registration link you can provide to your trip participants. Trip Leaders and Assistants will be expected to relentlessly hound any participants who are delinquent with their trip payments.

PRE-TRIP PARTY

The Pre-Trip Party should be held no more than two weeks before trip departure. Work with your Assistant to determine the date, location and menu. Sunday afternoon seems to work well with most people. Set the date for your Pre-Trip Party well in advance, then send out an e-vite or official invitation at least 4 weeks prior to the party (earlier if possible). This is also the appropriate time to request your Trip Leader funds from the **OSTC** Treasure via an **OSTC** Check Request form (can be sent via email). The amount requested should equal the per-person Trip Leader Funds amount reflected on your Trip Pricing Sheet, times the number of paid participants (do not include the Trip Leader in this calculation).

You should have **OSTC** name badges made up prior to the Pre-Trip Party, include with packet you hand to each as they enter pre-trip party such as for them to wear during pre-trip party and to help identify each other at airport upon departure. Blank **OSTC** name badges are maintained at the designated company indicated. It is your responsibility to contact the provider directly to determine how much lead time they need to produce your name badges, and to understand how far in advance they will need your participant name list. Email a printed list from WA category "Name to Appear on Badge". For Florida Ski Council trips, the name badges will be provided by FSC, an order form will be included with FSC's TL manual.

Contact the on-mountain resort representative to receive current trail maps and other helpful literature. Be sure to make contact in time to receive and distribute this literature at the Pre-Trip Party. Contact the Tour Operator to ensure that airline e-ticket number will be sent to you in time to be distributed at the Pre-Trip Party. Using report from Club software, prepare a list to include participants cell phone numbers (if permission granted on registration form) and a rooming list.



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Mingle at your Pre-Trip Party, introduce people and get your fellow skiers talking to each other so there are no strangers by the time your trip leaves.

Discuss land and air transportation arrangements. Emphasize that, if they don't show up on time at the airport, THEY ARE ON THEIR OWN!

Prepare a detailed itinerary by day to distribute at your Pre-Trip Party. Discuss where and when each daily activity will be held. Find out if anyone is interested in getting together to do additional activities.

Provide as much detailed information in advance of the trip such that you have less issues during the trip. Provide printed documents in Trip Packet; yet, send electronically to all as well such as when they lose the printed version, they have back up to review.

You will need to maintain a list of lift ticket orders & payment received, a rooming list and optional activities, a list of air passengers and a list of phone numbers you may need on your trip. Be sure to cover all pertinent information at your Pre-Trip Party, including flight schedules, rooming assignments, luggage restrictions, lift ticket information, ski rental info and optional activities. In addition, travelers always appreciate receiving a list of fellow travelers' names, so be sure to include in each Pre-Trip package a rooming list. In other words, use your Pre-Trip Party to disseminate as much information as possible, but, above all, make sure everyone has a good time!

HEADING OUT TO SKI

The Trip Leader and Assistant should get to the airport at least 2 hours ahead of flight departure. Good idea to Download app of air carrier, then verify flight evening before, then again day of. Suggest all trippers do the same. Make sure the flight is on time, so you can notify your participants of any changes as they arrive at the gate.

Ask everyone to arrive at least 1½ hours (or earlier for Int'l or if Tour Operator suggest same) prior to departure. Ask everyone to wear their name badge throughout the trip. You would be surprised how many comments are made and conversations started when you are identified as a snow ski club member from Florida.

At the departure gate, you now have a captive audience. Circulate, good idea to have alpha name listing to verify all present. Make yourself available, see if anyone has questions and start HAVING FUN! That's what this is all about!

If your plane is late in departing, call the bus company and make the necessary arrangements. If the plane is very late, call the resort too. Once you are on the plane, ask a flight attendant to welcome the group. They are usually very accommodating.

Under no circumstances shall the Trip Leader or Assistant upgrade his or her seat to a class different from the rest of the group!



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If luggage is missing upon arrival, have the Assistant help get the member to the appropriate office and let the member deal with the airline. The Trip Leader and Assistant are not expected to be baggage handlers. Each member is expected to tote their own luggage or pay porters/sky caps.

If your contract includes a grocery stop for the bus, be sure to confirm this in advance with the bus company. If your contract does not provide same, you will need to contact the Tour Operator ahead of the trip for the contact names and telephone numbers for the bus service. Once you board the bus, welcome the group again and give any updates on grocery stop or details on check in at lodging.

Upon arrival at your resort destination, the Trip Leader should go in first, while the group remains at the bus. Make sure the front desk is ready for you (if possible, call them from the bus with an approximate arrival time especially if your flight was delayed), and verify the best procedure for an efficient check-in.

AT THE MOUNTAIN

First and foremost.....have FUN!

Suggest a meeting time and place each a.m. for those who want to ski as a group. (Once on mt, persons will naturally break into groups based on ability levels; yet, important to provide an initial meeting point daily.) This is especially appreciated by those who are new to the Club and are looking for fellowship on the mountain with other **OSTC** members. Arrange informal suggested meeting place for lunch on the mountain and for après ski. Funds have been provided for some entertainment, organize Après Ski location & buy a round of drinks. If funds permit, buy some appetizers as well. Budget ahead to plan multiple gatherings during the trip, even if at persons own expense. Stretch Trip Leader funds as far as possible to provide as much good will as possible. Limit beverage choices to beer, house wine & soft drinks. Best to offer one or two drinks over multiple nights of the trip, than spend all funds on one night. Post trip survey's show the social aspect of the trip is equally important to the skiing for most trippers. Get everyone together for a group picture on the mountain.

Stay visible and available. Suggest a place to meet prior to going out for the evening or be specific as to Après Ski (or other event) location. Again, this gives everyone the opportunity for fellowship with other Club members, offers a meeting place for those who are traveling alone and want to join up with others for dinner. This encourages the type of camaraderie we are trying to promote as a club. Our members continue to give us feedback that this type of extra effort on the part of a Trip Leader is greatly appreciated. In other words, be the type of Trip Leader that everyone will want to ski with again next season!



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In the unfortunate event that there is a medical emergency, help notify the necessary individuals and make whatever arrangements you can to accommodate your skier. Give comfort and sympathy---but never give medical advice.

When difficulties arise, keep trip participants informed and abreast of the situation at all times. Inform them that situations may change at any time. Warn travelers about the risks of being left behind if they wander off on their own.

Trip Leaders will not always know all the answers. Be persistent and resourceful enough to get answers. Use your best judgment and do what is best for the group.

HEADING HOME

The Trip Leader should confirm with land transportation the pick-up time and arrival time at the airport. Make sure everyone is aware of when and where they, and their luggage, need to be. Allow enough time for room check out and baggage loading.

The day before you depart for home (or shortly after the trip send an email), make the rounds of your primary contacts at the resort and let them know what they did right, and what they could improve. Let them know your group had a good time. Do a little PR for **OSTC**.

TRIP ACCOUNTING

After the trip is completed, the Trip Leader is responsible for a comprehensive Trip Reconciliation. This form will be provided electronically and explained at the Trip Leader's Workshop. This will be your opportunity to ask the Club Treasurer any questions you may have. Your Trip Reconciliation should account for all funds expended. **Substantiating receipts must be attached.** Submit your completed report to the 1st Vice President within 60 days after your trip and send a soft copy of the Trip Reconciliation via email to the Treasurer. **It is mandatory for this form to be completed!**

A comprehensive Trip Reconciliation is to include the following materials:

- Trip Leader Reconciliation Form – Excel 3 tab document
- First tab is Summary Page with formulas already built in
- Second tab is to record total of deposit forms sent to Treasurer (for post-trip ease, record the totals on Recon sheet as each deposit submitted to Treasurer)
- Third tab is to record all payments/disbursements, including check requests to Tour Operator, Lodging, etc.
- Original receipts
- Good idea to keep a Trip Leader Fund spreadsheet, not required but helpful and could submit with your Reconciliation.

Copies of everything are to be provided to the Club 1st Vice President. After review, the 1st VP will forward the package with receipts to the Treasurer.



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There is a possibility that not all trip accounting is complete at this point (i.e. some refunds may still be outstanding from tour operators, etc.). In this case, submit a preliminary reconciliation within the 60 day timeframe, noting any outstanding invoices, refunds, etc. The Club Treasurer will inform you once refunds are issued to participants or received from Tour Operators, then Trip Leader will revised reconciliation when all accounting is complete for the trip.

HAVE A GREAT TRIP!

OSTC Trip Leadership Cost Coverage Policy

PURPOSE:

The purpose of this policy is to document a trip cost coverage policy for individuals performing the duties of Trip Leader, Co-Leader or Assistant Trip Leader for the **Orlando Ski**.

REQUIREMENTS:

- This policy assumes that the trip will reach a minimum of twenty (20) paid full package participants, excluding children paying a reduced rate due to room sharing with parent(s).
- For trips with Co-leaders, the Primary Trip Leader, as determined by the **OSC** Travel Committee, will be eligible for cost coverage as outlined under the section in this policy titled **Trip Leaders**.
- Airport parking, food & other personal expenses will not be eligible for cost coverage.
- **Trip Leaders must actively sell their trip, making every effort to meet Tour Operator Contract offerings.**
- Beginning in 2017 for the 2018-19 trips, this policy is to be reviewed annually in early March by the **OSC** Financial Review Committee (FRC), and submitted to the **OSC** Board of Directors for approval, with any requested modifications, prior to the Florida Ski Council Spring Meeting.

COST COVERAGES:

Trip Leaders

- Primary Trip Leaders will receive cost coverage for air **if** final paid participant air seat count is twenty (20) or more.
- Primary Trip Leaders will receive cost coverage for lodging **if** final paid participant pillow count is twenty (20) or more.
- Primary Trip Leaders will receive cost coverage for lift tickets, up to a maximum of five (5) days, **if** final paid trip participants reach twenty (20) or more.
- Primary Trip Leaders will receive cost coverage for equipment rental, limited to the equivalent value for a Sport or Performance Package, up to a maximum of five (5) rental



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days, if final paid trip participants reach twenty (20) or more. Maximum cost coverage value for equipment rental will be \$350.

- Should trip sales not meet the minimum required twenty (20) paid participants, nor reach any complimentary levels as outlined in the Tour Operator Contract, cost coverage for the Primary Trip Leader will be the per-person amount in the Trip Leader's Cost line on the Trip Pricing Sheet (TPS) times the number of paid participants. The per person amount on that line is calculated for each trip based on Part 1 of the TPS (Air & Ground) divided by the expected number of travelers to participate in the trip.

Co-Leaders

- Co-Leaders will receive cost coverage for lodging if the trip earns the equivalent of two (2) complimentary lodging pillows per the Tour Operator contract.
- Co-Leaders will receive cost coverage for air if the trip earns the equivalent of two (2) complimentary air seats per the Tour Operator contract.
- Co-Leaders will receive cost coverage for lift tickets if the trip exceeds the complimentary lift ticket days desired by the Primary Trip Leader per the Tour Operator contract. The number of complimentary lift ticket days earned in excess of the number of days required by the Primary Trip Leader will be the number of days awarded to the Co-Leader.
- Co-Leaders will receive cost coverage for equipment rental if the trip exceeds the complimentary rental days desired by the Primary Trip Leader per the Tour Operator contract or formalized complimentary rate negotiated directly with the rental facility. The number of complimentary rental days earned in excess of the number of days required by the Primary Trip Leader will be the number of days awarded to the Co-leader.
- Should trip sales earn two complimentary lodging pillows per the Tour Operator contract, but only one complimentary air seat, air seat cost coverage for the Co-Leader will be the per-person amount in the Trip Leader's Cost line on the Trip Pricing Sheet (TPS) times the number of paid participants, not to exceed the cost to the club for one air seat. The per-person amount on the Trip Leader's Cost line is calculated for each trip based on Part 1 of the TPS (Air & Ground) divided by the expected number of travelers to participate in the trip.
- Should trip sales earn only one complimentary lodging pillow and one complimentary air seat per the Tour Operator contract, cost coverage for the Co-Leader will be the per-person amount in the Trip Leader's Cost line on the Trip Pricing Sheet (TPS) times the number of paid participants. The per person amount on that line is calculated for each trip based on Part 1 of the TPS (Air & Ground) divided by the expected number of travelers to participate in the trip.
- Should trip sales earn no complimentary lodging pillow or air seat, there will be no cost coverage to the Co-Leader unless a formal documented cost coverage sharing agreement has been reached in advance of trip departure between the Primary Trip Leader and the Co-Leader, and the agreement has been shared with the **Orlando Ski Club** 1st Vice President. If such a formal agreement has been reached, cost coverage to the Co-Leader will be subject to that agreement.



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Assistant Trip Leaders

- Assistant Trip Leaders will receive cost coverage for lodging if the trip earns the equivalent of two (2) complimentary lodging pillows per the Tour Operator contract.
- Assistant Trip Leaders will receive cost coverage for air if the trip earns the equivalent of two (2) complimentary air seats per the Tour Operator contract.
- Assistant Trip Leaders will receive cost coverage for lift tickets if the trip exceeds the complimentary lift ticket days desired by the Trip Leader per the Tour Operator contract. The number of complimentary lift ticket days earned in excess of the number of days required by the Trip Leader will be the number of days awarded to the Assistant Trip Leader.
- Assistant Trip Leaders will receive cost coverage for equipment rental if the trip exceeds the complimentary rental days desired by the Trip Leader per the Tour Operator contract or formalized complimentary rate negotiated directly with the rental facility. The number of complimentary rental days earned in excess of the number of days required by the Trip Leader will be the number of days awarded to the Assistant Trip Leader.
- Should trip sales reach twenty (20) paid participants, but not earn two complimentary lodging pillows per the Tour Operator Contract, and the trip requires only **one flight** to transport travelers, cost coverage for the Assistant Trip Leader will be **\$300**.
- Should trip sales reach twenty (20) paid participants, but not earn two complimentary lodging pillows per the Tour Operator Contract, and the trip requires **two flights** to transport travelers, cost coverage for the Assistant Trip Leader will be **\$500**.
- Should trip sales not meet the minimum required twenty (20) paid participants, nor reach any complimentary levels for lodging, air, lift tickets or equipment rentals, there will be no cost coverage to the Assistant Trip Leader.