

# **Steel on Ice, Inc.**

## **Trip Leader Guidelines**



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## 1 TL/Assistant Trip - Qualifications/ Requirements

### 1.1 *Qualifications*

To be a Trip Leader (TL) or Assistant TL you need to enjoy working with people, have an over abundance of patience, welcome organizing & planning events, and have no fear of responsibility.

### 1.2 *Requirements*

Steel on Ice TLs are required to:

- Be a current member in good standing
- Have demonstrated organizational skills
- Have demonstrated people skills
- Attend the event (unless extenuating circumstances apply)
- Be responsible for the collection and disbursements of funds related to the event
- Provide timely communication regarding the event
- Adhere to the minimum requirements identified in the TL guidelines

### 1.3 *Assistant TL*

Steel on Ice TLs are required to:

- Be a current member in good standing
- Have demonstrated team-working skills
- Attend the event
- Be willing to assume full TL responsibilities (Section 1.2) if a TL becomes unable to follow the project to completion

## 2 Basic Trip Planning

### 2.1 *Lodging Arrangements*

For Summit, Mini-Summit, Winterfest, etc., the lodging rates are negotiated by the NBS or its agents. The NBS will publish lodging information, along with other event data, in a TL's manual or by emails. It is the TL's responsibility to carefully review all lodging information provided by the NBS and get clarification, where necessary. If it is not an NBS trip, it is the TL's responsible to select lodging for the event, if applicable. Lodging should be selected to suit the majority of participants needs (cost, quality level, location, amenities, etc.

It is the TL's responsibility to publish the lodging rate and related details in a concise manner (See Section 4). .) When quoting rates to participants, make sure you indicate whether tax, royalties, or other fees are included or will be applied later.

It is the responsibility of the LT to issue a payment schedule or deadlines, collect funds, and pay the NBS, it's agents, or Club's travel representative on time.

## **2.2 Transportation Coordination**

### **2.2.1 Destination Transportation**

In general, airline transportation is the responsibility of the participants. However, it is the TL's responsibility to check on the availability of group discount rates and to determine if a sufficient number of participants are interested in from a travel group. If a group is formed, it is the TL's responsibility to provide information (price, schedule, payment methods) to the group. It is the responsibility of the TL to collect funds and pay the NBS or Club's Travel agent on time, where appropriate.

Also, if the event is within driving distance, it is the TL's responsibility to determine the cost of bus, then determine if participants are interested in this mode of transportation.

### **2.2.2 Ground Transportation**

In general, ground transportation is the responsibility of the participants. It is the TL's responsibility to provide information on NBS provided ground transportation and rental car rates. If ground transportation is arranged by the NBS and must be prepaid, the TL is responsible for responsibility to provide information (price, schedule, payment methods, deadlines) to the group. It is the responsibility of the TL to collect funds and pay the NBS or it's agents on time.

If it is not provided by the NBS, it is the TL responsibility to provide information regarding ground transportation availability (contact #, cost, etc.)

### **2.2.3 Local Transportation at Destination**

It is the TL's responsibility to provide information on local transportation, it applicable.

## **3 Trip Activities/Activities Planning**

In general, activities are the responsibility of the participants. However, it is the TL's responsibility to publish the activity pricing and related details (See Section 4). Note, the published prices should include Club processing fees, where appropriate (e.g., the Club adds a small fee to event registrations).

The TL should consider establishing group activity option (e.g., group dinner, happy hour, etc.).

It is the TL's responsibility to arrange a group photo. The TL should obtain a copy of the group photo for the club's scrapbook.

## **4 Communication**

### **4.1 Trip Announcements**

Trip announcements should be accurate, concise, and provided on a timely basis. Consider use of email to reduce postage cost. Do not forget to mail hardcopies to those who do have email.

If there are changes to the trip from that which was announce, those affected by the change must receive detailed, timely notification.

#### **4.2 Confirmations**

Confirmation should clearly show items purchased, amount paid, and identify any open items. Confirmation must be provided in a timely manner.

#### **4.3 Final Trip Packages**

Final trip packages should include: final confirmations, contact numbers, schedule of activities, travel tips, etc.

### **5 Handling of Funds**

#### **5.1 Schedule of Payments**

Member payment schedules should be established 30 days or more prior to the date due to the NBS or Club's Travel agent. This allows time for their check to clear the bank before a club check is written. It also allows time to obtain and Club check and mail it out.

It is suggested that a late fee (at least 5%/month) be announced and applied to late payments. The fact that "The failure to make timely payment may result in trip cancellation without refund" should be announced and followed. Both policies should be issued before funds collection begins.

#### **5.2 Collections of funds & fees**

Funds are to be collected by the TL. The payment information must be recorded on a pay-in form. **A copy of the form and the payments are to be given to the Financial Secretary within 7 days of receipt.** Keep a copy for your records. The Financial Secretary make all deposit into the bank.

**If membership is required for participated, do not accept anyone's payments until you have confirmed that they are a current member.**

Do not send cash by mail. If necessary, write a personal check for the amount to be mailed to the Financial Secretary and deposit the cash to your personal account.

Bounced checks are to be repaid immediately by the Club member along with the Bank Fee and Club Fee of \$10. Check with the treasurer to find out what the amount of the current Bank Fee. Also, check with the Recording Secretary to confirm the Club Fee amount from the current Policies and Procedures.

Remember someone who fails to pay the fees is someone who is not going! Also, someone who fails to pay the fees is not a member in good standing, and therefore, has no voting rights. The President should be advised on this ASAP.

#### **5.3 Disbursements**

Disbursements are to be requested by the TL from the Treasurer. The disbursement must be requested with a form. Keep a copy for your records. It is the TL option to provide the Treasurer with completed trip forms, addressed & stamped envelop and any completed trip forms to be mailed by the Treasurer or request the check and mail it yourself. The envelop should be provided with a stamp because the postage should be part of your trip costs.

Please request your disbursement in enough time to allow the Treasurer 7 days or more to fill the request.

#### **5.4 Member Refunds**

Club member refunds are handled in the same manner as disbursements. Club member refunds should not be issued until the final confirmation has been received from NBS or Club's Travel agent. Any outstanding fees, etc. should be deducted from the refund.

If a member has cancelled their attendance, it is their responsibility to find someone to take their place. No refunds are to be paid to the member until the alternate has made full payment.

## **6 Reporting**

### **6.1 Monthly Reporting**

The TL should attend the Club's monthly meeting provide updated information.

### **6.2 Final Report**

The event final report should be presented for Club vote within 30 days after the trip. If there are pending items, such as NBS refund, the report can be presented as preliminary.

See attached sample report.

## **7 TL Compensation**

- If club receives compensation in goods and services, TL will be compensated from those items (registration, lodging, lift tickets, and transportation). No cash compensation will be paid for where free goods and services are available.
- If club does not receive compensation, TL will be compensated for their cost of their registration.
- The TL should be compensated for their costs, such as long distance phone calls and postage. Receipts should be given with the reimbursement forms. The TL costs must be shown the final trip report.
- Compensation is only paid after the event report have been submitted and approved.

## 8 Example Report



## Steel On Ice, Inc

### Project: Great Mountain Ski Trip Financial Report

#### Receipts:

Lodging _____	\$ 36,000.00 _____	12 condos/7 nights
Lift Tickets _____	\$ 3,600.00 _____	24 – 3 day lifts
Registrations _____	\$ 2,400.00 _____	24
Shuttle Bus Fees _____	\$ 1,680.00 _____	24
<b>Total:</b>	<b>\$ 43,680.00</b> _____	

#### Disbursements:

Lodging _____	\$ 33,000.00 _____	11 condos/7 nights
Lift Tickets _____	\$ 3,600.00 _____	24 – 3 day lifts
Registrations _____	\$ 1,920.00 _____	24
Shuttle Bus Fees _____	\$ 1,680.00 _____	24
*Trip Leader Cost (phone calls & stamps)	\$ 12.60 _____	
*Refund for Cancellation: J. Smith & R. White	\$ 3,000.00 _____	
<b>Total:</b>	<b>-\$ 43,212.60</b> _____	

**Ending Balance:** \$ 467.40 \_\_\_\_\_

**Budget** \$ 0.00 \_\_\_\_\_

**Submitted by:** \_\_\_\_\_  
**Project Chair**

#### Event Summary & Future Event Tips:

24 club members signed up to go to on the Great Mountain ski trip. 2 cancelled and received partial refunds, their registration, lift tickets, and bus seats could not be resold. It was a great trip. Great snow, good eats, and excellent parties. We had one group condo party that was the bomb! Everyone said they would like to go again next year.

Tips for next year: promote trip earlier to get more people, book earlier to get larger condos to reduce costs.

cc: Financial Secretary

- Attach attendee list, if applicable
- Attach pay-in & disbursement forms, etc.
- Attach sufficient information to assist another Project Chair to execute a successful similar event (e.g., contact lists, action item lists, project schedule, etc.)

\*payout pending approval of this report

## 9 Forms



# Steel On Ice, Inc

**Project:** \_\_\_\_\_  
**Financial Report**

**Receipts:**

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total: \$ \_\_\_\_\_

**Disbursements:**

_____	-\$ _____
_____	-\$ _____
_____	-\$ _____
_____	-\$ _____
_____	-\$ _____

Total: -\$ \_\_\_\_\_

**Ending Balance:** \$ \_\_\_\_\_

**Budget** \$ \_\_\_\_\_

**Submitted by:** \_\_\_\_\_  
**Project Chair**

**Event Summary & Future Event Tips:**

cc: Financial Secretary

- Attach attendee list, if applicable
- Attach pay-in & disbursement forms, etc.
- Attach sufficient information to assist another Project Chair to execute a successful similar event (e.g., contact lists, action item lists, project schedule, etc.)





**REQUEST  
FOR  
DISBURSEMENT**

Payable to: Name	Date
	Total Amount: \$
Address	Account/Project to be Charged
	Account No.
City, State, ZIP	Phone

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

Contract/Forms Attached: \_\_\_\_ Yes \_\_\_\_ No

Mail to: \_\_\_\_ Payee \_\_\_\_ Requester (if different than payee)

Submitted by: (if different than payee) \_\_\_\_\_

Name (Payee): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

I certify that the statements made herein are true and that the payment requested is actually for Steel on Ice business in accordance with the rules and regulations of Steel on Ice, Inc.

\_\_\_\_\_ signature

Approved: \_\_\_\_\_ Title: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check No.: \_\_\_\_\_

cc:

## REQUEST FOR REIMBURSEMENT

PAYABLE TO:	DATE:
NAME:	TOTAL AMOUNT:
ADDRESS:	ACCOUNT TO BE CHARGED
CITY, STATE, ZIP	ACCOUNT NO./PROJECT:

REASON FOR REQUEST:

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RECEIPTS ATTACHED       **Yes**       No

SUBMITTED BY: (IF DIFFERENT FROM PAYEE) \_\_\_\_\_

NAME (Payee): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_



I certify that the statements made herein are true and that the payment requested is actually for Steel On Ice business in accordance with the rules and regulations of Steel on Ice, Inc.

\_\_\_\_\_ signature

APPROVED: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE PAID: \_\_\_\_\_ CHECK NO. \_\_\_\_\_

