

TRIP & EVENT PROCESS AND CHECK LIST

Board approval is required for any overnight event or any event with gross income of \$100 or more.

- I. Present trips/events at the regular Board Meetings for approval. (Under special circumstances, approval can be gained via mail).
 - A. Notify the Secretary of the presentation, so it can be placed on the agenda.
 - B. Complete the following forms for approval and bring copies for each Board Member & Newsletter Editor (8): (You can add printing costs into the expense worksheet & get reimbursed for the copies)
 1. The Altair Trip/Event Board Approval form. This form will be signed by the quorum of Board members and retained by the Treasurer.
 2. The Event Worksheet/Budget, which reports how you arrived at the fees charged based on expenses, event leaders incentive rewards, and the % of profits going back to the club.
 3. The article/flyer for newsletter (containing all the pertinent data from the board approval form)
- II. Submit a copy of the Board Approval Form and the article/flyer for the newsletter to the Newsletter editor no later than Friday following the Board Meeting in digital format (email).
- III. Present the event/trip to the members at the next General Meetings and take signups and collect fees:
 - A. Each participant must sign the Sign up & Waiver form.
 - B. Altair does not accept cash – only checks payable to Altair or credit cards. Credit cards must be processed by the Treasurer with a receipt returned to you.
 - C. No one is considered signed up until payment has been made.
 - D. Prepare a deposit sheet with all payments following the meeting, with the original & a copy going to Treasurer. Retain a copy for your records. If you have signups for multiple meetings, you will have deposits for each session. Turn deposits in right away.
- IV. Prepare the Check Request for any expense reimbursements.
 - A. All reimbursements must be submitted on the Check Request form identifying the event, payees, and addresses if the checks are to be mailed.
 - B. It is desirable to have all trip reimbursements grouped on the same check request, with individual checks being written.
 - C. All receipts, invoices, backup paperwork must be attached to the check request prior to checks being processed.
- V. Prepare the Trip/Event Reconciliation form within 30 days following the trip/event (including the Advanced Planning Guide portion) and submit along with:
 - A. Original Sign-In and Waiver forms
 - B. Deposit slips
 - C. Check Requests/Original Receipts and any Refunds
 - D. Flyers, Contracts –anything that will assist in organizing this event in the future.

Assistance and Guidance are available through the Trip & Event Process

The Audit Committee will review the final trip packets for accuracy and compliance on a quarterly basis.