

# ALTAIR TRIP/EVENT BOARD APPROVAL FORM

**BEFORE** signups may take place, flyers distributed or an article to be printed in the newsletter, this form **MUST** be completed by the Event Leaders and approved by the Board of Directors

Please read the Trip/Event Guidelines. Complete each line of this form or indicate if the item is not applicable (n/a)

NAME OF THE TRIP/EVENT: \_\_\_\_\_

EVENT LEADERS (two required): \_\_\_\_\_ name  
\_\_\_\_\_ email \_\_\_\_\_ phone #

\_\_\_\_\_ name  
\_\_\_\_\_ email \_\_\_\_\_ phone #

LOCATION: \_\_\_\_\_

DATE & TIME OF TRIP/EVENT: \_\_\_\_\_ date(s) \_\_\_\_\_ time

MEMBERS ONLY (yes or no): \_\_\_\_\_ yes or no

NUMBER OF PARTICIPANTS: \_\_\_\_\_ maximum \_\_\_\_\_ minimum

SIGN UPS BEGIN & END: \_\_\_\_\_ begin date \_\_\_\_\_ end date

COSTS (attach completed worksheet/budget): \_\_\_\_\_ member \_\_\_\_\_ non-member/est

LAST DATE REFUNDS GIVEN (to those who cancel out) EXPLAIN: \_\_\_\_\_ cancel date \_\_\_\_\_ no refunds  
\_\_\_\_\_

TRIP INCLUDES: \_\_\_\_\_  
\_\_\_\_\_

REQUEST FOR FUNDS IN ADVANCE: \_\_\_\_\_ amount \_\_\_\_\_ date due  
(prior to collecting fees to cover costs)

Are deposits refundable if event cancelled? \_\_\_\_\_ yes/no \_\_\_\_\_ by what date?

ATTACHED ARE: \_\_\_\_\_ Event worksheet/budget (in-town or overnight)  
(these items are required for approval) \_\_\_\_\_ Article/flyer for newsletter (finalized)

## **APPROVED BY:**

\_\_\_\_\_ **President** **Date approved by the Board:** \_\_\_\_\_

\_\_\_\_\_ **Vice President**

\_\_\_\_\_ **Secretary**

\_\_\_\_\_ **Treasurer**

\_\_\_\_\_ **Senior Board at Large**

\_\_\_\_\_ **Board at Large**

\_\_\_\_\_ **Board at Large**

Submit a Board approved article/flyer and a copy of this form to the Newsletter Editor no later than the Friday following the Board Meeting.

Please bring (8) copies of this form & your flyer for each Board Member & Newsletter Editor to review and your trip/event worksheet.