

ALTAIR TRIP/EVENT GUIDELINES

Altair is a volunteer organization and relies on its membership to sponsor the events we all enjoy. Hopefully these guidelines will simplify the process of organizing your event. This comprehensive packet includes all forms required for overnight trips as well as day events. For more detailed information or additional forms please refer to the Altair Membership Handbook at www.altairsports.org (FORMS) Thank you!!

Planning Your Event

- An Event Leader must be a current member of Altair and two leaders are recommended to provide coverage in case of illness or absence.

Event Fees – Determining What to Charge for an Event

- Determine expenses and fees using the Trip/Event Planning Worksheet in this trip packet as a guideline
- Trips and other events are expected to be self-supporting and to contribute income to the Club.
- Use the Trip/Event Planning Worksheet to list all expenses such as food, prizes, t-shirts, lodging (including taxes), corkage fees, rewards, park entrance fees, copy costs for flyers & copies for Board approval, etc. The fee charged to participants for the event must fully cover all expenses listed as well as the addition of 10% per member and 25% per non-member as income to Altair.
- All Altair members, including the Event Leader, pay the same for comparable accommodations.
- The Event Leader determines if non-members are allowed to attend.
- If the Event Leader wishes to receive an incentive award in the form of an Altair gift certificate, the amount must be included in the Trip/Event Planning Worksheet.
- An Event generating over \$100 or is an overnight trip requires Board approval and sign-ups are required.
- An event generating less than \$100 does not require Board approval. Participants are required to sign up and the club overhead of 10% and 25% is still required (a minimum of \$2 for members and \$5 for non-members).

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- With Board approval a member may be reimbursed for goods, services or accommodations for an event. Their pay/fee must be included on the Trip/Event Planning Worksheet and will be paid as an expense.
- If an Event Leader uses personal property or accommodations, the event should be charged no more than the fair market value of those accommodations.
- The host or hostess of an event held in his/her home need not pay for the Event. (This applies to one person per event.)

Advancing Club Funds for an Event

- Trips and other Events are expected to be self supporting and to require no advancing of Club funds for deposits or initial expenses. Altair policy is that no checks may be written unless the trip has funds deposited for the event to fully cover the amount requested. However, because some trips require advance deposits to hold the reservation until a future date, the Board of Directors may make exceptions to the standard policy, if the following conditions are met:

The Trip or Event has been held in prior years and was financially successful.

The Event Leader is the same as in the prior Event or has the active assistance of the prior Event Leader.

Deposits need to be fully refundable prior to Trip cancellation date.

Event Restrictions

- Some activities require that the Event Leader use licensed and insured vendors to conduct the activity. Examples include whitewater raft/kayak trips and horseback riding.
- The Board will not approve any activity that is contrary to the purpose and mission of the Club or is in violation of the Altair by-laws or any local, state, federal law.
- Pets are not allowed on Altair events.
- Altair policy prohibits the purchase of alcoholic beverages with Club funds.
- Children under the age of 21 may not participate unless it has been approved by the Board and has been so advertised.

Event Leader's Incentive Reward

- Event Leaders may be eligible for incentive rewards for organizing an event if the Club's 10% (25% non-members) profit is met.
- Incentives are awarded in the form of Altair gift certificates equal to the value of one Member fee, but not more than \$120 per Event.
- The maximum cumulative Incentive awarded to any single Event Leader in one calendar year shall not exceed \$600.

Presenting Your Trip to the Board

- Review the Trip & Event Process and Checklist included in this Trip/Event Packet prior to attending a Board Meeting to present your Event.
- Notify the Secretary of your presentation, so it can be placed on the agenda.
- Complete the appropriate forms included in this packet and bring copies for each Board Member and the Newsletter Editor. (You can be reimbursed for the copy charges by including them on your expense sheet.)
 - Altair Trip/Event Board Approval Form.
 - Trip / Event Planning Worksheet.
 - Flyer for the newsletter. (See sample flyer in this packet.)

Newsletter Submissions

- After a Trip/Event has been approved by the Board of Directors, the Event Leader is responsible for submitting a digital copy of the Event flyer to the Editor for publication. The deadline for submissions is the Friday following the Board Meeting.

Event Sign-up

- The first opportunity to sign up for an event is 6:00 PM at the first General Meeting following Board approval. The Event Leader may NOT take sign-ups prior to this time.
- After the General Meeting, the Event Leader may take signups by phone, e-mail or at any other time or place.
- No one is considered signed up until payment has been received. 2/20/19
- If a Member is unable to attend a General Meeting, another Altair Member (not the Event Leader) may sign up for the absent Member.

- All Members and Non-Members must pay for the Event in full at the sign-up, unless the Event Leader determines a payment plan is appropriate for more expensive Events. Such payment plans must be laid out prior to Board approval.
- All Members and Non-Members must personally sign the Sign-up/Waiver Form prior to participating in ANY Altair activity.
- The Event Leader determines whether Non-Members may participate and if so, whether they may sign up at the same time as Members or must wait 30 days.
- To qualify for Member pricing, a person must be a member of Altair at the time of sign up and at the time the event occurs.
- The Event Leader is responsible for determining eligibility for Member or non-Member pricing and may ask to see a current Altair membership card to verify member status.
- A member of the Far West Ski Association qualifies for member pricing.

Waiting Lists for Events/Trips

- If an Event sells out, the Event Leader may choose to take a paid or non-paid waiting list in the event of a cancellation.
- The Event Leader will request refunds for waiting list fees after the event takes place.

Income & Deposits

- Altair does not accept cash for Trips and Events.
- Checks must be payable to Altair, not the Event Leader.
- Altair accepts VISA, or MasterCard. When a bank card is used to sign up for an event, the card holder will be given the Merchant Reprint Copy to be given to Event Leader as payment for Event. The card holder retains the customer copy.
- The Event Leader must complete the Event Deposit Slip and turn it in with all checks, charge slips, and gift certificates to the Treasurer at the conclusion of each general meeting.

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Pre-trip Planning Meeting

A pre-trip planning meeting for out-of-town trips is recommended. It is an opportunity for the Event Leader to cover necessary equipment and supplies, room assignments, schedule of activities, maps and driving directions, lodging information, including phone

numbers, carpooling, and reminders to reimburse for mileage. (Altair recommends that passengers pay at a rate of \$.10 per mile or share the cost per person in the vehicle.) However, the driver ultimately decides the contribution amount and should communicate this to the passengers beforehand.

Cancellation Policy

- The Event Leader must publish a cancellation policy.
- The cancellation date should be set prior to any contract deadlines such as motel reservations, usually 30 days prior to the event. To be eligible for a refund, a participant needing to cancel his place on the trip must notify the Event Leader prior to the cancellation date.
- A participant who cancels after the posted cancellation deadline forfeits any money paid, unless the Event Leader has a waiting list and/or finds a replacement.
- If an Event is cancelled, all participants will receive refunds of money paid for the Event less any unrecoverable expenses.
- A participant who cancels should not find their own replacement unless directed by the Event Leader as there may be a waiting list for the event and the next person in line should have the opportunity to fill the vacancy.

Refund Policy

- Refunds may be made for cancellations received after the published cancellation date ONLY if funds are available after trip expenses are paid, Altair's profit margin is met, and the Event Leader has approved it. Approved refunds will be processed after the trip is concluded and reconciliation forms are submitted.
- If an Event generates more than a 10% for members and 25% for non-members, the Event Leader may request refunds of no less than \$25.00 to each participant.

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Event Reconciliation & Paperwork

- The Event Leader must complete the Event Reconciliation Form included in this trip packet within 30 days of the completion of an event. The following must be turned in to the Treasurer:
 - Event Reconciliation Form (include request for Event Leader incentive reward if needed).

- Sign-up/Waiver forms (signed).
- Deposit slip (pink) copies.
- Check request copies.
- Copies of any handouts or other information which would be helpful for a future Event Leader.

Check Requests

- Reimbursements for expenses incurred in organizing an Event/Trip or refunds to participants should be submitted to the Treasurer on the Check Request Form available in this packet, at a General Meeting, at a Board Meeting, or at www.altairsports.org
- Original receipts for all expenses must be submitted with the check request.
- Altair requires two signatures on all checks, so remember the best time to receive your check is at a General Meeting or a Board Meeting.
- Event funds MUST be deposited before any checks for Event expenses can be issued.

Equipment & Supplies - Available for Events

- Altair owns a variety of equipment and supplies which are available for Altair Events through the Equipment Director. Items such as first aid kits, canopies, Altair banners, folding tables, miscellaneous camping and picnic equipment and supplies can be borrowed.
- Borrowed items must be returned following the completion of your event (cleaned and in good working condition).

Events Jointly Held with other Clubs

- It is necessary to confirm that any clubs we have joint activities with have their own liability insurance. Altair must have a copy of the joint club's Certification of Insurance to file with our insurance provider. Altair's Liability Waiver Forms must be signed by participants from the joint club.

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