

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 Planning Worksheet, 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.