

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

LAST DATE REFUNDS GIVEN (to those who cancel out) EXPLAIN: _____

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 (with or without lodging)
(these items are required for approval) _____ Article/flyer for newsletter (finalized)

APPROVED BY:

_____ **President**
_____ **Vice President**
_____ **Secretary**
_____ **Treasurer**
_____ **Senior board Member**
_____ **Board at Large**
_____ **Board at Large**

ENCLOSED IN PACKET:

- Trips/Events**
- ___ 1. **Trip-event Process & Check List**
 - ___ 2. **Planning Worksheet (select one)**
 - a. with lodging
 - b. without lodging
 - ___ 3. **Trip/Event Sign-up/ Waiver (select one)**
 - a. with payments or overnight events
 - b. with no payments & day events
 - ___ 4. **Sample Flyer**
 - ___ 5. **Trip/Event Board Approval Form**
 - ___ 6. **Check Request Form**
 - ___ 7. **Deposit Slip**
 - ___ 8. **Trip/Event Reconciliation Form**
 - ___ 9. **Altair Ski and Sports Trip/Event Guidelines**

REQUIRED for Board Approval:

___ **8 copies each - this form, flyer & worksheet**

DATE APPROVED: _____

EDITOR needs: this form, flyer (& digital flyer)
by Friday following the Board Meeting.