

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 additional forms or more detailed information please refer to the Altair Policies & Procedures at www.altairsports.org (FORMS) Thank you!!

Planning Your Event

- Event Leaders must be current members 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), valet/parking fees, 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% (with a minimum of \$2.00 and \$30.00 maximum) per member and 25% (with a minimum of \$5.00 and \$75.00 maximum) per non-member as income to Altair.
- All Altair members, including the Event Leaders, pay the same for comparable accommodations.
- Event Leaders determine if non-members are allowed to attend.
- If Event Leaders wish to receive incentive rewards in the form of Altair gift certificates, the amounts must be included in the Trip/Event Planning Worksheets.
- 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% (with a minimum of \$2.00 and \$30.00 maximum) per member and 25% (with a minimum of \$5.00 and \$75.00 maximum) per non-member are still required.
- 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 Event Leaders use 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 and
 - One (1) Event Leader is the same as from a prior year or has the active assistance of the prior Event Leader or
 - Deposits need to be fully refundable and a written contract reflecting this is secured prior to funds being disbursed.

Event Restrictions

- Some activities require that the Event Leaders 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 cannot distribute, sell, serve or furnish alcoholic beverages at any time; however, members may bring their own, if permitted.
- 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 total per event.

- The maximum cumulative incentive awarded to any single Event Leader in one calendar year shall not exceed \$600.
- Incentive rewards should be included as an expense on the Trip/Event Worksheet.

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 Leaders are 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. Event Leaders may NOT take sign-ups prior to this time.
- After the General Meeting, Event Leaders 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.
- If a Member is unable to attend the first General Meeting, another Altair Member (not an 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 Leaders determine 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 a Sign-up/Waiver Form prior to participating in ANY Altair activity.
 - Sign-up Waiver Form: Use for ANY overnight event or involves collection of money.
 - Day Event Sign-up/Waiver Form: Use for ANY day events NOT collecting money and not an overnight event.

The original signed waiver forms are turned in to the Treasurer following each event. See *Policies & Procedures* regarding seasonal events or activities jointly held with other clubs.

- Event Leaders determine 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. No refunds due to change of membership status.
- Event Leaders are 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 or Northwest Ski Council qualifies for member pricing.

Waiting Lists for Events/Trips

- If an event sells out, Event Leaders may choose to take a paid or non-paid waiting list in the event of a cancellation.
- Event Leaders 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 Leaders.
- Altair accepts debit or credit cards. When a bank card is used to sign up for an event, the card holder will be given the bank card receipt to be given to the Event Leaders as payment for event. The card holder retains the customer copy.
- Event Leaders 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 or within 3 days.

Pre-trip Planning Meeting

A pre-trip planning meeting for out-of-town trips is recommended. It is an opportunity for Event Leaders 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 actual cost per person in the vehicle.) However, the driver ultimately decides the contribution amount and should communicate this to the passengers beforehand.

Cancellation Policy

- Event Leaders must publish a cancellation policy.
- Event cancellation dates 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.
- Some events may have a “no refund” policy or a cancellation fee, which must be published.
- If an event is cancelled and refunds are available, participants will receive refunds of money paid for the event less any unrecoverable expenses or cancellation fees.
- 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 the minimum of 10% for members and 25% for non-members, the Event Leader may request refunds of no less than \$25.00 to each participant.

Event Reconciliation & Paperwork

- Event Leaders 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 (original signed).
 - Deposit slip (pink) copies.
 - Check request copies (with original invoice/receipts attached)
 - Copies of any handouts, contracts, 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/invoices 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 that we may 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.