

MT. HIGH TRIP LEADER SOP'S

PLAN EARLY

ANY club member may plan a trip or event for the club. Whether that be a destination trip, a hike, a bike trip, or other event.

Select a destination that is likely to be popular with club members. Discuss with other trip leaders and Board for approval.

Determine the type of trip.....(Adult only or family trip).

Determine the length of trip (weekend, 3-4 day trip, week-long trip). This will vary depending upon how far away the destination is, and what travel options are available, as well as financial feasibility.

Determine whether you'll use a tour operator or plan the trip yourself.

Determine a trip price point (break even), and how many attendees it will take to make the trip work. *

DESTINATION:

Is the location reachable by bus? By train? By plane?

- Determine the best mode of transportation; begin checking on pricing.
- Begin checking on lodging availability. Be sure to ask about any taxes that may apply when considering the cost of a room. Be sure to obtain and note dates when deposits are due (if any), and any penalties that may apply if you are short of your projected numbers. From that information, you can determine a potential drop dead date if the trip doesn't sell enough spots to make it a go. Be aware that typically there will be a significant number of singles and men won't share a bed.
- Check on lift ticket prices (group pricing, senior pricing available). Are any taxes applicable?
- Determine if "other" things will be included in trip (mountain picnic, side trip, après party, events for kids if it's a family trip). Be sure to include all gratuities and all potentially "hidden" costs. Bus companies have surcharges for all sorts of things, like extra stops, change of drivers, etc. If not sure, ASK.
- Determine from all above, the total cost of the trip.

A spreadsheet is an excellent way to determine trip costs. (A form can be provided for any Trip Captain's use). List all foreseeable costs on the Trip Planning Form, then determine the price per person for each cost item.

PRESENT TO BOARD:

If your trip is a destination trip ...present your trip, with cost estimates, and *Trip Planning Form* to Mt. High's Board of Directors for approval at the monthly BOD meeting, held the last Monday of each month at Round Table Pizza (10700 SW Barbur Blvd). If it is a simple hiking or biking activity, or other similar event, just present your idea to the Board for approval. **Any planned event that is to be advertised in the "Lift Lines" or on Mt. High's website, must be approved by the Board.**

PROMOTION:

Create a flyer, listing: *destination, dates, price (all inclusions/ levels i.e. Senior discount, etc), deposit amount, when deposits are due*. Write article for newsletter, and start spreading the word.

COLLECTION OF PAYMENT:

Determine a deposit amount and payment plan:

- **Deposit** due date
- **2nd payment** due date (if needed)
- **Final** payment due date (varies by trip, dependent upon resort requirements)
- Use Dough Transmittal with Liability Waiver.
- Stay in contact with club Treasurer for payment/attendee updates.

If trip is planned *with a Partner Club*, there would be **no** additional charge for members of **that** designated club(s) to attend. Due to insurance liabilities, **ONLY** club members of Mt. High and those stated above will be allowed on club trips.

ROOM ASSIGNMENTS:

Prepare a rooming list (most lodging properties will ask for this ahead of time). It is best to do this as late as possible, as there are often last-minute changes on a trip. Rooming info can be gathered from original sign up sheet of any rooming preferences.

KEEP IN TOUCH WITH LODGING/SKI AREA TOUR OPERATOR!

Be mindful of your cancellation and deposit deadlines, if any. Drop rooms by the deadline if you feel you have to (but see if they will add rooms at the same price if you add any people at the end).

- Deal with the ski area to determine what their requirements are for group lift ticket pricing. Often, they will need a completed form; sometimes they need attendee numbers several days in advance.
- Keep in touch with your lodging facility and see when they want a rooming list
- Keep in touch with participants for any dining or special events included in the trip.

SET DEPARTURE TIME/PLACE

- If this is a weekend trip, determine a parking place/meet up place for members. Set a departure time and **STICK TO IT!**
- If traveling by train or plane, determine a time to meet at the station/airport

CODE OF CONDUCT POLICY

Hand this out while waiting for transportation to leave. **EVERYONE** must sign one. Trip Leader has the authority to ask any disruptive attendees to leave the trip.

***If you find that your trip will result in an excess of funds, provide extra benefits to participants during the trip (i.e... extra dinners, activity, etc.)**