

GUIDELINES FOR TRIP LEADERS

- I. **Trip Leader must be an PNSC member at the time he/she leads a trip!**
- II. Decide on a location and dates for your trip.
- III. Contact the Trip Coordinator (TC) to determine if there are not too many trips already committed for that date.
- IV. **Secure lodging reservations** for the number of people you plan to have. Check with TC if you need suggestions about lodging facilities in that location.
 - A. Find out how much of a deposit is needed and the date it needs to be received
 - B. If you will need STS money for deposit – discuss with Treasurer
 - C. Find out about cancellation policy in case there is no snow, or not enough participants.
 - D. Find out number of rooms available, beds and size per room; helps determine how many couples, and singles of each gender can be accommodated.
 - E. What you need to do and with whom, to register/gain entrance/ for lodging
- V. **Compose Trip announcement Includes:**
 - A. Dates of trip, location of ski areas, name and location of lodging, mode of transportation.
 - B. Cost of trip - lodging, transportation (if other than car pool)
 - C. Description of lodging, amenities, other activities available, and eating arrangements.
 - D. Difficulty level – for all? or who? are lessons available?
 - E. Cancellation policy if trip is cancelled, or if participant cancels.
 - F. If you “go with no snow” provide options for other activities, e.g. hiking.
- VI. **Trip Applicants** – should submit an application, waiver, and check, made payable to you.
 - A. Applicant is not a participant until all forms and payment are received.
 - B. Non PNSC members are charged an extra \$15 or can become a member for \$15.
- VII. **Ski Fair Applicants** - keep the sign up list that is sent to you after the FAIR. It should have: names on a roster, 2 forms for each participant (PNSC Activity Application and Waiver of Liability Form), and Check for the proper amount, made out to YOU.
- VIII. **Document of Information** create a participant roster which includes:
 - A. Name, address, phone #, email address, and other comments re: car pooling info.
 - B. Distribute roster for car pooling and room mates.
- IX. **Communicate this information** to each participant:
 - A. The trip cancellation policy if leader cancels, refund less reservation penalty; If participant cancels there is no refund unless another person takes their place.
 - B. Maintain waitlist for replacements. No money needed from waitlisters
 - C. Create a participant roster which includes name, address, phone #, email address, and other comments re: car pooling info.
 - D. Driving directions and estimate of driving time.
 - E. Lodging accommodations, and roommates.
 - F. Leader’s plans for arrival day and time so if others plan to arrive earlier, arrangements can be made.
 - G. Any social plans that the leader may want to suggest: eating out, or potluck dinner cooked in.
 - H. Car pool formation is up to individual participants. Travel cost for riders is up to driver.
- X. **After the Trip** – if you received seed money, send reimbursement check to the Treasurer along with the lodging receipt and list of participants.

Trip Leader Communiqué with Participants

I. What are the ski facilities?

- A. How and where do you get weather and snow conditions?
- B. Where is rental equipment available: locally in D.C. or near the ski site?
- C. Determine the contact with the local ski patrol. Think through the first aid requirements for your trip. Obtain local emergency numbers: e.g., police, fire, and hospital.

II. What type of accommodations do you want for the trip?

Private rooms? Dormitories? A cabin? Rent a house (condo)? Motel?