

Event or Trip Leader Guidelines

Thank you for deciding to run a GMSC Event or Trip. These guidelines are here to make it easier for you. Please feel free to ask the board and experienced club members for help.

I. Before event or trip

- A. Create a preliminary budget on GMSC Excel sheet (electronic or hardcopy) and submit to Activities Chairperson for board approval.
- B. Advertise and promote
 - 1. Get details on calendar/newsletter, send to activities@gmskiclub.org
 - 2. Promote at general meetings with announcement and/or flyer
- C. Sign up people – collect money, record on GMSC Excel Income sheet (electronic or hardcopy)
 - 1. Keep up-to-date, save all receipts, be complete and thorough on form (tracking payments, member status...) For current membership list, email membership@gmskiclub.org
 - 2. Keep waitlist if necessary.
 - 3. Complete waiver form if necessary

II. During the Event or Trip

- A. Welcome/sign-in
- B. Run the event – troubleshoot
- C. Have fun 😊

III. After the Event or Trip

- A. Final budget on GMSC Excel sheet (electronic or hardcopy)
 - 1. List expenses on the GMSC Excel expense sheet, attach receipts
 - 2. Include Comp
 - 3. Special circumstances, reimbursement
- B. When the event is done you are invited to write an article about the event and submit pictures to the newsletter and website
- C. Review the final budget with the Activities Chairperson and/or Treasurer

For addition details, see page 2

Before event or trip – additional details

There is a link to the GMSC Excel forms on the main page of the website. Click on ***Excel forms for planning an event or trip***. This document includes detailed directions and income and expense sheets.

What information should the flyer contain? Who, what, where, when, how much - member and non-member. Email to newsletter@gmskiclub.org

Signing up people for the event

- a) Keep a list of people signing with contact information i.e. phone numbers and e-mail addresses.
- b) Get a name-only membership roster to check membership status. Email membership chair at membership@gmskiclub.org for current list.
- c) Use the Excel income sheet to record incoming checks. Checks are made out to the GMSC. Please turn in to the Treasurer in timely manner (no cash to Treasurer).
- d) Notify event participants you've received payment and assure them they are on the list. Remember, a person isn't really signed up until they paid in full.
- e) If event fills, start a waiting list. Encourage people to give you a check to get on the waiting list. The check does not indicate commitment. If an opening occurs, they get a call in the order of the checks received. If no longer interested, tear up the check and go to the next.
- f) Liability waivers need to be signed by all trip participants and by all participants on some events.
- g) If somebody cancels and we find a substitute, the person will be reimbursed when the event is over.
- h) Any changes to the preliminary budget must be board approved.
- i) Provide periodic updates as the need arises to all event participants.

Expenses

- a) Use the Excel expense sheet to keep track of all expenses.
- b) Save all receipts. They will need to be submitted to the Treasurer with an expense form.

After the Event or Trip – additional details

Compensation for the event/trip leader

- a) The event leader is eligible for full or partial compensation depending on size of the event, cost, profit made, and how well it was run. This must be requested in the preliminary budget and will be decided by the board.
- b) The event leader pays for his/her event as a normal participant and it is counted as anticipated revenue. After the event is completed, the event leader will be reimbursed pending board approval. The compensation is counted as an expense.

Final Budget

- a) Either the event leader or Activities Chairperson must reconcile the budget with the Treasurer.
- b) The Activities Chairperson or the Treasurer takes the Final Budget to the board for approval.