

Trip / Event Captain Responsibilities for the Louisville Ski Club

- 1) Notify Seasonal Vice President of intention early. Seasonal Vice Presidents should organize the activity calendars at the beginning of the season. You do not want your event to conflict with another so have a specific date in mind. Plus the event can be put on the activity calendar early to help generate interest.
- 2) Investigate the costs for all arrangements on your trip/event. Obtain a Budget Request Form via the clubs web site. Submit completed budget request to the proper seasonal VP who will then take it before the board for review and approval. Ask the treasurer or VP for any help. All budgets must be approved by the board before any check may be written or any sign ups are taken. Once the budget is approved an article may go in the newsletter announcing your trip/event.
- 3) Obtain a LSC Financial Report Recap Form via the clubs web site. Keep a running account of all deposits made and checks written on the financial report. Keep all receipts for reimbursement. You are responsible for the financial integrity of your Trip/Event.
- 4) Write articles advertising your activity and submit them to the proper VP so that they can get your article into the monthly newsletter. Try to advertise at least two months out from the actual date of the event. Be sure to include in the article, the deposit/payment schedule, cancellation/refund policy and whether membership in the club is required.
- 5) Have a sign up table at the General Meetings. Make posters/flyers or handouts. Be prepared to talk about the trip and answer questions during the meeting. Make some sort of sign up log to allow you to keep track of the order of sign ups, payments made and any waiting list.
- 6) For trips, sign ups include a signed Louisville Ski Club Trip Sign-up form and the required deposit. Otherwise, sign ups require the deposit or event charge to be paid. Those who do not provide a deposit or event payment are considered "interested" not signed up. No one should be considered signed up if they have not made the required payment. Update the VP regularly on the sign up progress toward the maximum number.
- 7) Complete LSC deposit slip (available from treasurer) and give to the treasurer. List the checks by name and have the treasurer verify any cash included in the deposit. They are duplicate forms. Keep the yellow copy to attach to the financial report and log the amount onto the deposit page. Deposits should be prepared and given to the treasurer at each general meeting.
- 8) Notify the treasurer of any checks needed. A check over \$ 100 requires two signatures. Plan ahead for general meetings to obtain these type checks.
- 9) Keep within your budget.

10) Financial Report should be turned in within 4 weeks after the event/trip to the treasurer or VP. Attached should be all receipts, deposits slips, contracts, etc, and a list of participants.