

NYCDSC Trips Policy

Council Trips Basics

1. The Council offers ski trips to:

- a. Offer smaller clubs opportunity to take trips
- b. Offer members of larger clubs additional trip options
- c. Offer a chance for members of different clubs to mingle
- d. Increases value of the Council to member clubs
- e. Provide minor fundraising for Council (\$25 max per person) with the proviso that any future committee examining Council finances may recommend a change to this amount.

2. Who can go on a Council ski trip:

Members in good standing of clubs that are members in good standing of the NYCDSC .

3. A trip will be judged a success when:

- a. It either makes a small profit for the Council or breaks even financially
- b. It has a reasonable number of participants and achieves at least its minimum numbers for trip pricing and comps
- c. Its logistics work out (everyone safely leaves and comes back, lodging is satisfactory, pricing covers all specified

costs, etc.) with minimal issues/problems before/during/after the trip

- d. Trip participants have a good time

Council Trips – Specific Policies

1. Trips Development and Planning

- a. In January the VP of Skiing will canvas the Council Board/Reps for trips suggestions.
- b. At the February Council meeting the VP of Skiing, in consultation with the President will present the results of the canvas to the Board for a recommendation in picking the location of the next trip.

2. Trip Proposals and Booking

- a. By the March Council Meeting the VP of Skiing will have requested a minimum of 3 proposals from different vendors.
- b. By the April Meeting the VP of Skiing, in consultation with the President, will present the best 3 bid proposals received to the Council Board for them to evaluate and discuss. The Board may offer its non-binding sense of which proposal is preferred.
- c. By May, a contract will be signed upon agreement of the President and the VP of Skiing. 1 of the 3 proposals brought

before the board and discussed in April will be chosen.

3. Developing a Budget for the Trip

- a. The budget will be set upon agreement of the President, VP of Skiing and the Treasurer.
- b. This budget will include the fundraising limits noted in “Council Trips Basics #1-e” above.
- c. After evaluating all costs associated with the trip, the price per person will be determined by the President, VP of Skiing and the Treasurer and will notify all clubs by July 1.

4. Publicizing the Trip

- a. The trip will be publicized on the Council’s website.
- b. The trip information will be e-mailed to all clubs/ reps, who will share it with their memberships.

5. Selecting A Trip Leader

- a. The Trip Leader will be someone who is going on the trip.
- b. The trip leader will be a member in good standing of a club in good standing with the Council.
- c. The trip leader will be approved by the Council Board of Directors.

6. Trip Leader Responsibilities

- a. The Trip Leader will be responsible for collecting all registration forms and monies.
- b. The Trip Leader will forward all trip monies collected to the Treasurer.
- c. The Trip Leader will be responsible for making sure that all payments are made to the vendor as per the contract.
- d. The Trip Leader will handle all communications with the vendor.
- e. The Trip Leader will regularly keep the VP of Skiing and the Council apprised of trip status.

7. Cancellation Policy

- a. There will be a non-refundable deposit charged to each participant of \$50 for weekend trips and \$100 for week-long trips.
- b. Anything beyond the non-refundable deposit will be refunded to the extent that the Council is able to recover the funds already paid out for the trip.
- c. Any refund will be paid out after the trip is sold out or the trip returns.
- d. In the event that the Council has to cancel the trip, all monies paid by the participant to the Council will be refunded in full.

8. Running the Trip

The Trip Leader will resolve all issues that arise during the trip to the best of their ability.

9. Post Trip Evaluation

- a. Within 30 days of the trip's return the Trip Leader will provide a report to the Council on the trip including finances, any issues that arose, and any positive findings from the trip that could be useful in running subsequent trips.
- b. If there is a surplus beyond the trip budget after the trip has completed, the Board will determine how to handle these funds within 30 days after the post trip report has been submitted to the board.
- c. The Trip Leader, VP of Skiing and President will provide an evaluation on what factors may have made the trip successful/unsuccessful, including an evaluation of the Trip Policies that may have contributed to these factors. They will offer suggestions for any changes that may be needed.

10. Comps

- a. The Trip Leader's compensation for running the trip will be 50% of the per person cost of the trip.
- b. Persons responsible in any capacity for booking and/or running a trip or trips for the NYCDSC may not accept or receive any gift, gratuity, benefit, service or incentive from any business or its representatives with which said person conducts Council business. Any compensation received from any business in the course of booking and/or filling trips (for example, "comps") are the property of the NYCDSC and shall be dispensed with by the NYCDSC Board of Directors.

c. Compensation will be provided to the trip leader as a refund once the trip has been completed and the reports handed in to the council.

Approved by NYCDSC Vote 3/11/15