

PENGUIN SKI CLUB

LETTER/ ITINERARY

Welcome to the world of Penguin Trip Leader! The membership thanks you for volunteering to run this trip as well as the membership, a great group of people who are very appreciative that you have volunteered to lead a trip.

Penguin trips are always a lot of fun, great skiing and plenty of laughs. If this is your first time running a trip we encourage you to buddy-up with a past trip leader for some helpful tips. You will find a list of previous trip leaders in Attachment A. Please check the website (Penguinskiclub.com) for an updated address and e-mail list and updated Forms.

In order to get you started so your trip will be a success, here are a few must do's, should do's, tips, hints, and suggestions.

Talk it up and see how many are interested. If you feel you have enough interested people for a club-sponsored trip...go for it. Even if you don't have a full bus, maybe just 20-25 interested Penguins, it can still be a go.

Club Members can advertise in the *Snow Drifts*. The Penguin Ski Club has a reciprocity agreement with the Eastern Pennsylvania Ski Counsel (EPSC). This means that the trip is offered to our club members first and if space is available, then other members from ski clubs that participate in the reciprocity agreement may join in on the trip.

BOARD APPROVAL

1. The board must approve all club-sponsored trips. This means that the club will provide the deposit money for transportation and resorts/lift tickets. This does not mean that you cannot run a trip that isn't club sponsored. It just means that if the trip does not have board approval, the individual trip participants are responsible for all deposits and payments for travel, resorts, lift tickets etc., and will receive refunds according to the resort/lift ticket and transportation company rules.
2. The "Trip Form" must be COMPLETED in order to obtain Board approval. All Trip Forms are available on the web-site.
3. All trip prices are to be quoted at the FULL price, in American Dollars.
4. All foreign country trips are to be calculated and transferred in AMERICAN money. The trip leader must allow 72 hours from the date of the request for that request to be fulfilled.
5. Encourage all trip attendees to pay by check, payable to: "*Penguin Ski Club*." Cash is acceptable; just make sure to write out a duplicate receipt, one for the attendee and one for yourself.

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6. Non-Members are charged an additional fee of \$5 for one-day trips and \$15 for multiple day trips. These fees are club fees, and not to be incorporated for trip use.
7. In order for members to receive the club price, members must be “in good standing” which means dues for the current year must be paid by December 31st.

Example #1: Joe Smith signs up for a trip in October, but has not paid his dues. He is quoted the Full Price for the trip, and gives the trip leader a deposit. He makes the 2nd deposit payment in November but still hasn't paid his dues. His price for the trip is still the Full Price quote for the trip. In December, he pays the 3rd deposit payment for the Full Price quote for the trip but does not pay his dues. He pays his ski club dues at the January meeting. He does not get a refund for the member discount price.

Example #2: John Jones gives a deposit for a trip in September, at the Full Price quote. He makes his 2nd deposit payment at the October meeting on the Full Price quote but does not pay his dues. He makes the 3rd deposit payment at the November meeting on the Full Price quote, but does not pay his dues. He pays his dues at the December meeting. John Jones is refunded the difference for the Member Discount Price.

8. The “Trip Accounting Form” must be completed within 30 days of the return of your trip. You may also use whatever method of record keeping you prefer for your personal use.

TRIP DESTINATION

Decide:

- ▶ **Where** you want to go.
- ▶ **When** you want to go.
- ▶ **Transportation Type.**
- ▶ Date of trip: Monday to Thursday; February 3-6, 2005 (3 nights/4 days)
- ▶ Price: For each type of accommodation (hotel/condos/etc)
- ▶ Skier/Non-skier price
- ▶ Number of days
- ▶ How many days of lift tickets

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OBTAIN WRITTEN CONFIRMATION AND/OR CONTRACTS FROM THE RES and BUS COMPANY

MAKE A FLYER TO SELL YOUR TRIP WITH INFORMATION TO BE SHARED:

Include:

Date, location & times of departures

Price per person

Accommodations: twins/double/queen/ kitchenettes/bathrooms/amenities i.e.: hairdryers/complimentary coffee/onsite restaurant

Check-in/Check out times; Late check-ins/check-outs; Departure time/check out time

Meal plans/available food service; meals, snacks or beverages that are being provided; other area eating-places

Transportation to town/ski area/Shuttle service/schedule

Complimentary offers by the resort, etc.

Special Events i.e.: beer and pizza party, cocktail parties' etc.

Other side trips: shopping, transportation available

Perhaps provide a brief overview of the locale/State the trip is in...liquor/driving laws, do they close-up the sidewalks early or late, transportation into town. You can condense this and post it in the lobby for wayward Penguins.

CREATE A HAND OUT ITINERARY

(Does not need to be this detailed. This is only an example)

- Departure meeting place, i.e. at Phoenix Club @ 7:30 am
- Bus leaves promptly @ 8:00 (Comfort Cruise Line-full amenities-John Doe driver)
- Snacks provided on the bus

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- BYOB/beverages
- Making 1 stretch/lunch stop (20-30minutes)
- Sing the Penguin Ski Song!
- Lunch (brown bag it or purchase food at our stretch stop)
- Arrive at resort @ approx. 11:00 am
- Check-in 3:00 p.m., (the resort will provide courtesy storage of your luggage if you are skiing today)
- Locked ski equipment storage units are located...keys are
- available from the front desk
- Transportation to the mountain from the resort is available every 20 minutes using the yellow bus. Buses depart from the front of the resort. Schedules are available at the front desk.
- Dinner tonight is on your own. See the trip leader for a list of local bars/liquor stores/restaurants/phone numbers/reservations required info.
- 7:30-10:00 PM- Cocktails in the Library
- and so on.....

Good luck and enjoy the planning of your trip. Know that you can consult any board member, trip coordinator or previous trip leader to help you to plan your successful trip.

NOTE: ALL TRIP LEADERS MUST BE “MEMBERS IN GOOD STANDING” WITH A CURRENT PAID DUES CARD IN ORDER TO RUN A TRIP. IT IS HIGHLY RECOMMENDED THAT THE TRIP LEADER BE ON THE TRIP.