

OVERNIGHT TOUR ACTIVITY GUIDE

Even if you are an experienced trip leader, please take 5 minutes to read the Overnight Trip Guide that follows

Here are 9 Basic Reminders: Please Print and Keep Handy while Planning your Trip

- You must complete the Activity Planning Sheet and forward it to the Overnight Tour Coordinator for approval before any checks will be issued by ONC. The Overnight Tour Coordinator must approve any expenses not listed in the original Planning Sheet.
- You **must** have signed Overnight Tour Waiver sheets completed for all participants **before the trip**. Send Overnight Tour Waiver forms to the Overnight Tour Coordinator.
- You are responsible for completing the Final Accounting Worksheet within 14 days of completion of your trip.
- You are responsible for collecting all funds from participants before the trip, and forwarding them to the ONC Treasurer. Funds are to be mailed within one week of receiving checks from participants.
- You are not authorized to offer refunds unless the trip is filled and a replacement is found.
- It is important to understand that when figuring out costs, the 10% stipulated in the Activity Planning Sheet will be used for operating costs for ONC, and is not a discretionary amount for your trip.
- If you ask for reimbursement of an item not detailed in your Activity Planning Sheet, you will not be reimbursed for that amount.
- Accommodations often have cleaning fees and taxes. Be sure to investigate any and all possible charges before submitting your Activity Planning Sheet.
- It is wise to add a small miscellaneous amount to cover unforeseen costs (tip, food items, extra blankets, telephone or mail expenses).

Overnight Tour Planning Guide

Contains: Getting Started, Signing Up Participants, The Trip, and After The Trip

Getting Started

1. Thank you for considering to lead/organize an Overnight Tour! In appreciation for all of your work in organizing a trip, your personal expense for the trip will be covered by the cost of the trip.
2. See *Past Trips* list for ideas on leading a trip.
3. Check with Overnight Tour Coordinator to discuss ideas and open dates on ONC calendar.
4. Contact tour site to determine dates and availability. Ask about group discounts and high/low season charges and discount on group rates. What is the minimum and maximum number of attendees? Get a quote in writing with deposit requirements: No-Penalty refund date, prorated dates whenever possible, and no refund date.
5. Calculate the **per-person amount based on the minimum number of attendees** rather than the maximum number. This will reduce the potential financial loss should the trip be cancelled. If you are unable to get a quote for the next season's rate at the time, use last season's rate and add an additional 10% to your price.
6. When renting a house, it is generally easier to choose the option of paying to have a cleaning service take care of the cleaning rather than to have the attendees worry about washing sheets and vacuuming.
7. Use the *Overnight Activity Planning Sheet* to determine costs. There is a 10% per person cost added to the trips that goes toward the club's operating expenses.
8. Remember to add in for food and/or ticket expenses if needed. It is recommended that you include the cost of breakfasts that can be jointly prepared by the attendees, such as oatmeal, scrambled eggs, etc.
9. Complete *Activity Planning Sheet* and submit to Overnight Tour Coordinator by the 8th of the month for submission in the following month's newsletter.
10. Create an article for the newsletter and e-mail it to the Overnight Tour Coordinator. Please submit articles as an attachment in Word following the basic format used in the newsletter. Once the article has been approved, it will be forwarded to the Newsletter Editor. **DO NOT** submit your article directly to the Newsletter Editor. It will not be entered into the newsletter unless it is submitted and approved by the Overnight Tour Coordinator. The cut-off date of submission for a newsletter article is the 13th of the month. It is recommended you submit the newsletter article with the *Activity Planning Sheet*
11. Prepare handouts for General Meetings. Be sure to list maximum number of attendees. Will a deposit be required? How much? What date is the full amount due?
12. **All money you received should be mailed to the Treasurer *within one week of it being received*.** Please **do not** hold onto checks for more than a week, as these funds are needed to cover deposits. **Pre-payment is required before attending a trip.** If a refund has to be issued for a cancelled trip, it will be set up with the Overnight Tour Coordinator and the Treasurer.

Signing Up Participants

1. A table will be set-up at the General Meeting to display Overnight Tour information in October. You need to attend the meeting and promote your trip. At the table you can have handouts available, and accept sign-ups. You can choose to promote the trip during the meeting, or you can request the Overnight Tour Coordinator to do so for you.
2. ONC overnight tours require the participants to be an ONC member. The participant may join at the time of sign-up by paying the higher fee (which includes the membership fee in addition to the tour fee). Have them complete a *Membership* form.
3. All participants must complete an *Overnight Tour Application* and submit their payment in full, or required deposit. Applications may be submitted to you at the General Meeting, or may be mailed in to the leader. Participation is on a first come/first serve basis. You may want to use the *Trip Participant* form to list your participants. It will provide you with their name, contact numbers and e-mail address. Upon receipt, forward all checks immediately to the Treasurer, and any checks received at the meetings should be turned into the Treasurer that night.
4. Start a “waiting list” when the trip is full, as often there are last minute cancellations.
5. All participants are responsible for finding their own replacements when canceling. This is where the “waiting list” is needed. If no replacement is found, the participant is responsible for the payment. Refunds requests for special extenuating circumstances may be sent to the Board for special consideration, i.e., broken limb, hospitalization, etc.
6. Collect any additional balances by posted due date and forward to the Treasurer immediately.

The Trip

1. Make sure you have enough people to cover the cost of the trip. If a cancellation is necessary, it needs to be done by the stated refund date.
2. Request any additional payments not listed on your Activity Planning Sheet using the *Check Request* form.
3. Contact your tour participants prior to the trip to arrange for carpooling, potlucks, equipment info, etc. You may choose to have a trip participant meeting before the trip to allow participants to make arrangements, get to know their fellow travelers, arrange carpooling, etc. However, most of the trip leaders send out info via email. This info may include a roster listing attendees, food assignments, and whether they are driving or looking for a ride.
4. Email or call with any last minute instructions, directions, room arrangements, food assignments, or changes.
5. Once at your location, assist members with their room assignments and locations. Instruct them of any time constraints for the following day. Decide upon times for breakfast, departures, and dinner.
6. As a tour leader, it is your responsibility to ski with the group, and to guide them when necessary.
7. Remember to have a good time yourself!
8. Make sure everyone is aware of the departure/check-out time.
9. Be sure to check what is required of you before you depart. Some facilities require that you pull sheets from beds, put garbage out, and other similar type items. Leave the facility in a decent, clean order. Lock doors, close windows, etc. if needed.

After The Trip

1. Complete the *Activity Final Accounting Worksheet*. Final accounting is due **14 days** after an activity.
2. Attach receipts if any additional funds are due, and submit a *Check Request* form.
3. You may submit a tour follow-up newsletter article along with a picture to the Newsletter Editor. Please note that submission is dependent on space.
4. You may choose to have a gathering after the trip to share and/or exchange photos. Many times this is a potluck at one of the attendee's home. Email pictures to the Newsletter Editor with a brief synopsis of the trip.
5. **Thank you for being a participating member of ONC. It is through the efforts of volunteers like you who make our club successful!** You will receive an ONC tee shirt for leading this trip as our thank you. Contact the Overnight Tour Coordinator with size info.

See additional pages for forms

NEWSLETTER ANNOUNCEMENT

REMEMBER – Your announcement is due to the Overnight Tour Coordinator by the 8th of the month.

Please submit your article in Word format (if possible) using Times New Roman font size 11.

SAMPLE

Friday–Sunday Feb 25–28

All ability

Sunriver Excursion Weekend Ski

Spend a weekend skiing the best snow in the state at Bend. We will arrive on Friday night. We will feast on a potluck dinner Saturday night. Breakfast of oatmeal will be provided for both Saturday and Sunday. For complete info contact John Q. Member at 503-777-1234. Send completed Overnight Tour Waiver form and check made out to ONC for \$155 to: 123 Any Street, Portland, OR 97232

