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## The Bus

- Contact with the bus company for reservations is handled by the Vice President
- Payment for the bus(es) is handled by the Treasurer
- Premiere buses have 56 seats total
- Peter Pan buses have 54 or 55 seats total
- Number of seats sold on a day trip **PER BUS**:
  - Rule of thumb is to sell 50 seats maximum to trip participants (including board member comps).
  - Save 2 seats for the trip leaders.
  - Save 2 seats for bagels and trip leader items.

## Assign trip leaders to these tasks

- Handle contact with the mountain's group sales office
  - Confirm date of trip and approximate number of trip participants at least 7 days in advance of departure.
  - Find out where to pick up tickets and park the bus
    - Get directions, as the bus driver may not be familiar with the location
  - If NOT using bulk tickets, reconfirm lift ticket rates being used that day (CSC day, group prices, etc).
  - If NOT using bulk tickets, confirm that the mountain accepts a club check and who it should be written / paid out to.
  - If using bulk tickets, see if the group sales office / contact will exchange the bulk tickets for lift tickets as a group instead of having trip participants individually go to ticket windows
- Handle the trip participant list:
  - Maintain a trip roster of all trip participants signed up (including trip leaders)
    - **SAMPLE trip roster sheet:** <link here>
  - Process sign-ups / cancellations / refunds / waiting list
  - Send out confirmations for the trip to all the trip participants
    - **EMAIL CONFIRMATION template:** <link here>



- Distribute trip participant list sorted by last name to all trip leaders 1-2 days before the trip departure date
- Bring copies of the trip participant list with you (at least 1 copy per bus) the day of the trip
- Handle check deposits
  - Submit all checks as soon as possible to the treasurer for deposit. You can certainly hold a group of checks for several weeks if needed, but get them to the treasurer as soon as possible. Please contact the treasurer for standard check deposit process.
- Handle check request to treasurer for bus driver tip(s) and lift tickets (if NOT using bulk tickets)
  - Submit check request to club Treasurer 2-3 weeks prior to departure date
  - Check(s) needed:
    - 1 PER BUS for bus driver tip (\$75 per driver)
      - NOTE: The check "To" line will be blank and all other info completed. Fill in the driver's name on the check at the end of the day.
    - If NOT using bulk tickets, 1 for lift tickets – typically paid to the mountain / resort
      - NOTE: The amount will be left blank since exact cost of the lift tickets is not known until the day of the trip.
  - Track check number(s), name(s) written on the check(s), and amount of check(s) for submission to the club Treasurer after the trip.
- Handle trip participant check in at each bus pick up location.
  - A trip leader, board member on the trip, or someone else designated by the trip leader should be present AT EACH BUS PICK UP LOCATION to handle check in. If the designated person is NOT a board member, the trip leaders should let the day trip committee chairperson know several days in advance of the trip date who is handling check in at the bus pick up location.
  - If there is a situation where no trip leader, board member, or other person is able to perform the trip participant check in at a given bus pickup location, please contact the day bus trip committee immediately.
- Bring bagels and "fix-ins":
  - 4-5 doz bagels per bus (avoid "everything" / "onion" type of bagels)
    - **Have bagels PRE CUT** by the bakery / bagel shop if possible
  - Cream cheese
    - Get 5-6 smaller sized (8 oz) containers of cream cheese
  - Knives, for spreading cream cheese (and/or cutting bagels if not pre cut)
  - Napkins, enough for all trip participants and then some
  - Keep all receipts for reimbursement submission to the treasurer after the trip completes
- Bring 2-3 movies, rated G or PG since we tend to have young children on the bus.



# Ski Club DAY BUS TRIP - TASK LIST - BEFORE TRIP

Last Updated: 01/30/10

- Ask secretary or other board members about the movies already shown list for this season's day buses
- Keep all receipts for reimbursement submission to the treasurer after the trip completes
- Handle microphone duty on the day of trip (1 trip leader per bus needed for this)
- Handle liability waiver signatures
  - Get clip board(s) from Scott (if you don't have your own)
  - Print liability waiver signature sheets (2-3 per bus) then bring them with you on the bus
    - **INSERT LINK HERE : LIABILITY WAIVER**
  - Have ALL trip participants sign the waiver of liability sheet the day of the trip, parents must sign for children
- Handle printing of bus luggage bay signs for return home loading at the mountain
  - 2 signs for Exit 38 per bus
  - 2 signs for Exit 21 per bus.
  - **INSERT LINK HERE: luggage bay signs**
- Bring extra blank paper, pens, marker, and **duct tape**.

## Waiting List / Cancellations

Once a day trip has reached the maximum seats sold, the trip leader should maintain a “waiting list” of people that would be interested in taking any spots that open up on the day bus trip.

There will be cancellations from day bus trips... trust me... see “Day Bus Trip - General Information” link for the day bus trip cancellation policy. [Day Bus Trip - General Information \(from AE Ski Club website\)](#)

## Refunds

Track a list of refunds that you will need on your day trip tracking sheet.

If the payment being refunded came in via PAYPAL you should contact our PayPal representative for the board as soon as possible to process the refund through PayPal. **Notice: If you have any PayPal refund(s) to process, the refund needs to occur within 60 days of the date of purchase. If the refund request is made more than 60 days after the date of purchase, you'll need to process the refund the “manual way” via a check request to the treasurer.**

If the payment being refunded came in via a check (or if the PAYPAL transaction can not be refunded) you should hold all refund processing until AFTER the trip completes. Submit a single refund request for check(s) for each refunded needed. Contact the club Treasurer for details on requesting refunds via check(s). The trip leader is responsible for mailing the checks to the members once they are written by the treasurer.