

GELANDESPRUNG SKI CLUB

2017-18 TRIP LEADER GUIDE

Julie Steltz	President	Cell: 920/ 207-1749 President@Gelandesprung.org
Rita Delveaux	V-President	Cell: 920/ 676-5043 Home: 920/ 469-0696 Vice.President@Gelandesprung.org
Jeanine Bosdech	Treasurer	Cell: 920/ 662-0675 Treasurer@Gelandesprung.org
Tom Piette	Secretary	Cell: 920/ 737-1327 Secretary@Gelandesprung.org
Adam Hanson	Social Events Coordinator	Cell: 920/ 370-2391 Social@Gelandesprung.org
Mike Bast	Membership	Home: 920/ 722-2371 Cell: 920/ 284-5002 Membership@Gelandesprung.org
Gary Austin	Trip Chair	Cell: 920/ 227-5798 Trip.Chair@Gelandesprung.org
Sheri Gardapee	Web Architect	Home: 920/ 434-7890 Cell: 920/ 360-7260 Web.Architect@Gelandesprung.org
Penny Holman	Newsletter Editor	Cell: 920/ 327-9997 Newsletter@Gelandesprung.org
Mary Halloin	Marketing	Cell: 920/ 737-3650 Marketing@Gelandesprung.org
Danice Herald	Historian	Cell: 920/ 499-4339 Historian@Gelandesprung.org

**PLEASE DO NOT DISTRIBUTE THIS PAGE
"FOR TRIP LEADER USE ONLY"**

PLEASE “USE” THIS TRIP LEADER GUIDE AS A
“TOOL”

HIGHLIGHT your tasks

MAKE NOTES ANYWHERE

MAKE NOTES EVERYWHERE

YOU SEE ERRORS – LET US KNOW

YOU SEE THINGS WE SHOULD ADD
LET US KNOW

YOU HAVE QUESTIONS AS A TRIP LEADER ...
ASK ANY OF THE BOARD MEMBERS, SOCIAL
EVENTS COORDINATOR, and HISTORIAN

THE PAST TRIP LEADER IS ALSO AN
EXCELLENT RESOURCE TO TALK WITH

INVOLVE YOUR ASSISTANT TRIP LEADER AS
THEY ARE USUALLY & HOPEFULLY A “NEWBIE”
LEARNING THE ROPES

... TO OUR TRIP LEADERS

Thank you for volunteering to be a Trip Leader! Trip Leaders, Assistant Trip Leaders & the Social Events Coordinator are very important part of this club, and the key to a successful ski trip!

The trip leader is entitled to a **50% discount** off the trip cost. If you have an assistant trip leader, your assistant is entitled to a **25% discount** off the trip cost. The Club Treasurer will work with you and inform you of your credits, costs and reimbursable.

Here are some tips to make your trip a success:

BEFORE YOUR TRIP

One of the most important things you can do is help the club meet the budget for your trip. Your budget is **\$8.00 per person for a one-day trip or \$10.00 per person for a weekend trip**. For example, if you have 40 people on a one day trip, your budget is \$320. This money is for you to spend on beer, wine, soda, bottled water, ice, snacks, paper/plastic supplies, movies. *(Coordinate these costs & selections with the Social Events Coordinator)*

○ GSC Trip Name: _____

○ GSC Trip Dates: _____

○ GSC Trip Leader _____

Phone: _____

Email: _____

○ GSC Asst Leader _____

Phone: _____

Email: _____

○ Bus Contact: _____

Phone: _____

Email: _____

○ Main Contact at Hill: _____

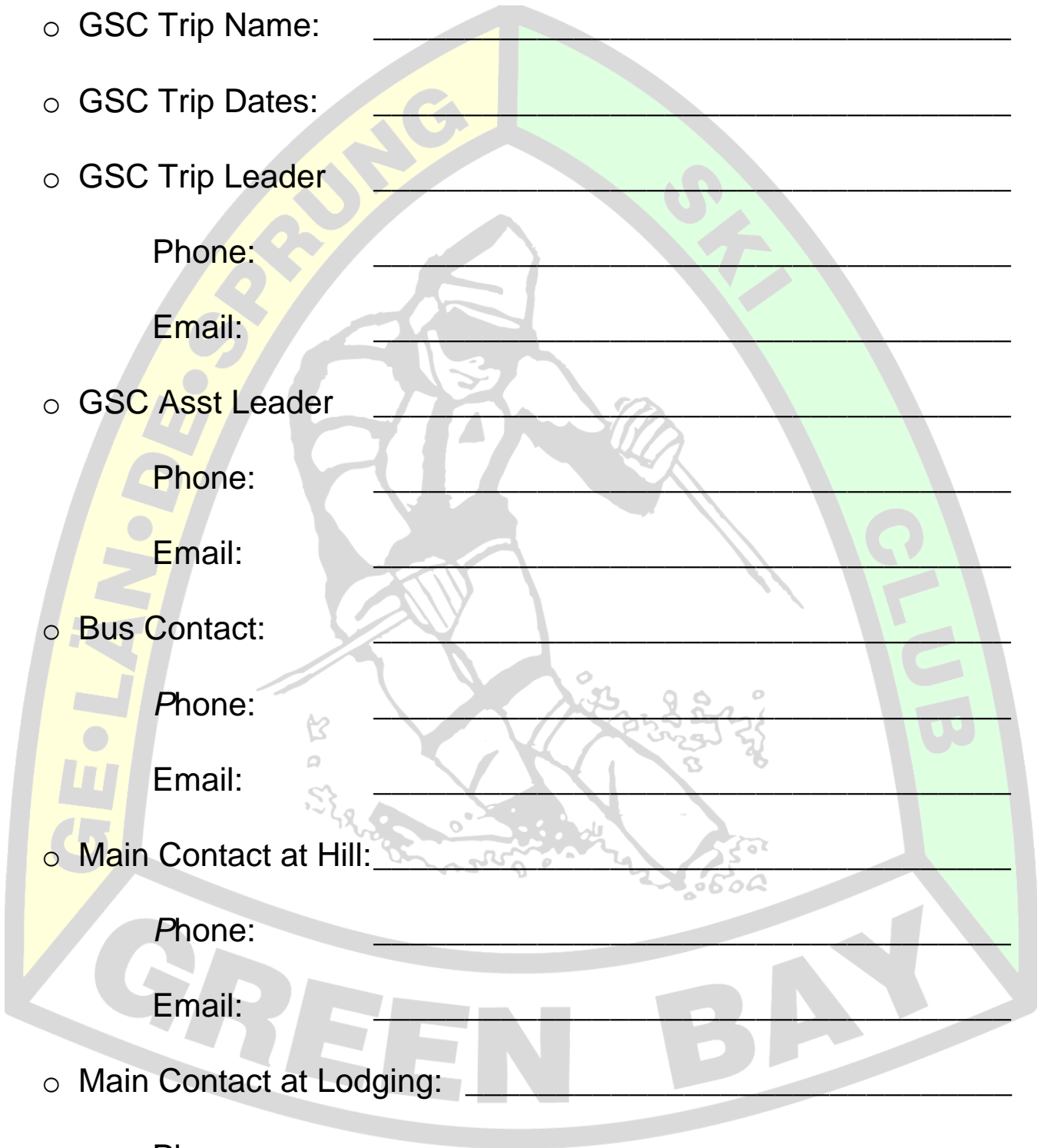
Phone: _____

Email: _____

○ Main Contact at Lodging: _____

Phone: _____

Email: _____



SEQUENTIAL TASK LIST (where applicable)	DATE COMPLETED
<i>PRETRIP</i>	
Review Trip Leader Guide	
Confirm travel arrangements with VP	
Identify key contacts for trip	
Develop itinerary & theme	
Prepare trip roster with treasurer	
Determine whom you will pickup at locations	
Prepare room list	
Drop unnecessary rooms/lift tickets	
Prepare & deliver pre trip meeting announcements	
Obtain/Prepare Bus driver tip	
Obtain obtuse award	
<i>DEPARTURE</i>	
Meet & load the bus	
Place coolers in middle of bus	
Place garbage in front, middle and back	
Conduct head count	
Deliver and review itinerary/roster rooming lists on bus	
Make general announcements including but not limited to the following (as appropriate): * bus parking and availability during trip *introduce board and any new members *Describe obtuse and how to win *hill information, activities, facts, misc. *where/how to obtain lift tickets, keys room keys	
Play movies, pass out snacks etc	
<i>RETURN TRIP</i>	
Conduct headcount at for each location	

Obtuse nomination and award delivery	
NASTAR and other results	
Play movies, pass out snacks, etc	
Coordinate luggage with bus driver	
POST TRIP	
Complete inventory and deliver to Social Activities Coordinator	
Clean club items as appropriate	
Arrange to hand off supplies	
Deliver expense receipts to treasurer	
Submit newsletter article to newsletter@gelandesprung.org	



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- **If you have an Assistant Trip Leader:** Decide in advance what tasks you and your assistant will perform and coordinate frequently. *(Note: You are the Trip Leader and are ultimately responsible for all facets of the trip.)*
 - **Obtain a copy of the Rooming/Lodging/Package Contract & review.**
 - **Obtain a copy of the Trip Costing Sheet / Trip Budget & review.**
 - **Obtain a copy of the Busing Contract & review**
 - **Trip Supplies:** make arrangements to collect the club supplies, coolers, and any leftover beverages/snacks from the previous trip. *(Coordinate this with the Social Events Coordinator & Previous Trip Leader)*
 - **Plan a theme:** It could be a “Funny Hat” trip, a Packer theme, “Mardi Gras”, “Ugly Sweater” or “Valentine’s Day”.
 - **Make a Game Plan / Itinerary** for the Day/Weekend (You will need this for the Pre-Trip/Membership Meeting also.) Most of the past Trip Leaders and/or the Historian should be able to pull up a sample/previous copy of an itinerary if needed. **Itinerary will include:** Time the bus will be available for packing, when it leaves, any stops along the way, time of arrival at the resort, time and location of any meals that are planned for the club and the time the bus will pack and leave for the return. **Also include your contact information** and a cell phone number that members can call if they are running late the day of departure or for other last-minute calls. **Include your Assistant Trip Leaders information** also. Prepare a rooming list for the weekend trips and distribute as needed. Note that most would like to see this at the pre-trip meeting. Make sure you have extra copies to hand out on the bus for members not present at the meeting. Photocopying costs are reimbursable and part of your expenses & budget.
 - **Travel/Busing:** The Vice President will take care of booking a bus for your trip and the bus cost will have been paid prior to the

trip. All trips this season will pick up at both of the following locations:

- 1) The Woods Golf Course 530 Erie Road Green Bay.
 - 2) The Bar on Lynndale 2435 W. Nordale Dr. Appleton.
Please park vehicles up against the windows, and not in front of any garbage dumpsters.
- **Contact the Busing Company:** Confirm requirements of the bus company and communicate as needed the Itinerary you put together for the trip. (If you have any questions about the bus please talk to the board, busing company & past trip leaders)
 - **The Bus Driver's TIP** is to be paid **in cash**. The Treasurer will reimburse you ... or make arrangements with Treasurer to obtain the cash needed. **(Weekend Trips are \$100 & Day Trips are \$50)**
 - **Obtain Obtuse award:** See/ask a Board Member – Club has the awards. Try to arrange to get the Obtuse Award at the Pre-Trip/Membership Meeting.
 - **Choose movies:** Please choose a movie based on general appeal and pay attention to the running time. You may need to show 2 movies one way if they are 90 minutes in length. All busses are equipped with a DVD player. **ALL MOVIES ARE TO BE "PG-13, PG or G" RATED.** **Try not to have us reach our destination before the movie ends!**
 - **Check with the local ski area** for latest information on events and conditions so you can report this to your group at the Pre-Trip/Membership meeting.
 - **Work with the Treasurer** to obtain a trip roster. Trip Leader to create the rooming list. Expect your roster to change frequently!

(Please “coordinate below with Social Events Coordinator)

Check your inventory: Before you purchase anything, check the trip inventory. The previous trip leader should have completed this and hand you a copy when you collect supplies.

REFRESHMENTS: Beer/Wine/Soda/Water: Trip Leaders & Assistants are to purchase all Beer, Wine, Soda & Water for each trip. Please find some guidelines below and talk with the previous trip leaders.

These are only guidelines for a FULL BUS WEEKEND
(Includes what was given to you from the last trip & work your budget)

BEER

About 6 Cases total for a weekend bus load

This works out to about 2-1/2 to 3 Cans/Person on average.

(These figures will help if you have to recalculate because you only 30-40 people vs a full bus of about 50)

Bud Light, Miller Light, Budweiser and MGD are most popular among the beer drinkers

Example:	Bud Light	-	2 Cases
	Miller Light	-	2 Cases
	Miller/MGD	-	2 Case

(If you have multiple bus rides to hill on weekend trips figure another case depending on how your budget dollars are doing)

WINE

Chardonnay, Merlot and White have been most popular

Example:	Chardonnay	1 Box (5Liter)
	Merlot	1 Box (5Liter)

White 1 Box (5Liter)

(Include 10oz cups to use on the bus as they fit into the cup holders better)

SODA

(This is "TOTAL" quantities below – Count what was left from prior trip)

Generally, you will have a total 2-3 cases of all sodas. Pepsi & Diet Pepsi are most popular among soda drinkers. Consider limiting quantities of other flavors as they are rarely used.

Example:	Pepsi	12/Pack
	Pepsi (Diet)	12/Pack
	Sprite	12/Pack
	Sprite (Diet)	12/Pack
	7-UP	12/Pack
	7-UP (Diet)	12/Pack

WATER

(Note: Water has become more of a popular item since 2000)

Example: Water (16oz) About Two (2) per Person Avg.

(About 3-4 Cases seems to be working out - if you have multiple bus rides to hill on weekend trips figure another case or two depending on how your budget dollars are doing)

* For each trip, the trip leaders should do a recap on how much of each beverage was actually consumed to help for future trips.

Purchasing supplies can be made at locations convenient to you, which offer the products needed. Individually wrapped snacks are preferred over bulk items, for hygienic reasons. It's a good idea to make sure you have some antiseptic wet wipes on the bus for food handling.

Glass bottles are not allowed on the bus
Please do not plan to mix liquids on the bus

PRE-TRIP MEETING

Describe your trip at club meetings prior to your trip and answer any questions the membership may have. Typically, the last club membership meeting before your trip is considered your pre-trip meeting. At this meeting, you will distribute your itinerary & rooming list, answer questions, and describe your trip theme (if any).

Determine which board member will be on the trip and how payment will be handled for lodging and lift tickets. The board members CAN write any necessary checks.

DAY BEFORE THE TRIP

- Review supplies on hand and purchase items as necessary.
- Double check with Treasurer for any last minute additions/deletions from the trip roster and determine if everyone has signed a waiver. Bring extra waiver forms (in this binder) on board for those who need to sign.
- Make sure you have cash for the bus driver's tip.

DAY of TRIP

- Turn your cell phone on early.
- Purchase enough ice for each cooler and extra for the return trip. Extra ice will usually keep in the cargo hold of the bus.
(Don't forget Ice for the Coolers)
- Be at the pickup location to meet the bus at loading time and introduce yourself & Assistant Trip Leader to the bus driver.
- Load the bus-there are usually plenty of members there to help you. When loading the bus, please make sure the beverage

coolers are placed toward the middle seats. This is a safety concern.

- Place large garbage bags at the front, middle (near coolers) and rear of the bus. Check during trip and replace as needed.
- Have a trip roster with you so you can check off people as they board and can do head counts after any stops.
- Have those who need to sign a waiver do so.
- **Make Announcements:** Once everyone is settled have the driver show you how to use the microphone and see if he has anything he wishes to say to the group. Lamers does not want us walking on board with ski boots and does not want us propping up skis on the side of the bus. Find out where the bus will be parked at the hill and when it will be available for loading. The driver can say this or you can.
- Introduce yourself
- Introduce newcomers
- Introduce the bus driver and give any bus related info.
- Introduce board members
- Describe the Obtuse Award and how it is won
- Give info about lift tickets. Double check (raise of hands) how many lift tickets you need to purchase. Some members will not ski and some may have their own lift tickets. (The treasurer should know about this but it's good to check before you buy.)
- Announce where you want the members to wait for the lift tickets/ room keys--should they stay on the bus or meet you in the lodge. Remind group about change to Eastern Time.
- Give info about NASTAR or any other events.
- Give info about meals-what meals are included, which are on your own. Announce time and location.
(Make sure you emphasize it is Eastern Time if applicable)
- Announce when the bus is available to load and when it leaves.

AT THE HILL

- Announce what can be left on the bus.
- Repeat information about meals and when the bus loads and leaves.
- Bring a board member with you to purchase the appropriate number of lift tickets. If a weekend trip, get room keys, and meal vouchers.
- Distribute tickets, keys and vouchers to membership.
- Make sure all items are taken off the bus.
- Make sure all luggage and equipment is collected-you may have to bring some items to your room if someone forgets something. Please don't leave anything propped in a snow bank!
- **HAVE FUN!**
- **MAKE SURE YOUR GROUP IS HAVING FUN-BE A PROBLEM SOLVER IF TROUBLE OCCURS**

RETURN TRIP

- Do a head count before leaving
- Hand out Nastar awards
- Get nominations for Obtuse award-it is helpful to have your assistant take notes for you.
- Conduct voting for obtuse award and award prize
- Make announcements about meal breaks along the way
- Show movie for return trip
- Upon arrival at [Wal-Mart](#) thank everyone for coming, thank them for any help they have given you and remind them to take everything home with them that they came with.
- Unload the bus.
- Be the last to leave and double check the bus and unloading area for forgotten luggage.

IMMEDIATELY AFTER THE TRIP

- Complete your inventory form. *(Coordinate with Events Coordinator as needed)*
- Please make sure the coolers are clean.
- Arrange to get leftover supplies to the next trip leader. *(Coordinate with Events Coordinator as needed)*
- Submit receipts to the Treasurer for reimbursement.
- Give the trip binder to the trip-after-next Trip Leader or return it to a Board Member. (There are 2 Trip Leader Binders)
- Write a short article describing your trip and submit it to the Newsletter Editor. If you have any photos – please submit as well and will try to include them. (Newsletter@Gelandesprung.org)

If you have Club Board Members aboard for the trip, please remember that they are on vacation themselves ...

Thanks again for being a Trip Leader,

Please know you're not alone being the Trip Leaders ... call or ask any of the board members any time you have questions.

**Sincerely,
The Gelandesprung Ski Club Board**

(Please note that any errors, additional ideas or enhancements to this Trip Leader Binder are greatly appreciated. Feel free to write on, circle, correct or simply put ideas down on these pages ... they can be re-printed without a problem. Please advise a Board Member and/or Historian to make corrections or additions. Thanks!)

The Master Guide file (MSWord) document is kept with the Historian

