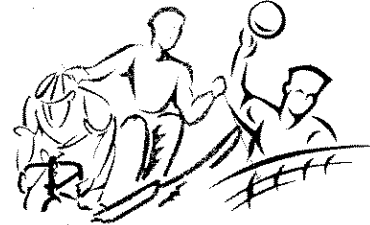


East Iowa Ski Club – Trip Cancellation Policy

East Iowa Ski Club



Outdoor Fun People

Trip: _____

Trip Dates: _____

Cancellation Date: _____

Responsibility

It will be the responsibility of the trip taker to notify the trip chairperson or assistant (hereinafter referred to as "Chairperson") in writing of their intent to cancel. Notification may be by telephone to the Chairperson on or before the cancellation date followed by a letter, or by a letter postmarked at the latest, on the established cancellation date.

Authorized Cancellation

When a trip taker notifies the Chairperson of intent to cancel before the cancellation date established by the East Iowa Ski Club for that trip, all monies will be refunded.

Cancellation

When a trip taker notifies the Chairperson of intent to cancel **after the established cancellation date, but prior to the last minute cancellation date**, it is considered a late cancellation. If airline tickets need to be reissued, the canceling trip taker will be responsible for the penalty to change the ticket. First preference for a replacement goes to the waiting list. If no waiting list, the trip taker can designate a replacement. **If no replacement can be found, you will be responsible for any additional unrecoverable costs** (such as transportation, lodging, etc.).

Last Minute Cancellation

A last minute cancellation occurs when a trip taker notifies the Chairperson of intent to cancel **within seven (7) days of a one-day or weekend trip, or within 21 days of a weeklong trip**. This type of cancellation creates difficulty in finding last minute replacements. There will be an automatic **10% penalty** (of total trip price) assessed on all last minute cancellations, **in addition to any unrecoverable costs** incurred (such as transportation, lodging, etc.) due to the lateness of the cancellation.

Refunds

Refunds to **authorized** cancellers will be paid as notification is received and processed through the Club treasurer. All monies paid by **late or last minute** cancellers will be held by the Club until the financial records for the trip have been completed. The cancellers will then be eligible for a refund of the balance of their money paid less any penalties and costs incurred by the lateness of their cancellation.

I have read and understand the above cancellation policies of the East Iowa Ski Club. I also understand that trip prices can fluctuate due to unforeseen circumstances. I will act accordingly and abide by these policies.

Signed

Date Signed

Printed Name

Please retain one (1) copy for your files and return one (1) copy to trip chairperson

(Revised Aug 2005)

EAST IOWA SKI CLUB - TRIP LEDGER

Trip Name: _____

Page ___ of ___

Trip Date: _____

Chairperson(s): _____

ENTRY #	ENTRY DATE	Entry Description	Income	Expense	Total in Trip Account
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Telephone Conversation Report

Trip Name: _____ Todays Date: _____

Caller: _____

Place of Call: _____

Phone #: () _____

Person On Other End: _____

Their Title: _____

Best Time To Recall: _____

Reason For Call: _____

Questions Unanswered: _____

Decisions Or Necessary Confirmation: _____

Do you need to confirm by letter???? if so , DO IT TODAY!

PARENT'S RELEASE AND INDEMNIFICATION AGREEMENT

This release is executed on _____, 19_____,
by _____ and _____
whose address is _____

parents/guardians of _____ ('Child') who is under the age
of eighteen.

In consideration of permitting our above-named child to participate in the below listed activity conducted by the Eastern Iowa Ski Club, Inc., do authorize our child to participate in the listed activity and incorporate the terms of the Adult Release and Indemnification Agreement herein along with the following additional terms:

- We agree to indemnify the Club from any and all loss, liability, damage or cost the Club may incur due to the presence of our child in or about the premises where Club sponsored activities are conducted, and/or while participating in Club activities.
- We expressly agree all the terms of the attached Adult Release and Indemnification Agreement shall apply to our child.
- Consent is expressly given, in the event of sickness or injury for any medical treatment and/or emergency surgery, if in the opinion of the attending physician such treatment is necessary. It is understood that all reasonable effort would be made to contact parent or guardian should any medical treatment become necessary.
- We authorize the search and confiscation of alcohol or drugs in our child's possession while participating in Club activities.

Authorized Club Activity for our child:

Medical History and Permission to Treat Minor Children

Child's name: _____

Age: _____ Child's Physician: _____

Family physician (if not the same): _____

Your choice of specialists if needed such as Surgeon, Orthopaedic surgeon, etc.: _____

List any limiting physical conditions: _____

List any allergies that child is known to have: _____

Specify required medications, if any: _____

We have read the foregoing release and know the contents thereof and sign this Parent Release and Indemnification Agreement as our own free act. This is to certify the we, the undersigned, consent to and authorize the performance of all treatment, operations and the administration of anesthetics which, in the judgment of the attending physician, may be deemed necessary.

Signature of Parent/Guardian

Date

Telephone number

Signature of Parent/Guardian

Date

Telephone number

Witness

EAST IOWA SKI CLUB - TRIP CLOSING WORKSHEET

TRIP NAME: _____

TRIP DATE: _____

LATE CANCELLATION WORKSHEET

Do not include authorized cancelations (100% refund) on this worksheet. Authorized cancelations are made prior to cancellation date and should show up on the Trip Ledger.

Trip Taker's Name	Paid	Package	Penalty *	Refund
Income from Cancelled Trip Takers: ③			Refund to cancelled trip takers: ④	

* Cancellation penalties are:

Cancellation	Penalty
Late: after cancellation date but before last minute date	10%
Last Minute: within three days of a weekend trip or within ten days of an out west or week long trip.	20%
Unauthorized: no notification prior to departure.	30%

Percent of total package.

Cancellation Income

③ Minus ④ equals ⑤

TRIP COST COMPUTATION WORKSHEET

Allways remember to include state and local tax where applicable.

Trip To: _____ Date: _____

Chairperson(s): _____

Max number of _____ people. Min number of _____ people.

TRANSPORTATION

BUS \$ _____ for _____ people \$ _____ for each Add'l person	AIRFARE \$ _____ per person _____ complimentary ticket(s) for _____ persons
CAR (VAN) \$ _____ per car per day X _____ of days = \$ _____ \$ _____ per mile X _____ of miles = \$ _____ \$ _____ for insurance per car X _____ of cars = \$ _____ Tax = \$ _____	

LODGING (Hotel/Motel/Condo)

\$ _____ per room/condo (sleeps _____ people)
\$ _____ per room/condo (sleeps _____ people)
\$ _____ per room/condo (sleeps _____ people)
\$ _____ per room/condo (sleeps _____ people)
(Includes Hotel/Motel/State/Local Tax)
_____ Complimentary room/condo for _____ persons

LIFTS

_____ is \$ _____ per day per person X _____ of days = \$ _____
and _____ Complimentary Lift Ticket for _____ persons.
_____ is \$ _____ per day per person X _____ of days = \$ _____
and _____ Complimentary Lift Ticket for _____ persons.

MISCELLANEOUS

PARTY _____ \$ _____ for _____ persons
_____ \$ _____ for _____ persons
_____ \$ _____ for _____ persons

TRIP FACTS (Useful to trip coordinator to present to board)

It will be important to pick a trip price for the trip coordinator to present to the board. The trip price should be selected based on the cost per person at the desired minimum number of trip takers. For example: If the maximum number of trip takers was 45 and the desired minimum number of trip takers was 38, then the approximate cost of the trip would be Total Trip Cost at 38 people divided by 38. After selecting the minimum number of trip takers, calculate the profit at the maximum number of trip takers.

Total trip cost at _____ people is \$ _____	Cost per person (Total divided by people) = \$ _____
Total trip cost at _____ people is \$ _____	Cost per person (Total divided by people) = \$ _____
Total trip cost at _____ people is \$ _____	Cost per person (Total divided by people) = \$ _____
Income calculated for max trip takers is \$ _____ X _____ (max trip takers) = \$ _____	
Total Expense for max number of trip takers is \$ _____	
Profit for max number of trip takers = \$ _____	

