

## Extended trip policy

The intent of this policy is to encourage trip leaders to schedule more "difficult to run" trips or activities by removing the financial risk and large down payments commonly associated with this type of activity and to set up a structure for handling such trips. Trips or activities commonly included in this category are:

- Trips requiring advance reservations such as lodging, campsites, permits, etc.  
Many times reservations must be made well in advance of the trip sign-up which means the party size must be determined in advance by the trip leader.
- Trips or activities requiring a minimum number of participants.
- Trips requiring travel greater than normal weekend distances.
- A great deal of planning and pre-trip coordination is required

Any trip leader qualifying for advance payment must have the approval of the respective activity chair and follow these guidelines:

- Submit advance request to the treasurer identifying the trip, date of trip, estimated number of participants, fees and cancellation policies, etc. Request an advance check payable to the entity needing a deposit, (AMC for huts) if required, for the trip or event costs.
- Contact the sponsoring organization and determine the cancellation policy. If there is one, base the deposit, if needed, to cover the required amount if a participant would need to cancel and a replacement could not be found. *Notify all participants of the cancellation policy.* When DV is providing a check for the event, the deposit checks must be made out to DVAMC. Checks should be forwarded to the treasurer for deposit as they are received or on a weekly/biweekly basis.
- Receipts for all leader expenses, including phone calls and postage, should be saved and sent to the treasurer if reimbursement will be sought. A leader may choose to underwrite part or all of the expenses of his participation if he or she so chooses. This is common practice on major AMC excursions. A leader is not permitted to retain more than expenses. Co-leaders by custom are reimbursed for up to one half of their expenses.
- When a set number of early reservations need to be made, estimation of group size should be based on previous participation of same trip or similar trip.
- Group size should be based on safety considerations and the guidelines for the area in which the trip is to occur. In the White Mountains, for example, groups may be 10 or less to minimize impact. When a trip is larger than that, it would need to be split and a co-leader found. Overall group size may be recommended to be in the range of no more than 16 - 20 in areas where there is risk (above tree line in Presidentials) or where the group might be in an isolated wilderness area. Communication and organization is easier and group safety is enhanced in a smaller groups.
- Establish a deadline for sign-ups but maintain a waiting list where realistic.
- Keep a list of the phone numbers and addresses of all registrants. Maintain a medical background record from each participant. This might contain basic medical background info and drug allergies or conditions that might affect the treatment if that person were to become unconscious for any reason. Keep copies accessible on the trip.
- Maintain a list of emergency contacts for each participant for the same reason.  
Confirm with participants that their check was received and registration confirmed through mail or phone contact. Include additional details of the trip including conditioning required, equipment, directions, etc.
- The trip leader should make every effort to fill any open positions in the trip. Consider advertising openings with other AMC chapters or other related clubs.

- The trip leader should make every effort to cancel any excess reservations or permits if possible.
- On regularly recurring trips, i.e., yearly, a trip account might be established that charges a small fee to all participants. This fee, at one time called a social fee, could provide a cushion against unplanned expenses or unanticipated situations. Individual cancellations due to illness or group cancellations due to severe weather conditions might be examples.

The intent of these guidelines is to make every effort to run a break-even trip without charging the participants extra to cover any openings and without the trip leader or the chapter assuming undue financial exposure or risk.