

Name _____

2011-2012 TRIP LEADER APPLICATION

eMail to: Trips@skiclub.org

The NEW JACKSONVILLE SKI CLUB is taking a more active role in the selection, planning, selling and execution of trips. As a trip leader you will be asked to take on more responsibilities than ever before. **All Trip Leaders and trips will be responsible for collecting payments from travelers and paying tour providers.** Trip leader training is **mandatory** and will be scheduled during the summer, prior to our Ski Season Kick Off.

Hopefully as a trip leader you will be responsible for at least 20 to 50 skiers.

1. Do you have a computer at home and access to the internet? _____
2. How often do you check your messages? _____
3. Can you download attachments? _____
4. Are you familiar with and do you have Excel? _____ Word? _____
5. If you have answered NO to any of the above are you willing to learn and or update? Please explain.
6. Are you planning any extended trips for business or pleasure between August and December? Extended meaning over 7 days. It is very important that a trip leader attend all socials and the September board meeting during this time. This is when we sell our trips. Will you be accessible by phone to accept and answer any questions during this time? This is how **YOU** will be selling **YOUR** trip. You must be willing to have your phone # published in the Ski Club Directory.
7. When was the last time you traveled with the JSC, a trip where you were a participant and not in a leadership position? _____
8. Where did you go and who were your trip leaders?
9. How long have you been an active member of JSC? _____
10. What has been your involvement in the JSC? (*attending meetings, board or committee member, etc.*)

Prospective trip leaders,

The following is a summary of what is required of you as a Jacksonville Ski Club Trip leader:

1. Attend two 1 1/2 hr trip leader training sessions, usually held on a weeknight.
2. Build a sales display for your trip.
3. Attend all fall socials and actively sell your trip.
4. Attend JSC board meeting in September.
5. Use the JSC Excel spreadsheet to track and control all aspects of the trip:
 - a. Deposits by skiers
 - b. Payments to all vendors
 - c. Airline lists
 - d. Lodging lists
 - e. Misc payments
6. Leading a trip is being the skiers' mother, handling problems, skiing with everybody, and getting to know everyone.
7. Arrange for ski rentals and bus pickups.
8. Host an onsite dinner, happy hour, or party.
9. Be a gracious host.

Please understand that depending on the size of the trip there may be 1, 2 or 3 trip leaders and assistants on each trip, so the duties described above will be split between you.

Trip leader compensation is determined by a percentage of the cost of the trip, and the number of participants, and discussed at trip leader training. Prior to the September board meeting, each trip leader must agree **in writing** to the split between multiple trip leaders.

Thanks,

Corky Kegebein
Jim Werner
Sally Evans
JSC 2011-2012 trips committee