



JACKSONVILLE SKI CLUB TRIP LEADER APPLICATION

EMAIL APPLICATION TO: info@skiclub.org

TRIP LEADER APPLICATION FORM

If you are interested in leading a ski trip for the Jacksonville Ski Club, please read the following information, fill in/sign the form below, and email the form to info@skiclub.org.

Below are the major responsibilities of a Jacksonville Ski Club Trip Leader.

Please indicate your agreement by *initialing* the following:

- _____ You will be responsible for at least 20, up to 50 skiers.
- _____ Attend trip leader training sessions, usually held on a weeknight. Trip Leader training is mandatory and will be scheduled during the summer, prior to our Ski Season Kick Off meeting.
- _____ Build a sales display for your trip
- _____ Attend all JSC monthly socials (August - January) and sell your trip.
- _____ 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.
- _____ Invoice your travelers and collect payments on time.
- _____ Deposit your travelers' payments and provide all required deposit documentation to the treasurer within 3 days of deposit.
- _____ Communicate via g-mail with your travelers all details of the trip plans and logistics
- _____ Arrange for ski rentals and bus pickups.
- _____ Host an onsite dinner, happy hour, or party.
- _____ Suggest daily locations for the group to meet up for lunch, happy hour, dinner (even if JSC doesn't pay for it) to build camaraderie amongst club members.
- _____ Get to know your travelers, ski with them, introduce them to each other, handle any problems that arise, and have fun!

What is your motivation for being a Trip Leader/Co-Leader or Assistant Leader?

What is the single most positive Trip Leader skill you have experienced on a prior JSC Trip?

What is the single most lacking Trip Leader skill you have experienced on a prior JSC Trip?

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.



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Prospective Trip Leader Questionnaire:

In order for us to assess your qualifications and abilities as a potential trip leader, please answer the following:

Do you have a computer and access to the Internet at home? _____

Do you have access to a scanner in which you can combine multiple pages into (1) PDF file?

How often do you check your email? _____

Can you download attachments? _____

Are you experienced with and do you have;
Excel? _____ Word? _____ Google Drive? _____

Do you have experience and/or conflict resolutions skills? _____

Do you have social networking skills? _____

If you have answered NO to any of the above are you willing to learn and/or update? Please explain.

Are you planning any extended trips for business or pleasure between August and December?
It is very important that a trip leader attend all socials during this time. This is when we sell our trips. Will you be accessible by phone answer any questions during this time?

How long have you been an active member of JSC? _____

What has been your involvement in the JSC? (*attending meetings, board or committee member, etc.*)

List your last four trip experiences with the JSC:

Were You Trip Leader,

Trip Destination:

Month/Year:

Assistant, or traveler:

1. _____
2. _____
3. _____
4. _____



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Please list any Ski Areas/Resorts you are most familiar with and would be comfortable leading a trip to these destinations.

1. _____
2. _____
3. _____

Would you be interested in helping the JSC on the Board or on a Committee? If so, in what area?

Name: _____ Date: _____

Home Phone: _____ Cell _____

E-mail Address: _____

Home Address: _____

Employer: _____ Position: _____

Please indicate if you want to be considered for:

Trip Leader _____

Assistant Trip Leader _____

Applicant's signature

Date

THANK YOU for volunteering to help the Jacksonville Ski Club! All applications will be acknowledged via email within 7 days of receipt. If you do not hear from us, that means we did not receive your application. In that case, please follow up by phone to Karen Clarke @ 904-635-3765

Karen Clarke
Vice President Trips