**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](mailto:info@skiclub.org) .

**Major responsibilities of a Jacksonville Ski Club trip leader:**

1. You will be responsible for at least 20, up to 50 skiers.

2. Attend (2), 1.5 hour 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.

3. Build a sales display for your trip

4. Attend all fall socials (Aug, Sept, Oct, & Nov) and sell your trip.

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. Invoice your travelers and collect payments on time.

7. Deposit your travelers’ payments and provide all required deposit documentation to the treasurer within 3 days of deposit.

8. Arrange for ski rentals and bus pickups.

9. Host an onsite dinner, happy hour, or party.

10. Get to know your travelers, ski with them, introduce them to each other, handle any problems that arise, and have fun!

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. All the trip’s leaders, in writing, must agree to the split between multiple trip leaders before the September board meeting.

**Prospective Trip Leader Questionnaire:**

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

1. Do you have a computer and access to the internet at home? \_\_\_\_\_
2. Do you have access to a scanner in which you can combine multiple pages into (1) PDF file? \_\_\_\_\_\_\_\_\_

3. How often do you check your email? \_\_\_\_\_\_\_\_\_\_\_\_\_

4. Can you download attachments? \_\_\_\_\_\_\_\_\_\_

5. Are you experienced with and do you have Excel? \_\_\_\_\_\_Word? \_\_\_\_\_ Google Drive? \_\_\_\_\_

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

7. 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?

8. How long have you been an active member of JSC? \_\_\_\_\_\_\_\_\_\_\_\_\_

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

10. List your last four trip experiences with the JSC:

Were You Trip Leader,

Trip Destination: Month/Year: Assistant, or traveler:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Would you be interested in helping the JSC on the Board or on a Committee? If so in what area? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TENTATIVE List of Trips for 2017 – 2018:**

1. Big Sky, MT: Jan 13-20 (tentative)

2. Steamboat, CO (Florida Ski Council): Jan 20-27

3. Snowmass, CO: Feb 3-10 (tentative)

4. Jackson Hole, WY (Florida Ski Council): Feb 24-Mar 3

5. Sierra Nevada, Spain (Florida Ski Council): Mar 11-18

6. Spring Break TBD (Breck, Keystone, Winter Park, CO?): March 10-17 or 17-24

7. France TBD

11. Please list your preference of trips in order, and whether you would be interested in Trip Leader, Co-leader, or Assistant Trip Leader?

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 Maryanne Austin @ 904-669-4773**

**Maryanne Austin**

**JSC VP of Trips**