

Worcester Chapter - Appalachian Mountain Club

Trip Deposit Advance Policy

Revised 02 October 1994

Purpose & Definition

The Worcester Chapter AMC ("Chapter") is dedicated to providing a program of activities to further the AMC's goal of Recreation, Education, and Conservation. This program includes "major" trips (not to be confused with Club-level Major Excursions) of more than one day's duration which require accommodations, and activities that involve goods and/or services acquired from vendors. The Chapter recognizes that reserving accommodations, goods, and services for such programs often requires an advance deposit. The Chapter further recognizes that requiring the individual leading a major trip ("Leader") to provide this funding would discourage many Leaders from leading trips. To accommodate this situation, the Chapter provides cash advances to Leaders for the purpose of securing advance reservations for major trips. A "Trip Deposit Advance" is a cash advance extended by the Chapter to Leaders. The advance is an interest-free loan, not a grant.

Leader's Financial Responsibility

It is the Leader's responsibility to manage and accurately account for all funds associated with a Chapter trip. The Leader is and can be held personally liable for Chapter funds advanced for a trip. The Leader must, on request of the Chapter Treasurer, Chair, appropriate Activity Chair, or other official of the AMC, present an accounting of all funds collected and disbursed for any trip. The Chapter, through the Trip Deposit Advance, in no way indemnifies the Leader against financial loss.

Obtaining A Trip Deposit

Any qualified leader who has planned a trip that has been approved by the appropriate activity chairperson (ie. Hiking, Skiing, Bicycling, etc.) and/or the Activities Chair may apply for a Trip Deposit Advance by completing the attached form ("Trip Deposit Advance Application") and forwarding it to the Chapter Treasurer.

Approval Criteria - Treasurer and Executive Committee Approval

Any trip that meets the criteria listed below may be approved for a Trip Deposit Advance by the Treasurer, and need not be brought before the Executive Committee:

- The Leader has no outstanding past-due advances, and has no history of abuse of or failure to account for past advances,
- The vendor will refund the deposit or portion thereof for unclaimed spaces given adequate notification,
- The trip has been or will be listed in the AMC Outdoors at least three weeks prior to the deadline for obtaining a complete refund from the vendor,
- To reserve their spaces, trip Participants are required to submit a deposit to the trip Leader of an amount at least as great as the amount the Chapter has advanced per person for the trip.
- The Trip Deposit Advance requested does not exceed \$1500.00.

The Treasurer may on discretion defer a Trip Deposit Advance request to the approval of the Executive Committee. Advances may be issued for trips which fail to meet all criteria, but these must be brought before the Executive Committee for explicit approval.

Repayment of Trip Deposit Advance

The Leader will repay the Trip Deposit Advance at the earliest reasonable date. Repayment is made by submitting to the Treasurer a check payable to the Appalachian Mountain Club Worcester Chapter. Leaders are expected to return deposits within 30 days of completion of the trip. Leaders are encouraged to return trip deposits sooner if possible, especially if the trip sells out (implying that the Leader has collected deposits from all participants).

Trip Deposit Advance Fee

The Leader will include with repayment of the Trip Deposit Advance a Trip Deposit Advance Fee of one dollar (\$1.00) per participant. This fee is intended to enhance the availability of future Trip Deposit Advances.

AMC Worcester Trip Deposit Request (Version 02 Oct 94)
Submit to Chapter Treasurer

Trip Information

Trip Name: _____
Trip Description: _____
Trip Dates: From: _____ To: _____
Trip approved by which activity chair / listed under which activity type? _____
Lodging/Service Vendor: _____
Vendor Address: _____
Vendor Phone Number: _____
Contact Name or Confirmation Number: _____

Trip Leader

Name: _____ Signature: _____
Address: _____
Phone: Day: _____ Evening: _____

Reservation & Deposit Information

Number of spaces reserved: _____ For how many days or nights? _____

Type & Amount of deposit required (Check one & Complete):

_____ Single Amount: _____ Total \$ _____
_____ Amount Per Person: \$ _____ Per Person, Total \$ _____
_____ Amount Per Person, Per Night: \$ _____ Per Person Per day/night, Total \$ _____
_____ Other, Explain: _____ Total \$ _____

Lodging/Service Cost for Each Participant: _____ Total Cost to Each Participant: _____

Deposit You Will Collect From Each Participant: _____ By When? _____

Is a full refund available for unclaimed spaces? YES NO

Cancellation date for full refund of unclaimed spaces: _____

Month of first publication in AMC Outdoors: _____

Is trip published at least three weeks prior to the cancellation date? YES NO

(assume listing is effective on the first of the month)

Issued check payable to: _____

Mail check to: _____

Address (if different from above): _____

Check is required by: _____

Deposit Repayment Form (Photocopy application before submitting)

Amount of Trip Deposit Advance: _____

Number of Participants on Trip = Trip Deposit Advance Fee: _____

Amount Returned to Worcester Chapter treasury: _____

Mail this form with your check made out to Worcester Chapter Appalachian Mountain Club to the Treasurer.