

5% Weekend Trip Leader Credit Policy

The Adventure Group is looking for leaders for weekend trips! A “road trip” is a wonderful way to combine recreation and friendship. Past examples: ski weekends; houseboat summer trips; Coastal Holiday weekends. But yes, there is some work involved to make the trip a reality.

How hard are we looking? **Leaders receive 5% off the costs of a trip for every person on the trip, as an incentive for, and nominal compensation of, the leader’s trip coordinator duties.** (We are borrowing this method from Seattle’s Ski Buddies, and based on their trip schedule, it increases both the number of trips available, and persons attending trips.)

Leaders’ duties usually include:

- Planning the trip (location and activities).
 - There is no minimum mileage from Portland requirement.
 - The trip is organized around multi-day activities, with at least one overnight lodging stay.
- Obtaining a liability waiver from each non-AG member attendee.
- Facilitating an atmosphere of cooperation and friendship by the attendees.
- Facilitating carpool arrangements
- Generally being the “go-to” person for handling questions and issues / problems that may come up.

Trip Coordinator’s responsibilities also include:

- Securing the lodging.
- Deciding on how the meals will be handled (communally or separate).
- Preparing the trip announcements (including reservation and cancellation requirements) and oversee the “advertising.”
- Outlining available activities.
- Handling reservations. (Fair reservation policy must be maintained: first come, first serve, including room selection (subject to appropriate selection restrictions, i.e., single cannot call “dibs” on double occupancy room, unless another single agrees to share room.)
- Creating ground rules.
- Collecting the trip fee from attendees; make payments for lodging and reimbursements for communal expenses from trip fees
- Making an “end trip” report to the Events Coordinator on how the trip went, and an income/expense report for the trip.
- There is no minimum advertising required, although trip announcement is limited to the Adventure Group, similar GLBT outdoor recreation groups, and persons eligible for membership to the Adventure Group as approved by the Event Coordinator. Any expenses involved for advertising are the coordinator’s expense, unless approved by the Board as a general AG expense.

Do all events qualify for a “trip leader” credit? Here are the ground rules for a trip eligible for a 5% leader credit?

- The proposed trip must be approved by the Event Coordinator as an Adventure Group trip.
- The Preliminary budget for the event must be approved by the AG Event Coordinator
- Lodging and transportation coordination required

How does the 5% credit work?

- Attendees pay a trip fee, based on the lodging and communal expenses, plus 5%. - that 5% goes to the coordinator. For example, if a trip has 10 attendees, then 50% of the coordinator’s lodging and communal expenses are paid. It’s that simple.
- The trip fee (and hence the 5% credit) is based on the hard, pre-paid expenses. In other words, the 5% credit is known and has been (or could be) collected from the attendees before the trip begins.
- No “lead 5 events, get a free annual membership” credit; the 5% credit is in lieu.
- Maximum credit: - 100 percent of the trip fee. (If more than 20 people attend, if the refund per person is \$5.00 or greater, refund to the attendees; if less than \$5 per person, use the additional money for an “extra” item, i.e., munchies.
- Due to bylaw restrictions, this program is not available to Board members.

The Board reserves the right to amend or add to the ground rules, as the Adventure Group develops more experience with the 5% leader credit program.

Got an idea for a trip that you’ve always wanted to do? This is a great way to take that trip, and have friends along also! Contact Michael Carnegie, Events Coordinator (events@adventuregroup.org) for more information or to propose a trip.

(Policy Adopted August 2006)