

WANT TO BE A TRIP LEADER? OSC WANTS YOU!

The **Orlando Ski Club** Travel Committee is in the process of selecting destinations and Trip Leaders and Assistant Trip Leaders for the 2010-2011 ski season. We are offering an exciting season of skiing and we need **YOU**, our members, to come forward and volunteer to serve as leaders and assistants for next year's trips. We're looking for **ENTHUSIASTIC, ENERGETIC CLUB MEMBERS** who will recruit a full trip roster and do their personal best to ensure that **OSC** skiers have a great trip. If you are willing to make a commitment, please let us hear from you!

You might be wondering how the selection process works and what these jobs entail. The **OSC** Bylaws state that trip leaders are chosen by the Travel Committee with the approval of the Board of Directors. **Per the Bylaws, trip leaders are selected based on "time, work and club involvement."** To serve as a Trip Leader, you should have first served in the capacity of Assistant Trip Leader. However, many other factors are taken into consideration.

What are the responsibilities of a Trip Leader? The primary responsibility of both the Trip Leader and Assistant Trip Leader is to **SELL** your trip. ENTHUSIASM and knowledge of your destination are necessary! As Trip Leader you will be expected to:

- Attend the **OSC** Trip Leader Workshop & Luncheon (date TBA)
- Setup a trip display table at all General Membership meetings from August through December or January (depending on your trip's sales timeline and departure date)
- Become familiar with the destination and maintain contact with the tour operator and the on-mountain representative as trip plans progress
- Maintain a sign-up list, collect trip applications and keep accurate records of all deposits
- Bill participants for all payments and follow-up to ensure timely payment
- Plan a pre-trip party
- Coordinate all Air and Ground Transfers
- Plan all on-site activities (trip party, on-mountain activities, etc.)
- Develop a trip itinerary
- Train the Assistant Trip Leader, so he/she will be in a position to lead a future trip
- Maintain a financial accounting of trip expenditures, per **OSC** Trip Leader Workshop guidelines
- Provide monthly updates to the **OSC** Travel Committee on status of trip sign-ups and deposits

The Assistant Trip Leader position provides a training opportunity to gain experience in escorting ski trips. As Assistant Trip Leader you will be expected to:

- Attend the **OSC** Trip Leader Workshop & Luncheon
- Assist in all trip related activities, under the direction of the Trip Leader
- Attend all General Membership meetings to help SELL the trip
- Provide guidance to "never-ever" skiers
- Assist trip participants with equipment rentals and ski school arrangements

Last but not least, Trip Leaders and Assistant Trip Leaders are expected to be ambassadors for the Orlando Ski Club, both to our members and to the outside world!

What are the rewards for leading a club trip? Trip leaders who have a FULL trip roster will receive complimentary air and land for the trip. (Trip leaders who are unable to sell the minimum required spots may be subject to paying part or all of these costs). Assistant trip leaders who have a full trip roster will receive a \$300 discount on the price of the trip, and the opportunity to be considered as a future trip leader.

Any member in good standing who would like to learn what being a trip leader is all about is welcome to attend the workshop and luncheon (normally held in July).

If you want to be considered for a trip leader or assistant leader position, please complete and submit a Trip Leader application by **May 11th, 2010**. Thank you !