

**OUTDOOR CLUB OF SOUTH JERSEY
GROUP ACTIVITY POLICY
(Revised April 11, 2013)**

The Board of Trustees of the Outdoor Club of South Jersey hereby establishes this policy governing leaders' responsibilities for activities in which costs to participants exceed \$50, or when OCSJ advances money for the activity. Examples are bus trips, camping trips, ski trips, and overnight trips.

This policy describes the functions that must be complied with to have a group activity. It includes Activity Briefs, Sign-in sheets, Expense Reporting and Money.

An "Activity Brief" (described below) must be submitted to the Activity Chair by the leader and also to each prospective participant. The Activity Chair shall ensure that the Brief is in compliance with this policy, and that the leader is in good standing.

All advances of money must be approved by the OCSJ Board. The leader must submit an OCSJ expense voucher (can be found on club website) to the Treasurer, who will submit it to the Board at the next meeting for approval.

THE ACTIVITY BRIEF defines the trip. It must provide the prospective participant with pertinent information such as

1. A clear description of the activity and its difficulty, whether appropriate for beginners, intermediate or advanced skill levels. Maximum miles per day and elevation gain should be included where appropriate
2. A clear statement of what is included in the price, including a description of the accommodations, and whether meals, entrance fees, transportation costs, taxes and tips are included.
3. A description of additional or optional activities and their costs and whether guided or self guided.
4. The cancellation policy must be explained, whether the deposit or other payments are refundable, whether they are fully or only partially refundable and the deadline for requesting a refund
5. The payment schedule must be defined with:
 - Amount of initial deposit and when it is due
 - Schedule for additional payments
 - Type of payment accepted (e.g. cash, check, credit card, etc)
 - Are prices subject to change due to changes in foreign currencies
 - Single supplement fee, if any
6. Name of leader and contact information, as well as co-leader if any. Name, phone number and directions for the lodging facility, also the website if applicable.

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ACTIVITY SIGN-IN SHEETS are required on all OCSJ activities. All participants must sign in prior to beginning of activity.

OCSJ TRIP / EVENT EXPENSE REPORT must be submitted within 30 days of the end date of the activity to the Activity Chair along with the sign-in sheet for the trip. The Activity Chair will ensure that leaders are in compliance and then forward the report to the Treasurer.

PARTICIPANTS MUST BE MEMBERS Participants on trips must be members of the OCSJ, except where the trip is a joint trip with another club and the participant is a member of that club. For "guests" please refer to "OCSJ guest policy" on club website.

THE LEADER MUST NOT PROVIDE ALCOHOL to the participants.

OTHER GUIDELINES:

No activities are allowed which are restricted by our insurance policy. Leaders must inform participants of such.

Activity leaders will pay their fair share of the trip cost, same as other participants.

Leaders may take advantage of free rooms, trail passes or other discounts offered by businesses provided it does not result in additional costs to other participants.

If the amount collected exceeds total expenses by more than \$10 per participant, the leader will refund the surplus to the participants.

Leaders may provide the names and contact info of participants to other participants on the same trip for the option of carpooling. In this instance the car owners insurance applies.

This policy supersedes the previous policy of April 9, 2009, and is available on the OCSJ website.

Policy approved by OCSJ Board of Trustees on April 11, 2013



Bruce Steidel, President