



Crabtowne Skiers, Inc.

Trip / Activity Proposal Non-Contracted

ITEMS UNDERLINED = REQUIRED!

Activity Title:		
<u>Date(s):</u>	<u>Location:</u>	
<u>Time / Departure:</u>	<u>Member Cost:</u> = J (Member Cost) from table below	<u>Non-Member Cost:</u> = J (Member Cost) from table below + 10%
Cost After Date:	Cost at Door:	Drop Dead Date:
<u>Minimum # of Participants (MNP):</u>	<u>Expandable?:</u> Yes / No	Maximum # of Participants:
<u># of Leaders Compensated (NLC):</u> Can be a fraction!		<u># of Paying Participants (NPP):</u> = MNP – NLC
<u>Leader Name:</u>	<u>Phone #:</u>	Email:
<u>Assistant Name:</u>	<u>Phone #:</u>	Email:

Financial Breakdown		NOTE: Items F through J below must be completed in alphabetical order.	
A. Event Cost:		F. NPP: = (# of Paying Participants) from table above	
B. Food / Beverage:		G. Base Cost Per Participant: = E (Total) / F (NPP)	
C. Phone / FAX / stamps / promo:		H. 5% Admin. Fee: <i>Only when G (Base Cost Per Participant) is Over \$10!</i> <i>Then = E (Total.) X .05. Otherwise it is \$0.</i>	
D. Other: (Explain in Comments)		I. Activity Cost: = E (Total) + H (5% Admin. Fee)	
E. Total: = A + B + C + D		J. Member Cost:: = I (Activity Cost) / F (NPP)	
Comments / Remarks:			

Although this is a non-contracted trip, please provide the following information if we are paying a vendor / business \$600 or more.

Vendor #1

SSN / Fed. Tax ID No.: _____ Individ.: ___ Corp. ___ Partner.: ___ Other: ___ Exempt: ___
Name & Address to Mail Federal 1099:

Note: On the Final Report, when determining Net Income, Administration Fee is be subtracted first and then Expenses. Any remaining money goes to the treasury.

Committee Chair Approval: _____
Signature



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Newsletter Article

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<u>Title</u> - (Limit 5 Words):	
<u>When</u> - (Days of Week and Dates):	
<u>Where</u> - (Place, City, State):	
<u>Time</u> - (From – To, a.m. & p.m.):	
<u>Member Cost</u> :	<u>Non-Member Cost</u> :
<u>Payment</u> - (Amounts, Due Dates, and Drop Dead Date):	
<u>Description</u> - (Limit 50 Words) - Include Drop Dead Date!	
<u>Directions</u> - (Limit 25 Words, or Hand-Out):	
<u>Cancellation</u> - (Standard Club Policy Unless Otherwise Noted):	
<u>Leader</u> - (Name, Work and Home Phone #s, Email):	
<u>Assistant</u> - (Name, Work and Home Phone #s, Email):	