



Crabtowne Skiers, Inc.

**Trip / Activity Proposal
Non-Contracted**

INSTRUCTIONAL USE ONLY!

ITEMS UNDERLINED = REQUIRED!

Activity Title: (AT01)		
<u>Date(s): (AT02)</u>	<u>Location: (AT03)</u>	
<u>Time / Departure: (AT04)</u>	<u>Member Cost: (AT05)</u> = J (Member Cost) from table below	<u>Non-Member Cost: (AT06)</u> = J (Member Cost) from table below + 10%
<u>Cost After Date: (AT07)</u>	<u>Cost at Door: (AT08)</u>	<u>Drop Dead Date: (AT09)</u>
<u>Minimum # of Participants (MNP):(AT10)</u>	<u>Expandable?: Y / N (AT11)</u>	<u>Maximum # of Participants: (AT12)</u>
<u># of Leaders Compensated (NLC): (AT13)</u> Can be a fraction!		<u># of Paying Participants (NPP): (AT14)</u> = MNP – NLC
<u>Leader Name: (AT15)</u>	<u>Phone #: (AT16)</u>	<u>Email: (AT17)</u>
<u>Assistant Name: (AT18)</u>	<u>Phone #: (AT19)</u>	<u>Email: (AT20)</u>

Financial Breakdown		NOTE: Items F through J below must be completed in alphabetical order.	
A. Event Cost: (FB01)		F. NPP: (FB06) (# of Paying Participants) from table above	
B. Food / Beverage: (FB02)		G. Base Cost Per Participant: (FB07) = E (Total) / F (NPP)	
C. Phone / FAX / stamps / promo: (FB03)		H. 5% Admin. Fee: (FB08) <i>Only when G (Base Cost Per Participant) is Over \$10!</i> Then = E (Total.) X .05 . <i>Otherwise it is \$0.</i>	
D. Other: (FB04) (Explain in Comments)		I. Activity Cost: (FB09) = E (Total) + H (5% Admin. Fee)	
E. Total: (FB05) = A + B + C + D		J. Member Cost:: (FB10) = I (Activity Cost) / F (NPP)	
Comments / Remarks: (FB11)			

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.: (VI01) _____	Individ.: _____	Corp. _____	Partner.: _____	Other: _____	Exempt: _____
Name & Address to Mail Federal 1099: (VI02)					

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: **(CC01)** _____
Signature



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Newsletter Article

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<u>Title</u> - (Limit 5 Words): (NL01)	
<u>When</u> - (Days of Week and Dates): (NL02)	
<u>Where</u> - (Place, City, State): (NL03)	
<u>Time</u> - (From – To, a.m. & p.m.): (NL04)	
<u>Member Cost</u> : (NL05)	<u>Non-Member Cost</u> : (NL06)
<u>Payment</u> - (Amounts, Due Dates, and Drop Dead Date): (NL07)	
<u>Description</u> - (Limit 50 Words) - Include Drop Dead Date! (NL08)	
<u>Directions</u> - (Limit 25 Words, or Hand-Out): (NL09)	
<u>Cancellation</u> - (Standard Club Policy Unless Otherwise Noted): (NL10)	
<u>Leader</u> - (Name, Work and Home Phone #s, Email): (NL11)	
<u>Assistant</u> - (Name, Work and Home Phone #s, Email): (NL12)	



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Activity Title: AT

- AT01 What is the title of the trip / activity? No more than FIVE Words!
- AT02 What is the Month / Day / Year of the trip / activity?
- AT03 Where is the trip / activity to take place, including the City and State?
- AT04 What time (hh:mm a.m. / p.m.) are participants to meet?
- AT05 Calculation = Member Cost from Financial Breakdown table below?
- AT06 Calculation = Member Cost + 10%
- AT07 What is the date at which the trip / activity becomes more expensive?
- AT08 What is the cost at the door?
- AT09 What is the date that the activity will be canceled because of lack of interest?
- AT10 What is minimum number of participants?
- AT11 Can additional participants be added beyond the maximum?
- AT12 What is the maximum number of participants that the trip / activity can accommodate?
- AT13 How many of the trip / activity leaders and assistants are being compensated? Can be a fraction.
- AT14 Calculation = Minimum # of Participants - # of Leaders Compensated. Can be a fraction.
- AT15 What is the name of the trip / activity leader?
- AT16 What is the phone number of the trip / activity leader?
- AT17 What is the email address of the trip / activity leader?
- AT18 What is the name of the trip / activity assistant leader?
- AT19 What is the phone number of the trip / activity assistant leader?
- AT20 What is the email address of the trip / activity assistant leader?

Financial Breakdown: FB

- FB01 What is the total ticket / event cost?
- FB02 What is the total cost of food / beverage to be provided?
- FB03 What are the total phone / fax / stamps / promo costs?
- FB04 What are the costs for items not included elsewhere?
- FB05 Calculation = total of this column
- FB06 How many paying participants are there from # of Paying Participants (NPP) in Activity Title table above?
- FB07 Calculation = Total / # of Paying Participants
- FB08 Calculation = Base Cost Per Participant X .05
- FB09 Calculation = Total + 5% Admin. Fee
- FB10 Calculation = Activity Cost / # of Paying Participants
- FB11 What is not included in the cost? Things like transportation, food, tips, bar, etc? Identify other expenses included in Other.

Vendor Information: VI

- VI01 What is the Social Security Identification or Federal Tax Identification?
Check one – Is this Identification an Individual? Corporation? Partnership? Other? Or Exempt?



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What is the name and address of entity providing services of \$600 or more? Optional if under \$600

Committee Chair: CC

CC01 Committee Chair signature.

Newsletter: NL

NL01 What is the title of the trip / activity? No more than FIVE Words!

NL02 What is the day of the week and date?

NL03 Where is it occurring?

NL04 What time does it start and end?

NL05 Calculation = Member Cost from Activity Title form

NL06 Calculation = Non-Member Cost from Activity Title form

NL07 When are payments due and is there a cut-off date for sign-ups?

NL08 Describe / sell the activity! What type of food will be there, should they bring food, any entertainment, equipment to bring. Describe what they will experience!

NL09 How do you get to the activity from Annapolis?

NL10 If someone cancels, will they get any money back and how much?

Standard Club Policy

If a participant of a Crabtowne Skiers, Inc. event withdraws from the event, Crabtowne Skiers, Inc. will refund any monies prepaid by participant that Crabtowne Skiers, Inc. is able to recover from the event's vendors and contractors, less a cancellation fee of 15% of the event cost up to a maximum of \$30.00. Refunds will not be made until after the event is completed and all financial transactions are completed with the club treasurer.

All Crabtowne Skiers, Inc. activities and events are governed by this Standard Club Policy unless a different cancellation/refund policy is specified in the newsletter article announcing the activity or event.

NL11 What is the name, work and home phone number and email of the trip / activity leader?

NL12 What is the name, work and home phone number and email of the assistant trip / activity leader?