

Sitzmarker Ski Trip Leader Reimbursement Policy
Approved 1-5-2021

For the purpose of this Policy, the following definitions apply:

- **Sitzmarker Ski Trip Coordinator**—The elected Sitzmarker Board Director responsible for ski trip duties.
- **Ski Trip Leader**—The person who is the Lead on any identified ski trip who has been selected by the Ski Trip Coordinator with Board concurrence. This Leader may be the same person as the Sitzmarker Ski trip Coordinator.

As identified in the duties/responsibilities of the Ski Trip Coordinator, the Coordinator is responsible for submitting a budget to the board for each Club trip that results in a “break-even” budget plan. The budget shall include expenses to cover the trip cost for the Ski Trip Leader who is responsible for the specific trip. For all ski trips, the trip budget is to be reviewed and approved by the Sitzmarker Board regardless whether the lead is from the Sitzmarkers or another organization.

As identified in the duties/responsibility for the Club Board Members, the Sitzmarker Ski Trip Coordinator has the responsibility to manage the budget, including knowing when or if cancellations are to be made for any commitment to reduce or eliminate financial losses. These losses could include room, transportation, and ski ticket deposits. The Ski Trip Coordinator keeps the Board informed of the ski trip and budget management at the Board Meetings and/or through additional communications as needed.

The Ski Trip Coordinator may propose for Board approval that the identified Ski Trip Leader receive the compensated trip. The amount of reimbursement for the Ski Trip Leader is determined as follows:

- If the ski trip reaches or exceeds the “break-even” budget plan, the full trip cost will be reimbursed by the Club and the Ski Trip Leader will not be charged for the trip. This reimbursement includes any food, transportation, lodging, and ski tickets which is paid for as part of the ski trip cost paid by all trip attendees.
- If the trip does not break-even and is not canceled by the Board, the Sitzmarker Ski Trip Leader will be reimbursed as follows.
 - 75% reimbursement if the trip loses less than \$500 from the identified break-even amount
 - 50% reimbursement if the trip loses between \$501 and \$1000 from the identified break-even amount
 - 25% reimbursement if the trip loses over \$1000 from the identified break-even amount
- While each ski trip has a specific budget plan, if the final results of the season Club sponsored ski trips overall is a net positive, the Board will consider reimbursing the Ski Trip Leader some or all of any amount the individual paid for any individual trip which did not break-even.

This Policy applies to the Sitzmarkers Club and does not indicate any benefit to a partner organization.