

OSTC TRIP LEADER AND ASSISTANT LEADER APPLICATION

If you would like to lead or assist in leading a trip with the **Orlando Ski and Travel Club**, please complete this application and email, call or give the application to **Steve Clark, 1st VP-Ski Trips**.

SClark2575@cfl.rr.com 407-803-2239

DEADLINE FOR ACCEPTING APPLICATIONS IS MAY 15, 2019

In order to qualify as a trip leader or assistant, it is recommended that you have been an **Orlando Ski and Travel Club** member for one year and have participated in at least two ski club trips if applying for a Trip Leader position, or one ski club trip for an Assistant position. You must make arrangements to attend the **OSTC Trip Leader Workshop**, which will be held in June or July (date TBA). Trip leaders and assistants are selected by the Travel Committee (with approval of the Board of Directors) based on demonstrated time, work and club involvement. Please refer to "WHAT IT MEANS TO BE A TRIP LEADER" for information on Trip Leader responsibilities.

Name:

Address: City: Zip:

Phone: (h) (c) Email:

How many years have you been an **OSTC** Club member?

List **OSTC** club trips on which you have participated in the past **five** years, and your **role** on the trip (participant, trip leader, assistant trip leader):

YEAR	DESTINATION	ROLE on TRIP	YEAR	DESTINATION	ROLE on TRIP

List your **OSTC** involvement, including activities in which you have participated, committees on which you have served, offices or board positions which you have held:

Please explain your reason for wanting to be a Trip Leader or Assistant, and elaborate on any other information which will help the Travel Committee evaluate your qualifications to lead or assist in leading an **OSTC** trip, including your familiarization with ski destinations, leadership roles you have held outside the club, etc.

Ski destination preference: 1st Choice 2nd Choice:

WANT TO BE A TRIP LEADER? **OSTC WANTS YOU!**

The **Orlando Ski and Travel Club** Travel Committee is in the process of selecting destinations and Trip Leaders and Assistant Trip Leaders for the 2019-2020 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 **OSTC** 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 **OSTC** 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 **OSTC** Trip Leader Workshop & Luncheon (date TBA)
- Set up 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 through designated Tour Operator
- 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 **OSTC** Trip Leader Workshop guidelines
- Provide monthly updates to the **OSTC** 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 **OSTC** 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 and Travel 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, and will have the opportunity to earn free lift tickets and equipment rentals, based on specific resort requirements for minimum sales (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 (Assistant trip leader supplement is increased to \$500 for larger trips requiring 2 separate air flights).

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. Thank you!