

**SNO JETS SKI TRIP BUDGETING POLICY**  
**Approved January 2012**

The Sno Jets Ski Club Vice-President – Trips (VP-Trips) is responsible for selecting and organizing club sponsored ski trips and establishing trip budgets for Executive Board approval according to club bylaws and financial policies. Besides promoting fun for the club, a goal for any trip is to break even financially. Any contracts involving the club need to be reviewed by the Treasurer or President before being signed by the VP-Trips. A form is available to assist in budgeting a trip (see “Sno Jets Sponsored Events Budgeting Request Form.xls” available from the President).

Once the VP-Trips appoints a Trip Captain, he/she must review the Board approved trip budget with the VP-Trips per the bylaws (Article 9, Section 4). The trip cost to attendees is not final until agreed to by the VP-Trips and Trip Captain. If the VP-Trips and Trip Captain make a change to the initial budget of a trip after it is approved by the Board, they must have the new budget approved by the Board.

Whenever possible, expenditures for the trip should be paid directly by the Treasurer from club funds. Large expenditures for the trips, such as lodging and transportation, must be paid directly by the club. Smaller purchases for things, such as refreshments and supplies, may be made by the Trip Captain with personal funds, and then reimbursed by the club. Or the Trip Captain may request a cash advance from the Treasurer for budgeted expenditures.