

ULLR Ski, Bike and Social Club

An Invitation to all Members

WESTERN SKI TRIP OR WARM WEATHER GETAWAY PROPOSAL GUIDELINES

ULLR Ski, Bike and Social Club has great winter trips for members who love to ski in the mountains or to bask in the warm sun of the tropics. Each April, our members present trip proposals for the following winter. If you have had experience running ULLR Club events and have an idea for a winter trip, please prepare a proposal for presentation to the Board. It is fun to do, and you will have lots of help along the way to make your event a success.

The following are brief guidelines on how to prepare a trip proposal.

CHAIRPERSON QUALIFICATIONS

- ✓ Trip Chairperson(s) should have prior experience running ULLR Club events.
- ✓ One Chairperson must have run a weekend or longer event.

PROCEDURE FOR MAKING A PROPOSAL

- ✓ **Read the ULLR Financial Guide (Form UC000) and the Multi-Day Event Policies (Form UC020).**
- ✓ Decide on a destination for your trip.
- ✓ Select a travel agent based on cost, reliability, experience, professional conduct, and trust.
- ✓ Work with your travel agent to form a detailed plan of your trip.
- ✓ **Complete the required forms: 1) Event Budget (Form UC001) and 2) Event Informational Worksheet (Form UC007).**
- ✓ Ask for help and advice from someone who previously has run a Western or Warm Weather trip.

COMPLIMENTARY COMPENSATION FOR CHAIRPERSONS

- ✓ ULLR Club policy provides complimentary compensation for the event's chairperson(s), dependent on the number of participants. Specific rules governing complimentary compensation are spelled out in the information in the trip proposal packet.

TRIP PRESENTATIONS

- ✓ **Send copy of proposal to the Winter Programs VP by March 31. See the membership directory for name and address.**
- ✓ Presentations of trip proposals will be made to the combined past and incoming ULLR Boards at the April Board meeting.
- ✓ Decision on which trips to approve will be made by the combined Boards and announced immediately after the second Board meeting and at the Annual Spring Banquet.

All Forms are available on the ULLR website: <http://ullr.org/UllrForms.html>

For more information contact the ULLR Winter Programs VP