



## PENGUIN SKI CLUB LETTER/ ITINERARY



### TRIP LETTER –2004-2005

Welcome to the world of Penguin Trip Leader! The membership thanks you for volunteering to run this trip. Penguin trips are always a lot of fun, great skiing and plenty of laughs. If this is your first time running a trip we encourage you to buddy-up with a past trip leader for some helpful tips. You will find a list of previous trip leaders in Attachment A. Please check the website ([Penguinskiclub.com](http://Penguinskiclub.com)) for an updated address and e-mail list.

In order to get you started so your trip will be a success, we've come up with a few must do's, should do's and tips, hints, and suggestions.

The penguins are a great group of people and are very appreciative that you have volunteered to lead a trip.

Here goes...

- **All Trip Leaders must be “Members in Good Standing” with a current paid dues card in order to run a trip.**
- It is recommended that the trip leader be on the trip.

In the meantime, we have come up with a few ideas and suggestions that may help your trip planning go a little smoother.

1. The board must approve all club-sponsored trips. This means that the club will provide the deposit money for transportation and resorts/lift tickets.

This does not mean that you cannot run a trip that isn't club sponsored. It just means that if the trip does not have board approval, the individual trip participants are responsible for all deposits and payments for travel, resorts, lift tickets etc., and will receive refunds according to the resort/lift ticket and transportation company rules.

2. All trip prices are quoted at the FULL price,  
with a Member Discount Price.

Example: Okemo Mountain Ski Trip: \$239.00  
Member discount price: \$214.00



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In order to receive the member discount price, you must be a “member in good standing” which means your dues for the current year must be paid by December 31<sup>st</sup>.

Example #1: Joe Smith signs up for a trip in October, but has not paid his dues. He is quoted the Full Price for the trip, and gives the trip leader a deposit. He makes the 2<sup>nd</sup> deposit payment in November but still hasn't paid his dues. His price for the trip is still the Full Price quote for the trip. In December, he pays the 3<sup>rd</sup> deposit payment for the Full Price quote for the trip but does not pay his dues. He pays his ski club dues at the January meeting. He does not get a refund for the member discount price.

Example #2: John Jones gives a deposit for a trip in September, at the Full Price quote. He makes his 2<sup>nd</sup> deposit payment at the October meeting on the Full Price quote but does not pay his dues. He makes the 3<sup>rd</sup> deposit payment at the November meeting on the Full Price quote, but does not pay his dues. He pays his dues at the December meeting. John Jones is refunded the difference for the Member Discount Price.

3. The “Trip Report Form” and the “Trip Detail Form” must be COMPLETED in order to obtain Board approval.
  4. The Trip Worksheet must be completed within 30 days of the return of your trip. Feel free to use whatever method of record keeping you prefer for your personal use.
  5. All Trip Forms and Worksheets are available on the web site.
  6. Encourage all trip attendees to pay by check, payable to: “Penguin Ski Club.” Cash is acceptable, just make sure to write out a duplicate receipt, one for the attendee and one for yourself.
- As in life, there are always exceptions to the rules, on a case by case basis.



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### Guidelines:

Decide on **where** you want to go.

**When** you want to go.

Will it be **with or without transportation**.

Talk it up and see how many are interested. If you feel you have enough interested people for a club sponsored trip...go for it. Even if you don't have a full bus, maybe just 20-25 interested Penguins, it can still be a go. We can advertise in the *Snow Drifts*, and we have a reciprocity agreement with the Eastern Pennsylvania Ski Counsel (EPSC). This means that the trip is offered to our club members first and if space is available, then other members from ski clubs that participate in the reciprocity agreement may join in on the trip.

Accommodations: twins/double/queen/ kitchenettes/bathrooms/amenities ie:  
hairdryers/complimentary coffee/onsite restaurant

Check-in/Check out times

Meal plans/available food service

Transportation to town/ski area/Shuttle service/schedule

Late check-ins/check-outs

- Obtain written confirmation from the resort for
  - Date: Monday to Thursday; February 3-6, 2005 (3 nights/4 days)
  - Price: For each type of accommodation (hotel/condos/etc)
    - Skier/Non-skier price
    - For how many days
    - How many days of lift tickets
  
- Obtain written confirmation from bus company
  - Date, location & times of departures
  - Price per person
  - Bus size-price for different size buses

All members, guests and reciprocity members are responsible for their own behavior.



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Other issues:

Comps

Special Events i.e.: beer and pizza party, cocktail parties' etc.

Other side trips: shopping, ?transportation available

**Write out an itinerary for the entire trip**-does not have to be detailed by the minute:

- Transportation-any meals, snacks or beverages that are being provided
- Meals at the resort? Other area eating places
- Arrival time/check-in time
- Departure time/check out time
- Include some local info
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Example:

3-day trip- Friday March 5-7, 2004

Perhaps provide a brief overview of the locale/State we're in...liquor/driving laws, do they close-up the sidewalks early or late, transportation into town.

You can condense this and post it in the lobby for wayward Penguins.

Doesn't have to be this detailed

Friday	<ul style="list-style-type: none"><li>-meet at Phoenix Club @ 7:30 am</li><li>-bus leaves promptly @ 8:00 (Comfort Cruise Line-full amenities-John Doe driver)</li><li>-snacks provided on the bus</li><li>-BYOB/beverages</li><li>-making 1 stretch/lunch stop (20-30minutes)</li><li>-Sing the Penguin Ski Song!</li> <li>-Lunch (brown bag it or purchase food at our stretch stop)</li> <li>-Arrive at resort @ approx. 11:00 am</li><li>-check-in 3:00 p.m., (the resort will provide courtesy storage of your luggage if you are skiing today)</li><li>-locked ski equipment storage units are located...keys are available from the front desk</li> <li>-Transportation to the mountain from the resort is available every 20 minutes using the yellow bus. Buses depart from the front of the resort. Schedules are available at the front desk.</li> <li>-Dinner tonight is on your own. See the trip leader for a list of local bars/liquor stores/restaurants/phone numbers/reservations required info.</li> <li>-7:30-10:00 PM- Cocktails in the Library</li> <li>-Non skiers see Annalise for side excursions!</li> <li>Don't forget your wake-up call!</li></ul>
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Saturday	<p>A Full Breakfast Buffet will be provided in the second floor dining area from 6:00 am-9:00 am</p> <ul style="list-style-type: none"><li>-Sing the Penguin Ski Song!</li><li>-Lifts open at 8:00 am-check the weather channel for updates</li><li>-Catch the early bus, don't forget your warmers</li></ul> <p>Lunch: on your own/on the mountain, 2 cafeteria's, 1 restaurant w/bar...Hook-up with some penguins...Don't drink and ski</p> <p>Lifts close @ 4:00 PM</p> <p>Apres Ski at the Beaver-Lodge Bar - 4:00-5:15 PM</p> <p>Last bus from mountain leaves at 5:30 PM</p> <p>7:00 PM-Penguin Italian Dinner Night (at the resort) Cocktails/beer/beverages available at the cash bar Menu: tossed salad w/ranch/honey mustard dressing Lasagna with meatballs Fresh Italian bread and butter Assorted desserts Complimentary glass of red wine with dinner</p> <p>Early to bed and early to rise makes a penguin really able to fly (down the mountain that is)...yeah...right...on the early to bed thing</p> <p>The resort has a club "High Altitude" that opens at 9:00 PM with a DJ. There is a live band that comes on at 10:00 PM. The club bar will remain open until 1:00 am. Snacks <b>are not</b> available at the club bar after 11:00 PM.</p> <p>See you on the slopes!</p>
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Sunday	<p>A Continental Breakfast (bagels/muffins/cereal/coffee/tea/juice) will be served in the 1<sup>st</sup> floor porch from 6:00 am until 10:00 am.</p> <p>For those not skiing today, there's a great fireplace in the lobby. Others may want to take the green bus into town for a little shopping. Check with the front desk for schedules. Our bus driver is willing to take a group of 10 on a shopping site seeing excursion. Book your space with Annalise.</p> <p>Skiers: checkout is 12:00 noon, it may be advisable to check out prior to leaving for the slopes. There are 2 courtesy rooms available on the first floor for storage of luggage, which you will have access to during the day.</p> <p>There will also be 2 courtesy rooms available for changing this afternoon. These Room assignments will not be available until the morning of departure. A sign will be posted in the lobby.</p> <p>Lunch is on your own at the mountain, in town, or at the resort. You should be back by 2:00 PM, to pack/load the bus</p> <p>3:00-4:30 PM: Beer and pizza party in the 3<sup>rd</sup> floor lounge</p> <p>Bus departs at 5:00pm Snacks provided on the return bus. BYOB/beverages Sing the Penguin Song! One stretch stop (20-30 minutes) Estimated arrival time at the Phoenix Club is 8:00 PM</p> <p>Drive safe! Hope everyone had a great time! See you at the meeting!</p>
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Friday	<ul style="list-style-type: none"> <li>-Penguins Ski Club arrives 11:00 AM</li> <li>-Lunch on your own</li> <li>-Ski, ski, ski...lifts close at 4:00 PM</li> <li>-Non-skiers-✓ w/Annalise for activities</li> <li>-Dinner: On your own</li> <li>-7:30-10:00 PM-Cocktails in the library</li> </ul>	Sign-up's for Non-Skier/Message Board
Saturday	<ul style="list-style-type: none"> <li>-Full Breakfast Buffet 6-9 AM 2<sup>nd</sup> floor dining room</li> <li>-Lifts open @ 8:00 AM 1<sup>st</sup> bus departs at 7:30 AM</li> <li>-Apres ski @ Beaver-Lodge Bar 4:00-5:15pm</li> <li>-Dinner 7:00 PM Ballroom-West Lobby Penguin Italian Dinner Night</li> <li>-High Altitude Club open until 1:00 AM</li> </ul>	Sign-up's for Non-Skier/Message Board
Sunday	<ul style="list-style-type: none"> <li>-Continental breakfast 6-10 AM First Floor Porch</li> <li>-Check-out 12:00 noon</li> <li>-2:00-3:00 PM pack the bus</li> <li>-3:00-4:30 PM-Penguin Gathering Pizza &amp; Brew in the 3<sup>rd</sup> floor lounge</li> <li>5:00 PM - Bus Departs Resort</li> </ul>	Sign-up's for Non-Skier/Message Board



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