

GREAT FALLS SKI CLUB INTRODUCTION

The Great Falls Ski Club started back in 1936/37. They were the original owners of Kings Hill (now called Showdown) and even had a part in the making of the hill. Along the way they sold their interest in the hill with the club receiving yearly dividend checks from Showdown until the amount owed dropped to \$5,000.00. The dividend was converted to complimentary lift tickets for annual club membership. This is where the club stands today with a verbal agreement between George Willett and the Great Falls Ski Club to continue lift tickets for new members as long as our club brings value to Showdown.

The Club has anywhere from 150 to 250 members per year. Membership and the annual Ski Swap are clubs only source of revenue. Depending on how well the Club does at these annual events, donations are given to Eagle Mount, Special Olympics or more recently used to support ski education in the middle schools of Great Falls. Some other organizations that we have contributed to in the past are: Great Falls Ski patrol, Central Montana Racing Foundation and on occasion, Big Brothers & Sisters.

Expenditures for the Club consist of the monthly newsletter (the Panhandler), insurance, monthly meetings, and the cost to run the annual events and other miscellaneous items.

The Club puts on two ski trips per year; an out-of-state and an in state. These events pay for themselves. Once person puts together the entire trip. The cost of their trip is split between all members going on the trip.

To end the season the Club has a final meeting or Awards Banquet. Awards are given for events participated in at Fun Days. Awards are also given for fun things people, did on trips or during the year.

The Club is here to promote skiing in Central Montana. That is what the Board is designed to head up.

Good luck!!

GREAT FALLS SKI CLUB BYLAWS BY-LAWS

of the

GREAT FALLS SKI CLUB

ARTICLE I.

NAME

- Section 1. The name of this organization shall be "GREAT FALLS SKI CLUB"
- Section 2. This corporation shall be a non-profit corporation incorporated in the state Montana.
- Section 3. The office and principal place of business of the corporation shall be located in Great Falls, Cascade County, Montana.

ARTICLE II.

MEMBERSHIP

- Section 1. Any person of either sex interested in skiing or affiliated sports is eligible for membership in the Great Falls Ski Club.
- Subpart 1 Members under the legal drinking age who participate in club activities where alcohol may be provided (Ski bus trips for example) must be accompanied by a member who agrees to be responsible for and to ensure that any and all laws regarding the consumption of alcohol by minors is strictly adhered to. Additionally, that the Great Falls Ski Club and it's officers will not be held responsible.
- Section 2 Any member may have their membership revoked for failing to comply with stated rules or behavior that is not appropriate as judged by general membership.
- Section 3 Trial membership may be offered on a one-time basis to preview club activities such as ski trips. There will be a fee of \$10.00 for this membership. Trial membership gives the holder no regular club benefits such as newsletter mailing or access to other club functions.

ARTICLE III.

DUES

- Section 1. The Board of Directors shall set the annual dues for membership in this organization at their September meeting.

GREAT FALLS SKI CLUB BYLAWS

ARTICLE IV.

GOVERNMENT

- Section 1. The government of this organization shall be vested in the Board of Directors elected as provided in these bylaws, subject to approval by the members.
- Section 2. The Board of Directors shall have control and custody of the property and finances of this organization. Provided that, said Board of Directors shall have no power to expend or authorize expenditures or incur any indebtedness in excess of Three Hundred Dollars (\$300.00) for any purpose or project unless approved by two-thirds vote of the Board of Directors at a regular or special meeting.
- Section 3. Funds of this organization may be withdrawn from the bank with which they are on deposit by the signature of the Treasurer and/or President, and in no other way.
- Section 4. Vacancies in the Board of Directors or the position of any officer shall be filled by appointment by the President with the approval of the Board of Directors, the appointee to serve for the duration of the term of the individual whose position he was appointed to fill. Vacancies in the office of the President shall be filled by appointment by the Board of Directors.

ARTICLE V.

COMMITTEES

- Section 1. The Board of Directors shall decide upon committees deemed proper and necessary to fulfill the object and purpose of this organization. The President subject to the approval of the Board of Directors shall appoint committee chairmen and members.
- Section 2. It shall be the duty of the Membership Chairman, duly appointed by the current President and approved by the Board of Directors, to choose a committee and actively pursue all means of soliciting members for the club each year. The Membership Chairman will be responsible to the Board of Directors, attend its meetings, and be governed by its decisions.

ARTICLE VI.

GREAT FALLS SKI CLUB

BYLAWS

ELECTIONS

- Section 1. The members shall elect the Board of Directors and Officers.
- Section 2. At the first regular meeting in January each year, the President shall announce a Nominating Committee of five (5) members in good standing. The immediate Past President shall be Chairman of this committee. If he is unavailable, his nearest predecessor shall be Chairman.
- Section 3. Elections of Officers shall be held at the March meeting. Directors elected at that time shall serve for two years.
- Section 4. The members at the February meeting will make nominations for candidates for office. The Nominating Committee shall see that two candidates be listed for each elective office.
- Section 5. Officers to be elected consist of a President, Vice President, Secretary, Treasurer, and six Directors. Three of said Directors shall be elected to a two-year term, and the remaining three Directors shall be elected on the alternate year to a two-year term. The immediate Past President shall automatically assume the position of Chairman of the Board of Directors. Officers are members of the Board of Directors.
- Section 6. The Board of Directors may approve deviations from normal election procedures in those cases where individuals resign as an Officer or Board Member.

ARTICLE VII.

OFFICERS

- Section 1. The Officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer. Officers must be members in good standing and likewise members of the Board of Directors.
- Section 2. All Officers' duties shall be such as ordinarily pertain to and are indicated by the titles of their offices.
- Section 3. The President shall direct and supervise the affairs of the organization, preside at all meetings and shall make an annual report to the members.
- Section 4. The Treasurer shall report in detail monthly to the Board of Directors and to the organization all sums expended and received all outstanding obligations and such

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BYLAWS

other matters as may be deemed proper.

Section 5. The Secretary shall give notice of all meetings and shall keep the minutes of all meetings. He shall be custodian of all official records of this organization.

Section 6. The Trip Trustee position was created to serve as a clearinghouse of information for all in country club trips. Trustee using his/her contacts can normally secure group discounts based on experience dealing with travel industry. Trip Trustee is a non-voting Board position and will not run in-country trips but get them started passing them off to coordinator. Trip coordinators will consult will trustee prior to booking in an effort to ensure club gets best value for each trip (complimentary rooms etc.). Trip Trustee serves Board as travel consultant specializing in out of country travel running international trips (does not include Canada). Trip Trustee term has no specific limit but Board reserves right to replace trustee for cause or vacation of position by trustee. Trustee may hold other position within club simultaneously.

Section 7, Officers and Directors shall take office immediately upon election.

ARTICLE VIII.

MEETINGS

Section 1. The annual election meeting of this organization will be held in March. The purpose of this meeting will be the election of officers and the consideration of other business. Notice of this meeting will be given each member at least ten days before the date of this meeting.

Section 2. This organization shall hold regular monthly meetings.

Section 3. Special meetings of this organization shall be called by the President or the Secretary upon the request of six (6) members, or upon the decision of the Board of Directors.

Section 4. Any Director who fails to attend three (3) successive meetings of the Board of Directors shall automatically lose his right to serve, as a Director until the next annual meeting and a vacancy on the Board of Directors shall thereby occur.

Section 5. Meetings of the Board of Directors shall be held at the call of the Chairman or President.

Section 6. The President or Secretary shall call special meetings of the Directors at the request of four (4) Directors.

Section 7. Any number of members present at any regular monthly meeting of the members

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shall constitute a quorum.

ARTICLE IX.

AMENDMENTS

- Section 1. These By-Laws may be amended by a two-thirds vote of the members present at any general meeting, or at any special meeting, a notice of such meeting and the fact of such intended amendment being necessary.
- Section 2. Any new By-Law which does not amend these By-Laws may be adopted by a majority of the members present at any general meeting or special meeting, a notice of such meeting and of such intended amendment being necessary.

ARTICLE X.

LIFE MEMBERS

- Section 1. The Secretary shall keep an official list of Life Members of this club. The list shall consist of the names of Life Members as presented to the Board of Directors at their meeting in December of 1975, and such other names as shall either be selected or qualify automatically under this provision.
- Section 2. Each Life Member shall be entitled to membership in this club for life, free of charge imposed directly by the club.
- Section 3. Each past President of this club shall automatically be a Life Member.
- Section 4. The Board of Directors may, in their discretion, award one Life Membership each year which, if awarded, shall be presented at the awards meeting in the spring.

ARTICLE XI

DISSOLUTION

The Great Falls Ski Club can only be dissolved by a majority vote of the general membership. A full accounting of all assets and liabilities of the club must be presented to the general membership prior to a dissolution vote being taken. Prior to any vote it must be clearly explained to the membership what a positive vote for dissolution involves regarding assets and liabilities.

GREAT FALLS SKI CLUB BYLAWS

1. If there are any outstanding club liabilities the club membership is responsible for payment. This may involve assessing each member of record a fee to fulfill the obligations
2. In the event there are assets remaining, the club assets will be disbursed as follows:
Any remaining cash after payment of expenses will be donated to a local non-profit organization that promotes skiing activities. Eagle Mount or Special Olympics for example.

ARTICLE XII

TRIPS

- Section 1. Only members in good standing may attend ski club trips. The only exception to this is a one-time trial membership that will be purchased at the time of trip for a fee of \$10.00
- Section 2. Members that are not of legal drinking age must have a trip sponsor that; will participate in the trip, ensure that alcohol is not consumed by underage member throughout the entire trip and a release signed by both parties agreeing to conditions.
- Section 3. It is the responsibility of the Trip Coordinator to ensure that all under age members have a sponsor and signed release prior to departure. Additionally all under aged members will be identified to the trip participants once all have assembled on the bus. (This should be done in a very light manner to avoid embarrassment however the seriousness of the matter should be stressed.)
- Section 4. Trip Coordinators: Must be willing to dedicate a large amount of time to the planning and execution of trips they volunteer for.
- Section 5. Deposit amounts must be established to protect the club and insure trip integrity. Moneys for trips must be received by (date established by coordinator). A non-refundable cutoff date shall be established for each trip, at this time that spot opens up for anyone else that wishes to participate in the trip. In matters of extenuating circumstance a forfeited deposit may be returned only after the Board of Directors reviews all facts during a regular board meeting. All moneys forfeited shall be placed in the general fund.

GREAT FALLS SKI CLUB BYLAWS

Section 6. The Great Falls Ski Club will not be responsible or held liable for any actions of individuals during a trip, nor will any consideration for refund be entertained when a member has violated any local laws/ordinances that prevent participation in trip activities at anytime during a trip.

GREAT FALLS SKI CLUB

BOARD MEMBERS

CHAIRMAN OF THE BOARD:

This person is the previous year's President. This person has no voting power but serves as an advisory person for the new Board of Directors.

PRESIDENT:

The President serves a one-year term beginning April 1st. This position presides over the Board and runs the Board meetings and general membership meetings. The President selects a chairperson to run each event and can select a Board Member to run each monthly meeting if he so chooses. Their name is to be on the signature card for the Ski Club bank account.

VICE PRESIDENT:

The Vice President serves a one-year term beginning April 1st. This position takes over duties the President is unable to do. This officer also may chair an event.

SECRETARY:

The Secretary serves a one-year term beginning April 1st. The Secretary takes minutes at all Board meetings and notes statistics at general membership meetings and all annual events. This position provides the Panhandler editor with all statistics. If the Secretary is unable to attend a meeting or event he/she must find a replacement. This Officer may serve as a chairperson for any event if requested by the President. Meeting Minutes will be prepared and mailed one week prior to Board Meeting.

TREASURER:

The Treasurer serves a one-year term beginning April 1st. This position's duties consist of maintaining the Club's checkbook and bank account. He/she prepares all financial statements and maintains a current budget. This position handles all memberships and the Panhandler mailing list. He/she must keep track of all ski trips (money-in, money-out) and keep in close contact with the Trip Coordinator. He/she must attend all Board meetings and general membership meetings. It is urgent that this position be available to work the annual Ski Swap. If he/she cannot work the Swap, a replacement must be found. This person's name will be on the signature cards for the Club's bank accounts. This individual will have basic computer knowledge and understanding of accounting spreadsheet applications.

GREAT FALLS SKI CLUB BOARD MEMBERS

BOARD MEMBERS:

The Board consists of six elected members and one alternate. Each board member serves a two-year term beginning April 1st. Alternates will serve a one-year term and will be available to become a full-time board member if necessary. Each Board member will chair an event or take a general membership meeting if requested by the President

IMPORTANT NOTE:

Board members should attend ALL Board meetings. If a Board member or Officer has more than three unexcused absences, they shall be replaced.

GREAT FALLS SKI CLUB EXAMPLES

Assets, Liabilities & Net Worth

Beginning of Year April 1, 19_	End of Year March 31, 19
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Cash:

Savings Accounts	_____
Check Accounts	_____
Other (Describe)	_____
Total Cash	_____

Other Assets (List) Example - Investments)

_____	_____
_____	_____
_____	_____

1) Total Assets _____

2) Liabilities (List) (Example - Outstanding Loan)

_____	_____
_____	_____

3) Net Worth (1 less 2) _____

(Column 1)

(Column 2)

GREAT FALLS SKI CLUB EXAMPLES

Prepared by(print)_____ / _____ / _____

Name Title Bus.Phone#

Signature_____Date

GREAT FALLS SKI CLUB

EXAMPLES

Revenues and Expenses

REVENUES:

Contributions, Gifts, Grants
Membership Dues and Assessments
Interest
Dividends
Meetings
Special Projects
Newsletter Subscriptions (advertisements)
Other (describe)

1) TOTAL REVENUE

EXPENSES:

Contributions, Gifts, Grants
Benefits Disbursed to or for
Members
Professional Services
Printing and Postage
Supplies
Travel
Dues
Meetings
Special Projects
Insurance
Other (describe)

2) TOTAL EXPENSES

3) Excess (Deficit) for the Year
(1 less 2)

Net Worth, Beginning of Year

GREAT FALLS SKI CLUB EXAMPLES

(from Column 1, Page 1)

(Must agree with Column 2, Page 1)

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GREAT FALLS SKI CLUB EXAMPLES

CHECKS

DEPOSITS WRITTEN

12/20	Balance Forward		3,840.52
1/5	The Cowboy Resort - 3rd Payment		1,629.42
1/21	DEPOSIT	1,990.00	
1/21	Q106 - Live Remote for Snowball		75.00
1/21	KTGF-TV16		5.00
1/21	USPS - Annual Bulk Mailing Permit Fee		5.00
1/25	DEPOSIT	854.00	
		2,844.00	2,056.10
		ENDING BALANCE	4,900.10
	Reserved for Jackson Hole	4,074.52	
		ENDING BALANCE	825.58

GREAT FALLS SKI CLUB BOARD MEETINGS

APRIL

New Board meets with previous Board. Established dates for future events are given to the new President.

New Board establishes their monthly meeting times. Board meetings should be held before General Membership meetings.

Questions and answers for previous Board. Now is the time to ask!!

MAY

New Board meets. This meeting should be the meeting to set up committees for all events, i.e., trip coordinators (in & out-of-state), monthly meeting coordinators, event coordinators, etc.

Summer activities should be planned and discussed

Reports from Officers

Golf Tourney must be finalized!

Now is the meeting to set goals and objectives for your board to meet in the upcoming year.

JUNE

Ski Swap preparation must begin now

Discussions of Panhandler - Who will lay it out, mail it out, take to the printers, etc.?

It is a good idea to go to bid for this every two years. 1991 was the last year to bid.

Summer activities

By-law discussion - Any changes?

Reports from Officers

Goals and objectives discussion

Any plans for out-of-state trip yet? Should begin soon.

JULY

Ski Swap preparation

Summer Activities - How did the Golf Tournament go? Any new ideas?

Reports from Officers

Goals and objectives discussion

Out-of-state trip

GREAT FALLS SKI CLUB BOARD MEETINGS

AUGUST

Ski Swap preparation
September meeting - Remember, this is your big membership meeting so do something to draw the people and get their interest!! This Panhandler should be an attraction getter!!!!
Reports from Officers
Goals and objective discussion
Discuss Snowball preparation
Out-of-state trip

SEPTEMBER

Final preparation for September meeting
Ski Swap preparation
Reports from Officers
Goals and objectives discussion
Discuss October meeting
Discuss Snowball
Out-of-state trip

OCTOBER

SKI SWAP!!!!
Finalize October meeting
Reports from Officers
Goals and objectives discussion
Discuss Snowball
Out-of-state trip

NOVEMBER

SNOWBALL!!!! - No Monthly meeting
Finalize Snowball
Discuss Ski Swap - any ideas, changes?
Reports from Officers
Goals and objectives discussion
Out-of-state trip
Discuss December meeting
Discuss next years calendar, assign working group

GREAT FALLS SKI CLUB BOARD MEETINGS

DECEMBER

Finalize December meeting
Discuss Snowball - any ideas, changes?
Determine donations - if any
Reports from Officers
Goals and objectives discussion
Out-of-state trip
Discuss January meeting

JANUARY

Finalize January meeting
Discuss upcoming elections and committees
Discuss Awards Banquet
Discuss Fun Days
Reports from Officers
Goals and objectives discussion, get leaders for cleanup
Out-of-state trip
February meeting

FEBRUARY

Finalize February meeting
Discuss election and March meeting
Discuss spring trip
Discuss out-of-state trip - How did it go? any suggestions?
Discuss Fun Days
Discuss Awards Banquet
Reports from Officers
Goals and objectives discussion
Work on next years calendar

MARCH

Finalize meeting and elections
Discuss spring trip
Discuss Fun Days
Discuss Awards Banquet
Reports from Officers
Goals and objectives discussion

GREAT FALLS SKI CLUB MONTHLY MEMBERSHIP MEETINGS

Depending on the Club's financial position, the club will furnish appropriate beverages, normally two per member.

Meetings should have a theme to make them more exciting. The Club currently receives the National Ski Club Newsletter. It offers great ideas for party themes.

Each Board member shall have a designated month to do a meeting. This should be determined at the first Board meeting of the new Board.

REMEMBER: Without something to offer our members - why come?

GREAT FALLS SKI CLUB

GUIDELINES FOR TRIP COORDINATORS

Trip coordinators need to work closely with club officers and directors, as they are responsible for financial expenditures. Communication is the key to a successful trip.

➤ Trip Types:

- ❖ Bus trips, long/out of state and short/in-state trips.
 - Long trip will be held over Super Bowl weekend in January departing on a Saturday and returning on Wednesday.
 - Short trip is normally held in March departing Friday afternoon returning on Sunday after skiing.
- ❖ International (New Zealand, France, etc.)

Note: This document is geared towards bus trips

1. Larger ski specialized travel agencies can be a great value ask Marv Jordan to put you in contact with one of the ones that has been used in the past. Or you can call various ski hills to get your best deal. Try to get 800 #'s as the Ski Club will not reimburse for long distance calls. E-mail is a great way to communicate or research locations on the Internet.
 - a. By saying best deals this does not mean just the price. Keep in mind your skiing conditions, lodging, entertainment, etc. Ski-in/ski-out is great but keep in-mind your location from food and entertainment.
2. Try and work the lift tickets in with the package price. If this can't be done, try and get a reduction in price, per lift ticket; i.e. group rate.
3. Inquire about wine and cheese parties or something of that nature that the hill may want to sponsor.
4. Organize a group meal (dinner). Travel agents are a good resource for this or talk to your hotel as they may have a restaurant. Try and keep costs down as this must be included in your trip costs.
5. Find out if there are any free packages offered for large groups.
6. Make sure the prices they are giving you are not their regular prices. Sometimes they will try that first hoping to get away with it. **REMEMBER TO DICKER WITH THEM!!** Also if going to Canada remember GST Government Sales Tax that is added to lodging. You need to get proper paperwork and file for refund.
7. After you have made your decision on where to go, ask for a contract. Stipulate that it is very important you receive this contract immediately. If when you receive the contract it is not what you were quoted over the phone, **CALL THEM!** Ask why it is different and request a new contract. When you agree with the contract, sign it and make a copy and send it back. Do not sign the contract if you do not agree with it!!

GREAT FALLS SKI CLUB

GUIDELINES FOR TRIP COORDINATORS

8. Call your bus companies and get your prices for the buses. Again, it is very important to get a contract immediately. Each Hall Transit bus with tables installed carries 42 people. We are also attempting to use Rimrock Trailways, 800-255-7655.
9. Figure the price of the trip:
 - a. Remember your trip is free so the cost of your trip must be figured back to all others (including beer and the bus ride).
 - b. The bus drivers' room should also be figured into the trip costs. You might want to talk to the company we are getting the buses from to see if they have any stipulations. Again, dicker with them.
 - c. If there are any free packages offered, you can either use that for yourself or the bus drivers; therefore, keeping the price of all trips down.
 - d. Figure \$6.00 - \$7.00 per person for beer and pop.
 - e. Remember when figuring the number of people going on the trip to save room on the buses for your coolers!!
 - f. Your trip costs should include the following:
 - i. Cost of trip quoted by hill
 - ii. Beer, wine and soft drinks (normally bought at Sam's)
 - iii. Bus ride (usually \$42-\$50)
 - iv. Any Park Fees (Banff)
10. At this point if everything looks good (your contracts, the price, etc.) and you think you can sell the trip, book it (both the hill and the buses).
11. Coordinate with club Treasurer of required format for documenting money received and spent. You must keep a detailed list of how much money collected, from whom and for what purpose.
12. Anyone participating in ski club trips must be a member in good standing. Individuals interested in the trip that are not members must purchase a Trial Membership for \$10.00 prior to departure.

GREAT FALLS SKI CLUB

GUIDELINES FOR TRIP COORDINATORS

13. It is critical to be present at each General Membership where you can provide trip updates and answer questions. You must also attend Board Meetings.

- a. Phone numbers of hotel to leave with family/relatives.
- b. Photo ID for trips into Canada.
- c. Typical questions you should have answers for:
 - i. Bus departure time and location.
 - ii. Stops along the way, lunch etc.
 - iii. Breakfast, lunch and dinner where?
 - iv. Transportation from lodging to ski hill? Is there an additional cost? If yes how much? (**Using the bus should be avoided, as you will be charged additional mileage/startup fees that are not built into your contract**).
 - v. Ski storage? Does the hotel have a place? Many ski areas offer a very inexpensive over night service or lockers.
 - vi. What is the lodging/room configuration:
 1. Telephone charges if applicable
 2. Coffee pot
 3. Hair dryer
 4. Refrigerator
 5. Beds (double, singles, or king)
 6. Pool, hot tub, exercise room, etc.
 7. Continental breakfast
 - vii. Night life
 - viii. Current currency exchange rate
 - ix. Ask if anyone has any VHS format movies to play on the bus?

14. Start selling your trip!!

- a. Put adds in the Panhandler and post the information on the web site including a link to the ski area. Contact Marv Jordan to get this accomplished.
- b. Get brochures, posters, etc. from hill for displays at meetings
- c. Set a down payment for your trip and try and get that money at the time of sign up
- d. Explain to people the "No Refund Policy" - They have to sell their own trip if canceling!!
- e. Set a deadline that the trip must be paid in full
- f. Remember to get addresses and phone #'s of those people signing up. **VERY IMPORTANT!!!**

15. Approximately one week before departure:

- a. Call Sam's Club talk to manager and make sure it is OK to park in their lot (Southeast corner).
- b. Start looking for sales on beer and pop. You will also need to buy garbage bags and cups. (Normally Sam's Club has lowest prices)

GREAT FALLS SKI CLUB

GUIDELINES FOR TRIP COORDINATORS

- c. Call Bus Company and confirm bus times. Remember to ask for tables to be installed and have a functioning VCR.
- d. Call hotel and ski hill to verify reservations and give them your final room/lift ticket requests. Note, if you are using a travel agent (Northern Rocky Adventures) call them and they will take care of all notifications.
- e. Create a room listing that will have assignments and roommates that will be given to each participant. Also included on this sheet:
 - i. Time, date and location of group photo.
 - ii. Time, date and location of group meal if any.
 - iii. Time bus departs for Great Falls.
- f. Make arrangements to pay for group meal and any other items on the trip prior to departure, as you may have to use a credit card, as club checks cannot be written in Canada. Club President and Treasurer are the only persons authorized to sign checks. Checks for U.S. trips can be made in advance.

16. If you want to do raffles on the bus (bottles of booze or any freebies you may drum up) the cost of this will come out of the trip budget. The Club does not pay.

17. It is a good idea to do a 50/50 drawing on each bus. We then give half to the bus driver as a tip. You will need to have tire chalk to mark the bus front tire for the drawing.

18. When you arrive at the hill make sure you get any extra beer and pop off the buses and store until you return. The beer you buy is for going up and coming back. If you have extra money in your trip budget for buying more beer, feel free to do so.

19. When you return, all receipts for expenses are to be turned into the Treasurer. If you end up with a credit balance then and only then do we determine if any refund can be made?

IMPORTANT THINGS TO REMEMBER

1. Sign contracts before the trip is sold
2. Do not ever tell anyone their money will be refunded unless you plan on doing so yourself! Refunds per ski club operating rules are given on a case-by-case basis only. Unexpected medical or family emergencies are grounds for refund but Board approval is still required
3. Names, Addresses and Phone Numbers of those signing up
4. Set deadlines and stick to them
5. Keep within your budget
6. Most importantly - SELL THAT TRIP AND MAKE IT FUN!!

GREAT FALLS SKI CLUB

GUIDELINES FOR TRIP COORDINATORS

On the Road

1. Prior to Departing:

- a. Luggage should be loaded by a couple of volunteers to ensure all will fit. Skis have traditionally been placed in the rear compartment only.
- b. Load coolers
- c. Mark front tire for 50-50
- d. Head count

2. While on your trip:

- a. Have all introduce themselves on the bus
- b. Start the 50-50 and explain its purpose (drivers tip). Make sure and hold all tip money until trip is over. Two 50-50 on the way and two on the return.
- c. Lunch/break stops, announce.
- d. Border Crossings, remind all to take this seriously as it may delay/ruin you trip. Remove sunglasses and have all alcohol stowed.

3. When you arrive:

- a. Have all stay on bus while you go in and get the room keys, hand out as people exit bus.
- b. Remind all of any events that you have planned with their respective times, group photo, meal and departure time.
- c. Find out where the bus should be parked. Only remove the Diet soft drinks to prevent them from freezing everything else should be OK on the bus as it is in the coolers and the bus will be locked.
- d. Remind driver to empty toilet holding tank.
- e. Make sure everyone has a room information sheet that is accurate so you can be contacted to resolve any problems.

4. Departure:

- a. Make sure bus is unlocked and ready for loading 45 minutes prior to departure.
- b. Check with front desk to make sure there are no outstanding accounts prior to departure.
- c. Before leaving verify with participants that all room keys have been turned in and accounts are settled.
- d. Go over breaks, lunch or stops. Talk about Customs, GST and declaring items purchased.

5. Arrival:

- a. Remind all to make sure they have the correct luggage.
- b. Remove coolers
- c. Tip and thank driver

GREAT FALLS SKI CLUB

SKI SWAP

- 1) Reserve place to hold swap. It is a good idea to do this 1-year in advance.
 - Set up Thursday night, check starts 1200 noon on Friday, sale starts at 5:00 PM, sale all day Saturday, check out Saturday evening starting at 6:00 PM until 9:00 PM. Suggested times as follows:
 - Set up Thursday: 6:00 PM - 10:00 PM
 - Friday Check in: 12:00 - 9:00 PM
 - Saturday Sale: 9:00 am - 5:00 PM
 - Saturday check-out: 6:30 PM -10:00 PM
 - You can limit the sale to Saturday only. If so close the doors from 5:00 PM - 6:30 PM to get ready for checkout. Then re-open for checkout at 6:30 PM - 10:00 PM.
- 2) Get insurance for swap through K&K Insurance.
 - Check to see if the place we are renting requires proof of insurance and the limit they require.
- 3) Check with the Ski Patrol to see if they want to do the Concessions.
- 4) Check on the following items:
 - Tables
 - Chairs
 - Wood for racks
 - Ties - can be purchased at Glacier State Electric or through Pickwicks Office Supplies. Check if we have enough from the previous year.
 - Cash Register - Marvalee Novak has lent us one in the past. If not, check around or use a cash box.
 - Do we have enough checks? Need approximately 150.
 - Orange Highway Clean-up vests for floor helpers.

GREAT FALLS SKI CLUB

SKI SWAP

- 5) Send out Public Service Announcement (PSA) letter to dealers in State. Secretary should do this. Dealers that have participated in the past are:

Big Bear
White Bear Island
Outdoor Recreation
The Ski Station (Billings)
Showdown
Outdoorsman
Big Horn Wilderness
Skiers Edge
Scheels
Montana River Outfitters (Great Adventurers West)
Radio, TV Stations & Ski Areas.

- 6) Supplies to be purchased are (We have a charge account at Pickwicks) Check your supplies from the previous year. Sometimes we carry an inventory for two years.

Invoices
Sales Receipts
Labels for warning stickers and item descriptions
Tags for clothing, boots, etc.
Scotch tape and masking tape
Pens, large markers - Very important to have green pens as these are used for price changing
Calculators with extra tape (can be borrowed). Need 4+
Signs - CHECK-IN (3), CHECK-OUT (3), CASHIERS (2)
Commission/consignment agreements - These should be hung on every check in table and cashiers table.
Construction paper for various signs - try to get somebody to bring instead of purchasing.

- 7) Get bank bags from Norwest Bank - they will give you two. They will give you a key to the night deposit drop box and explain how to use.

- 8) When dealers call regarding the swap, find out how much equipment they will be bringing. We need to send them invoices, labels, warning stickers and tags. **IT IS IMPERATIVE THEY PRE-INVOICE, LABEL, AND TAG ALL MERCHANDISE BEFORE BRINGING IN!!!**

- Invoices will need Item #, description of merchandise and price
- Labels need Invoice #, Item #, description of merchandise and price

A label with Invoice #, Item #, price and description should be put on both skis with a warning label on each ski also.

GREAT FALLS SKI CLUB

SKI SWAP

Clothing needs a tag with invoice #, item #, description and price

Poles need a tag with a tie strapped around both poles

Boots need a tag with a warning label stamped on one side and an item description stamped on other side. **A TAG IS NEEDED FOR EACH BOOT.** Make sure tags are placed where they cannot be easily removed.

WARNING LABELS ARE VERY IMPORTANT ON SKIES (BOTH), BOOTS (BOTH) AND POLES!!!

CHECK-IN FRIDAY AND THROUGHOUT THE SALE

- 1) Make out invoice on equipment - each item has a different Item #, give a description and price. Put name and address on invoice. Address is very important, as we may need to mail them a check.
- 2) Make out a label with Invoice # Item #, description and price.
 - put one on each ski
 - put warning sticker on each ski
- 3) Make out a tag with Item #, description and Invoice # on one side and warning label on other side for boots and poles.
 - Attach one on each boot making sure it is attached where it cannot be removed!
 - Attach one tag to poles wrapping tie tight around both poles so they do not come apart.
- 4) Clothing needs a tag with Invoice #, Item #, description and price. Clothing does not need a warning sticker.
- 5) Have the Consignor sign at the bottom of the invoice and send them to the cashier with their invoice. If not charging a consignment fee just give them their white copy of the invoice and tell them to bring it back when check out is. Stress the importance of this invoice, as that is how we find their merchandise or their check.

GREAT FALLS SKI CLUB SKI SWAP

CASHIERS CHECK-IN

- 1) Total invoice
- 2) Figure consignment fee as follows:

General Public

- 5% of total; for example:
Total equipment consigned is \$38.00 - consignment fee is \$1.90
- If the person does not have the money for the consignment fee, mark in bold letters **NOT PAID** so we know to charge them when they pick up their money.
- Working Ski Club members and dealers DO NOT pay consignment fee

In the past we have not charged consignment fees but rather charged \$1.00 per person to walk in during the sale hours. This has proved to be just as profitable.

SALE - SATURDAY

- 1) Fill out sales receipt with:
 - Name, Invoice #, Item #, description and price. These details are all very important!
 - Put an X through item stickers on merchandise bought.
 - Send to cashier

CASHIER - SALE

Cashier totals out sales receipts and takes money. Put a large PAID on receipt and keep one copy for our records (the white copy).

GREAT FALLS SKI CLUB

SKI SWAP

INVOICE PERSON

The invoice person takes all sales receipts and goes through the invoices and marks sold next to various items that have been sold.

This determines how much commission we have earned and how much the consignor has earned when it comes time for check-out.

CHECK-OUT SATURDAY

- 1) Take persons white copy of invoice and pull our matching copy of invoice to determine what has sold and what has not.
- 2) Have someone get the persons equipment that has not sold and have person check that equipment.
- 3) If everything is in order, send them to the cashier.

CASHIER - CHECK-OUT

- 1) Cashier totals amount sold and figures commission; Example:

General Public:

Total amounts sold and multiply by 10% - If they sold \$150 our commission would be \$15.00

Dealers and Working Ski Club Members:

Total amount sold and multiple by 10% - If they sold \$90.00, our commission would be \$9.00.

- 2) Subtract our commission from the total amount sold, and this amount is what we pay the consignor.

PLEASE WRITE THE CHECK NUMBER ON THE INVOICE!!

- 3) Give the consignor the yellow copy of invoice and check. Keep the hard copy for us.
- 4) As a rule the Ski Club has always discarded any merchandise left under \$20. If over \$20 and person has not picked up, it is the property of the Ski Club and can be sold at future

GREAT FALLS SKI CLUB

SKI SWAP

Ski swaps or contacted to an organization (Eagle Mount).

GREAT FALLS SKI CLUB FUN DAYS

This event is chaired by a Board member who establishes their own committees. It is usually held close to or on the last weekend of skiing. This event is geared towards family participation as there are children activities as well as adult. Prizes are given for each event. The adult prizes are given at the Awards Banquet whereas the children's events prizes are given at the hill after each event.

The Chairperson may design all events with the Boards approval. This event is two days so the events must be evenly spread out.

This event also needs to be widely publicized through the membership in order to gain participation. The Chairperson is responsible for articles in the Panhandler.

GREAT FALLS SKI CLUB HIGHWAY CLEANUP

The ski club has committed to performing highway cleanup of a two-mile section just South of Neihart three times per year. This event should be scheduled to accommodate for the weather. 1998 cleanups were last weekend in May 2nd week August & mid-September.

Each cleanup needs to have a coordinator that needs to accomplish the following:

1. Obtain traffic signs from MDT in Great Falls that will be placed at either end of the cleanup zone.
2. Obtain traffic vest, bags and gloves from the last coordinator. If bags are used up MDT will supply more.
3. Memorial Falls parking lot should be used as starting/meeting location. Do not allow anyone to drive vehicle along road while cleanup is in progress.
4. Make arrangements for water and soft drinks to be available for workers (NO ALCOHOL). Some coordinators supply donuts. Keep receipts to be reimbursed.
5. Provide all participants with a safety briefing. Briefing located in MDT handbook. Stress walking towards the flow of traffic.
It is a good idea to break into two separate groups with one group going North and the other South. The cleanup takes about 45 minutes to an hour to actually complete.
6. Keep a list of names of participants.
7. Return signs to MDT and notify them that cleanup has been accomplished.
8. Try to take photos if camera available.

Cleanups can be a great starting point for other functions, hiking Memorial Falls, cookout or go to Showdown

GREAT FALLS SKI CLUB

SNOWBALL

- 1) Reserve location. This should be done immediately after the Snowball as the best locations book one year in advance.
- 2) Book the band. This should also be done one year in advance.
- 3) Determine a chairman for this event.
- 4) Determine a budget for decorations, etc.
- 5) Chairman will set up their own committee for different aspects of the event, i.e., decorations, style show, raffles, etc.
- 6) Invitations need to be mailed out to all ski shops (in and out of town), ski resorts and other interested parties. This should be done 2 to 3 months ahead of time with follow-up phone calls.
- 7) Normal charge for Snowball is \$3.00 - non-member; \$5.00 - couple; members free. If the band is more expensive than the norm, the Board must determine an entrance fee.
- 8) Times are: Doors open at 7:00 PM; Style Show 8:00 PM, Band plays from 9:00 PM - 12:30 am.
- 9) It is important for all committee members to stay in close contact with the Committee Chairman as the Chairman must report to the Board of Directors.

GREAT FALLS SKI CLUB AWARDS BANQUET

This event is geared to wrap up the ski season and present awards from Fun Days. This event pays for itself unless the Club hires a bank.

A Board member chairs this event. This person may work with any establishment providing the cost is reasonable for members. When pricing dinners, keep in mind gratuity fees - Are they included? If not add a few dollars to the price of each dinner.

An MC from the club must be selected to announce the new Board of Directors and present awards. It is fun to have something worked out to reminisce the past year's events, i.e., funny things stupid things, gag prizes, etc.

A no-host cocktail hour should be arranged before dinner.

The Chairperson of this event is responsible for the publicity of the event, i.e., talking at monthly meetings and articles in the Panhandler. A form should be placed in the Panhandler so that members can just mail in their reservations and money to the Club's P. O. Box.

GREAT FALLS SKI CLUB GOLF TOURNAMENT

- 1) Golf tournament must be reserved through the Park & Recreation Department of the City of Great Falls no later than February 1st. Applications are usually available by the middle of January. Applications can be picked up at this office also.
- 2) The best date is around the 1st or 2nd Saturday of June.
- 3) Times are normally a beginning tee-off of 10:00 am. There are 4 people to a round. The rule is - a good golfer with a bad golfer - men/women teams.
- 4) There have been different games played in the past. The most successful has been the "Best Ball" method. Dan Jewett is an expert in this field and will gladly offer suggestions.
- 5) A budget must be set for beer and prizes. Beer and a percentage of the prizes must be obtained through the pro and the concessions at the golf course.
- 6) Charge for tourney is as follows:

Cost of green fees + \$5.00 for beer if non-member

Even if the person has a golf membership they must still pay the Club green fees. This is to insure this person shows up at the tournament. The Club will then reimburse them for their green fees.

- 7) The Board must determine whether a picnic follows or if everyone just meets somewhere afterwards. Prizes may also be given out at the course immediately following the game.

GREAT FALLS SKI CLUB PANHANDLER NEWSLETTER

The Board of Directors appoints one person responsible for the layout of the monthly newsletter, the Panhandler. This person is responsible for setting the deadline for articles, choosing a person to proofread the Panhandler before it is submitted to the printers, and choosing a person to label and mail the newsletter.

We must follow postal regulations for our mailing. The Ski Clubs' mailing permit number is 99 and there is an annual fee of \$85.00 for this. This allows us to do bulk mailing, therefore saving money. A listing for the updated fees is available from the local post office.

If the Club feels the price we are paying for printing is too high, you may go out for quotations. The last time this was done was in the 1994-95 season with **Licini's Print Shop** providing a reasonable price.

Advertising for the paper may be done in two different ways. The Editor in charge of the Panhandler may select someone to go out and get ads or letters and/or a form may be sent out. The latter way was done in the 91-92 season and those forms and a copy of the letter and mailing is attached. This did prove to be effective as we received approximately eight advertisements. *At this time we are currently not soliciting advertising but we do acknowledge club sponsors.*

It is very important to get the paper in the mail at least 10 days before the General Membership meeting is to be held. This gives our members ample notice for the meeting.

GREAT FALLS SKI CLUB CALENDAR

A calendar working committee should be formed in November to address the next year's events. Showdown must be coordinated with for hill related activities.

Calendar is created using Calendar Creator for Windows by Marvin Jordan.

Once calendar is completed a copy should be sent to Junior League of Great Falls:

Junior League
1400 1st Ave No.
Great Falls, MT 59401

The calendar for the last several years has been printed as part of the newsletter and posted on the web site for viewing.

GREAT FALLS SKI CLUB

Web Site

Currently Marvin R. Jordan pays for and maintains the web site. Sofast Internet Company of Great Falls is where the account is.

Site URL: <http://home.sofast.net/~gfski>

There was a re-direct added to shorten name "beam.to/gfski"

Club e-mail address: gfski@sofast.net

Marv Jordan e-mail address: meanmarv@sofast.net

Sofast Dial-up: 771-2180

GREAT FALLS SKI CLUB ADVERTISER INFORMATION

GREAT FALLS SKI CLUB
P. O. BOX 166
GREAT FALLS, MT 59403-0166

May 1, 1995

1 -

Dear 2 -

In going through our records we noticed you have advertised with the Great Falls Ski Club Panhandler in the past. We would appreciate any advertising you would like to do for the 199_-9_ ski season. I have attached an order form for you. Please fill the form out and attach your advertisement to it. The cost of advertising is listed below. If you have any questions, please fill free to call _____.

PANHANDLER ADVERTISING PRICES:

Page Size 8-1/2 x 11

Business Card -	\$ 5.00
1/8 page	- \$10.00 or \$ 8.50 for 6 months
1/4 page	- \$20.00 or \$17.00 for 6 months
1/2 page	- \$40.00 or \$34.00 for 6 months
3/4 page	- \$60.00 or \$51.00 for 6 months
Full Page	- \$75.00 or \$65.00 for 6 months

Coupons are welcome!

If you wish to place your advertisement in the November issue, please mail it to the Ski Club box number listed above no later than October 16, 199_.

Monthly changes in ads are welcome if they are minor. Other changes will cost \$7.00 for typesetting.

Sincerely,

GREAT FALLS SKI CLUB

ADVERTISER INFORMATION

Bob's Bar
Neihart MT 59465
Tony

Rocky Mountain Hi
Route 70, Box 7
Choteau MT 59422

Kings Hill Grocery
Box 86
Neihart MT 59465

SnowBowl
1700 Snowbowl Road
Missoula MT 59802

Lost Trail Powder Mountain
P O Box 191
Darby MT 59829

Club Cigar
208 Central Avenue
Great Falls MT 59401
Jon Tovson

Pine Cone Patio
613 15th Street North
Great Falls MT 59401
Arnie Sowa

Taco Treat/Amigo Lounge
1200 7th Street South
Great Falls MT 59405

Dustin Optical
1300 28th Street South
Great Falls MT 59405
Jim Dustin

Devine & Asselstine
601 River Drive South
Great Falls MT 59405
Kevin Devine

GREAT FALLS SKI CLUB ADVERTISER INFORMATION

GREAT FALLS SKI CLUB

ADVERTISEMENT ORDER FORM

Business Name & Address:

Contact Person:

Telephone Number:

Type of Advertising Requested: (Check One)

One Eighth Page One Quarter Page One Half Page
Three Quarter Page Full Page Other (see below)

Number of times you want your ad run: (check one)

One issue only <input type="checkbox"/>	February issue
November issue <input type="checkbox"/>	March issue
December issue <input type="checkbox"/>	April issue
January issue <input type="checkbox"/>	All issues (6)
Other (explain)	

Do you wish to be billed? Yes No

If yes, what address:

Check enclosed? Yes No

Other Notes:

Send with Advertisement Attached to:

GREAT FALLS SKI CLUB ADVERTISER INFORMATION

GREAT FALLS SKI CLUB
P O BOX 166
GREAT FALLS MT 59403-0166

INVOICE

TO:

Date:

Amount Due: \$

Amount Paid: \$

To Assure Proper Credit, Please return this portion with payment

DATE	DESCRIPTION	CHARGES	CREDITS	BALANCE