

RMOTHG Special Trips & Activities Procedures

(Amended May 13, 2024 -Previous Amendment February 1, 2019)

The purpose of these procedures is to give direction to RMOTHG Trip Leaders and Social Committee Members (hereinafter referred to as "Leaders"), who plan and execute special trips, events, or activities (hereinafter referred to as "Events), to be offered to RMOTHG Members, and wherein there are costs/fees associated with these Events that shall ultimately be borne in total by the participating members/attendees. Current examples of these Events are, but shall not be limited to the: RMOTHG Hut Trips, Camping Trips, Out-of-Town bicycling trips and all social events that are not in whole or in part subsidized from the RMOTHG approved Budget.

Further, it is the intent of these procedures to eliminate or reduce personal out-of-pocket expenditures by our Leaders for Event costs, as well as to assist in the processing and financial accounting of those monies through the use of CMC's website, tools and established financial accounting processes.

The procedures to be followed for all RMOTHG Events are as follows:

1. Calculate Expenses & Payment Amounts. The Leader must calculate the total amount of expenses required to run the Event, and then determine the amount that will be required to be paid by each participating member in order to completely cover all expenditures without any final costs owed by RMOTHG or CMC;

2. Obtain Approval for Event. For any Event that a nonrefundable deposit is required to be paid in advance of the Event the Leader is requested to obtain an approval from the Treasurer, Chair and Vice-Chair of RMOTHG to determine the viability of the Event and the possible monetary exposure to CMC and RMOTHG.

3. Register the Event on the CMC Website. All Events are to be set-up utilizing the CMC website so that registration and payment by attendees can be tracked and the accounting administered correctly.

- The Leader will enter the event on the CMC website.
- Complete the event entry by entering all information as prompted by the site.
- The Leader should set the required amount for Members and Non-Members as calculated previously.
- Include an Event cutoff date that assures there are enough people registered for the Event by a certain date, thus allowing enough time to cancel the Event with the vendor(s), if necessary, and to obtain refunds for monies previously paid.
- It is recommended that registration be done as soon as possible in the planning process to insure
- Confirm there are enough funds available to cover all expenses for the Event, including any required advances/deposits to the vendors.

4. Advance Deposit Funds *. While it is recommended to collect funds well in advance from the participants in order to cover all expenses, including any vendor required advances/deposits for the Event, it is recognized that it may not always be possible. In these rare cases where an advance or deposit is required prior to collection of funds from the participants, the Leader may send a completed Denver Group Check Request form to the RMOTHG approval committee made up of the Treasurer, Chair and Vice-Chair. The request must include the proposed Event's details and describe any mitigating reasons why the request should be approved. These requests will be considered an exception, however, if the request is approved the Leader will be notified and the request sent on to Denver Group Treasure for check/wire issuance.

*This advance will initially come from CMC, however, if insufficient amounts are not collected from participants to cover all trip costs those amounts will be charged against RMOTHG's budget thus reducing budgeted funds allocated for the running of RMOTHG. Therefore, the Leader is responsible to collect enough money to cover the advance and all further expenses from the Event participants. The Leader shall minimize unrecoverable expenditures until it is reasonably certain that the trip will occur. Notwithstanding, the Leader is advised to consult with the Treasurer if he/she anticipates problems covering advance money or for any other potential financial issues.

5. Refund Policy. These RMOTHG Events will be governed by the Clubs Cancellation and Refund Policy. Each participating member is to be made aware and agree to the refund policy at registration to the Event

6. Leader Reimbursements. Based on the funds collected through CMC.org as paid by each participating member registers for the Event, the Leader may request funds for payment be made directly to vendors or as reimbursement directly to the Leader for Event expenses paid out of pocket. This can be done during the planning process or as a post-trip final reimbursement utilizing the Denver Group Check Request form.

When completing either reimbursement form the TL should include the following information:

- A statement that all funds have been collected via the registration process**;
- How many participants there are for the Event; and
- The total amount collected from the participants.

**If all funds to cover Event costs have not been collected the TL should provide the same information as stated above, however, they should provide justification as to why the funds should still be advanced as well as their plan for collecting those outstanding amounts.

It is hereby noted that these Events will not be included as an expense in the RMOTHG budget, but will be solely paid for by the members participating in these Events.