

## TRIP COORDINATOR DUTIES

- Discuss possible trips with members. Obtain volunteers who would be willing to take charge in putting together a trip or taking on some of the following duties
- Liaise and be a contact with the other clubs regarding winter and summer O's
- Propose a schedule of recommended trips and targeted # of participants to the Executive.
- Obtain price quotes for trip transportation and accommodation. Price out trips.
- Submit a final schedule of trips and prices for Executive approval.
- Confirm accommodation and transportation reservations and ensure payment of required deposits.
- Prepare sign-up sheets and trip passports for the scheduled trips.
- Monitor trip sign-ups and adjust accommodation reservations.
- Prepare trip pre-instructions, schedules, and rooming lists. Monitor submitted waivers for all participants. Adjust accommodation.
- Ensure there is an onsite trip coordinator for each trip.
- Request or prepare post-trip write-ups for the newsletter.
- Ensure suppliers of accommodation and transportation have been paid in full in accordance with their quotes.