

Delaware Valley Chapter - AMC
Chapter Policy

Title: **Activity Financial Policy**
Owner: **Leadership Chair**
Status: **Approved April 9, 2013**
Effective Date: **May 1, 2013**

Objective

This policy serves as a guideline for the administration of the financial aspects of chapter activities, and applies to any chapter activities that require leaders to collect money from participants. This policy meets that requirement of the AMC Outdoor Leadership Development Committee Manual that the Chapter have a policy governing activity finances if the Chapter sponsors activities for which the Leader collects money from participants.

Activity Posting

Activities for which leaders will collect money from participants shall be identified on the schedule by including the words "Activity Fee." at the end of the trip description.

Leader Expense Reimbursement

Leaders may not "profit" from running a trip but may reimburse themselves for activity-related expenses up to a maximum of 15% of the total Activity Fee collected from participants. These expenses include reasonable costs for room and board, and any other legitimate trip expenses.

For example:

- A Leader plans an activity with participant fees of \$100 per participant.
 - If there are 4 participants, the Leader can be reimbursed up to \$15 (15% of the \$100 fee) per participant for a total available for reimbursement of \$60.
 - If there are 8 participants, there is \$120 available for reimbursement, but the Leaders reimbursement is limited to items included in the fee or \$100.
- Two Leaders plan an activity with participant fees of \$100 per participant.
 - If there were 4 participants, the total available for Leader reimbursement is \$60 to be divided between the 2 leaders.
 - If there are 8 participants, there is \$120 available for reimbursement (8 x 15% x \$100) which can be divided between the 2 leaders.

Establishing Trip Costs

Leaders should run activities on a break-even basis. Any surplus funds collected should be returned to the participants equally or to the DV Chapter Treasurer within 45 days of the trip.

Collecting money from participants

The activity fee can and should be collected from each participant in advance.

The leader may choose to have all checks made payable to "AMC-DV" and submit all expenses to the Treasurer for reimbursement. Alternately, the leader may choose to have all checks made payable to the leader, and pay all expenses from the leader's funds.

With either method, the Activity Finance Report form must be completed and returned to the Activity Chair. For trips requiring advance funding from the Chapter, approval from the Activity Chair is required.

Cancellation policy and the changes

The trip cancellation policy should be clearly stated in advance in documentation provided to participants. A leader may choose to specify that if a participant needs to cancel, his/her activity fee will be returned only if a replacement is found.

Accounting

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For all Chapter trips where more than \$200 is collected from all participants, the leader must submit a final accounting to the activity chair within 45 days of the activity's completion, using the DV Chapter Activity Report form and including receipts for expenditures. The Activity Chair will then submit the Report to the Chapter Treasurer.

For all Chapter trips where more than \$750 is collected from all participants, the leader should have all checks made payable to "AMC-DV" and submit these checks (in batches) to the DV Treasurer within 4 weeks of receipt.

