

AMC Mohawk Hudson Chapter multi-day trip financial policy

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The Mohawk Hudson Chapter of the Appalachian Mountain Club offers multi day trips to the AMC membership. These trips generally involve lodging and/or use of outside outfitters and involve accounting for larger sums of money than day trips. The purpose of these guidelines is to assure the chapter's standards of volunteer leadership are upheld, and that proper liability risk management for the leader, participants, and the chapter is maintained.

Leader Responsibilities: When possible, payment for these trips should be made directly to vendor by the participants. If payment is made to the leader, the leader should collect all fees in advance of the trip, and will distribute any unused portion of these funds back to participants within thirty days of completion of the trip. It is required that leaders maintain financial records of the trip for at least one year.

Leader Compensation: Leaders are responsible to keep an accurate accounting of the cost of the trip and the amounts collected. In no case should a leader incur a financial benefit or loss.

Refund Policy: Trip leaders should have a refund policy in case a participant cancels out of a trip. This policy should be made known to the participant at the time of registration. This policy should be such that a participant who cancels prior to the cancellation deadline gets a full refund, but maintain a policy in which a cancellation at a late date does not raise the cost for other participants.