

ACTIVITY COST ESTIMATE REPORT

JUG & MUG SKI CLUB

Section I - ACTIVITY INFORMATION:

Name or Title of Activity	
Location	
Date(s) of Activity	Time(s) of Activity
Name of Chairperson	Name of Co-Chairperson
Phone Number of Chairperson	Phone Number of Co-Chairperson
E-Mail of Chairperson	E-Mail of Co-Chairperson
This activity will include the following:	
Each participant will be responsible to cover their own expenses for:	
Cancellation Date for Attendees (brief comments)	Last date for Signing up. (brief comments)
Amount Required to Hold Reservations	Is a copy of any Contract(s) Attached?

Section II - COST ESTIMATE PER PERSON (Including Chair Positions): *(Total of each item and enter in Section IV, Item 1)* *Fill in only those expenses that are included in activity.*

Meals: Breakfast	Lunch	Dinner	Refreshments	Welcome Party / Snacks
Transportation: Air	Car	Bus	Train	Boat
Lodging: Single	Double	Triple	Quad	
Ski Passes	Other(s)	Explain Other(s)		

Section III - FLAT RATE COST ESTIMATE PER EVENT: *(Total of each item and enter in Section IV, Item 2)* *Fill in only those expenses that are included in the activity.*

Printed Flyers	Trip Chairs (\$150 max.)	DJ / Music	Lessons (Dance, ski, etc.)
Rental or Lease	Explain: (equipment, canoes, skating rink, meeting rooms, etc.)		
Additional Per Event Costs	Explain:		

Section IV - ACTIVITY COST ESTIMATE CALCULATIONS:

1. Total per Person Cost	2. Total Flat Rate Cost	3. Minimum no. of participants	4. Maximum no. accepted	5. Total est. participants
6. Proposed Cost per MEMBER: (Line 2 / Line 5) + Line 1			7. Proposed Cost per GUEST: Line 6 + 15%, but not more than \$32 (cost of membership)	

ACTIVITY ATTENDEE INFORMATION and PAYMENT DETAIL

JUG & MUG SKI CLUB

Name or Title of Activity		Activity Date(s)										Page	Of	
Name of Chairperson		Name of Co-Chairperson												
1 NAME	2 STREET ADDRESS	3 CITY	4 ZIP CODE	5 PHONE NUMBER	6 Member ?		7 Waiver ?		8 DEPOSIT DATE	9 TOTAL COST	10 INITIAL PAYMENT	11 BALANCE DUE	12 SECOND PAYMENT	13 DATE CANCEL- LED
					YES	NO	YES	NO						
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PAGE TOTALS:														

Column 9 minus Column 10 equals Column 11

ACTIVITY REGISTRATION AND WAIVER RECORD

Jug & Mug Ski Club

Trip Grand Total <i>(last page only)</i>
\$

Name or Title of Activity	Date(s) of Activity
Activity Chairperson Name	Activity Co-Chairperson Name

WAIVER INFORMATION:

- | |
|--|
| <ul style="list-style-type: none"> By my signature below, I understand and agree that the Jug & Mug Ski Club and everyone associated with it will not be liable for any financial loss, injury or death related with this activity and I am willing to accept full responsibility. The Jug & Mug Ski Club only arranges for lodging, meals and transportation as publicized. I further understand the cancellation policy for this activity/event and will abide by it. |
|--|

Attendee Name			<input type="checkbox"/> Member <input type="checkbox"/> Guest		Date Signed up
Mailing Address			Home Phone Number ()		Work Phone Number ()
City	MI	ZIP Code	Email Address		
Car Pool and Special Requests:			Emergency Name and Phone Number		
Date of Deposit	Total Cost \$	Initial Deposit \$	Balance Owed \$	Date Cancelled	
By my signature, I understand and agree with the points listed in the WAIVER INFORMATION above.			Signature of Activity Attendee		Date

Attendee Name			<input type="checkbox"/> Member <input type="checkbox"/> Guest		Date Signed up
Mailing Address			Home Phone Number ()		Work Phone Number ()
City	MI	ZIP Code	Email Address		
Car Pool and Special Requests:			Emergency Name and Phone Number		
Date of Deposit	Total Cost \$	Initial Deposit \$	Balance Owed \$	Date Cancelled	
By my signature, I understand and agree with the points listed in the WAIVER INFORMATION above.			Signature of Activity Attendee		Date

Attendee Name			<input type="checkbox"/> Member <input type="checkbox"/> Guest		Date Signed up
Mailing Address			Home Phone Number ()		Work Phone Number ()
City	MI	ZIP Code	Email Address		
Car Pool and Special Requests:			Emergency Name and Phone Number		
Date of Deposit	Total Cost \$	Initial Deposit \$	Balance Owed \$	Date Cancelled	
By my signature, I understand and agree with the points listed in the WAIVER INFORMATION above.			Signature of Activity Attendee		Date

Make checks payable to: "JUG & MUG SKI & LUB."

Total This Page: \$	Page: Of:
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ACTIVITY DEPOSITS RECORD

Jug & Mug Ski Club

Name or Title of Activity	Date(s) of Activity
Name of Chairperson	Name of Co-Chairperson

1 NAME of ATTENDEE	2 AMOUNT of DEPOSIT	3	4 DATE of CHECK	5 NOTES
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2.				
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12.				

This document can be
 obtained from the Club
 Treasurer because it is a
 carbonless set & cannot
 be reproduced on the
 computer as such.

TOTAL DEPOSITS THIS PAGE: \$

- INSTRUCTIONS:**
- If paid in cash, indicate "CASH" in column 3.
 - Column 4 is the date CHECK or CASH was actually received.
 - Use Column 5 to record the date ON THE CHECK if you desire.
 - When complete, submit this form to the Club Treasurer and keep a copy for your records.