

## Mad City Paddlers Group Campsite Policies and Procedures

It is Mad City Paddlers club policy to financially assist trip organizers in the process of reserving group campsites when certain conditions apply. MCP club officers ("the board") will determine when the group campsite fees for a trip are eligible for assistance from the club treasury.

### **This policy exists:**

1. To prevent trip organizers from taking a financial loss if there are not enough campers to cover the cost of the group campsite (because of inclement weather, for example).
2. To encourage MCP members to travel the night before a paddling event to help shuttles begin on time.

### **Group campsite fees are eligible for reimbursement prior to a trip taking place if:**

- A. The trip is placed on the club's Google Events Calendar and will eventually be published in ***The Paddler*** (newsletter). Impromptu trips emailed or posted to the MCP Google Group or Facebook Page are NOT eligible for assistance.

- B. The group campsite is reserved ONLY for the night BEFORE a published paddling event.

For example:

- Paddling events on Saturday and Sunday: The club may assist with reservation costs for Friday and Saturday nights, but not Sunday night.
- Paddling events on Saturday, Sunday, and Monday: The club may assist with reservation costs for Friday, Saturday, and Sunday nights, but not Monday night.

### **Trip organizer procedure for reserving a group campsite and requesting reimbursement**

1. Make sure your trip is eligible under Section A above.
2. Determine if there is enough interest for a group campsite for your trip.
3. If there is enough interest, check the Google Events Calendar. If there is a house symbol next to your trip, a group campsite is already reserved. You do not need to do anything further.
4. If there is no house symbol on the Calendar, make the reservation for the group campsite. Be sure not to make a reservation for the night FOLLOWING the last day of the trip as noted in Section B above. You will not be reimbursed for reservation fees for that night.
5. Forward your "Reservation Confirmation" email or receipt to the club treasurer to be considered for reimbursement.
6. The board will decide whether to reimburse you for the initial group campsite fees. If approved, you will be reimbursed for your costs.
7. When the trip occurs, collect the camping fees (not to exceed \$10 per night) for each unit (tent, camper, RV, vehicle). If the collected funds are less than the cost of the reservation, the club will absorb the difference.
8. Bring the collected fees to the next MCP Monthly Meeting or send them to the club treasurer at your earliest convenience.

### **Additional policies**

1. The club WILL NOT assist with or assume responsibility for camping fees on the night FOLLOWING published events as noted in Section B above. Group campsite fees for the night following the last event of the weekend will be split evenly between the members who stay the extra night. It is the responsibility of a designated member (appointed by the trip organizer) to collect these fees and/or make sure they are paid.
2. Members who leave tents, trailers, campers, RVs, or other items in the group campsite prior to designated check-in or after designated check-out times will be responsible for any fees incurred. It is the responsibility of a designated member (appointed by the trip organizer) to collect these fees and/or make sure they are paid.
3. It is the member's responsibility to check with park officials to see if his or her equipment can be left beyond the check-out time or in another location.

These policies were approved by the board and may be modified, expanded, or revoked at any time by majority action of the board.