Appalachian Mountain Club  
Connecticut Chapter  

Activity Financial Policy  

Background  
Connecticut Chapter activities that require leaders to collect money from participants must follow Connecticut Chapter policy. This policy is established pursuant to AMC’s Outdoor Leadership Development Committee guidelines effective 10/1/04.  

Objective  
This policy serves as a guideline to leaders for the administration of the financial aspects of activities. It recognizes leaders can charge participants for all or part of the leader’s and other activity related expenses. It reflects the time and effort leaders expend organizing an activity and fronting costs to reserve lodging. Leaders should run activities on a break-even basis.  

Activity related expenses include reasonable costs for:  
- Room and board  
- Printing and mailing  
- Telephone  
- Mileage associated with the activity at the current AMC rate, $.25 per mile, to and from the location  
- Any other costs included in the activity fee  

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

Activity enrollment  
Enrollment in the activity should be on a first come, first served basis to qualified participants.  

Cancellation policy  
- If a participant needs to cancel, his/her activity fee will be returned only if a replacement is found.  
- Participants should not be liable for any costs associated with a cancelled activity unless this is clearly stated in the activity announcement.  

Payment of activity related expenses  
- The leader should advance any required deposits from his/her personal funds.  
- Other activity related expenses can be paid from collected monies or the leader’s own funds.  

Accounting  
- The leader must submit a final accounting to the chair, or co-chairs, of the appropriate activity committee within 30 days of the activity’s completion. Include documentation such as contracts and receipts when possible.  
- After a final accounting, any surplus funds should be returned to the participants equally or to the AMC Connecticut Chapter Treasurer.  

Effective 4/11/05