



## CONTRA COSTA HILLS CLUB SPECIALHIKE GUIDELINES

**Save for Reference**

**In some cases, hikers may incur incidental expenses as part of a hike, such as parking or entrance fees, bus fares, or mileage reimbursement for a driver. Include expected fees in the hike description when practical. For some hikes, advance reservations and payments may be needed. Examples are hikes that include theater performances, docent-led tours of a museum or historical site, special transportation (e.g., train rides, boat trips, kayak rental) or other similar extras. In planning such hikes, two alternative approaches can be used:**

1. The hike organizer makes the reservation with the provider and pays in advance to hold the reservation. The hike leader then establishes a charge per hiker, and includes it in the hike description. The hike leader then collects payments from hikers on the day of the hike. If the receipts from hikers exceed the cost of the arrangements, the club expects the hike leader to donate the excess to the club's general or conservation fund. Deficits, which the organizers covers, should be avoidable by sufficient planning and budgeting.

2. The hike organizer discusses terms with the service provider and makes a proposal to the CCHC Board. The proposal should describe the service and the terms under which it will be provided. This should include the expected charge structure (flat, fixed fee or per person charge), the amounts and schedule of payments, and cancellation arrangements. The proposal should also include the due date and amount of payment expected from each hike participant.

Once approved by the Board, the hike can be scheduled. All payments to the service provider will be made by the club, and all hiker payments will be made payable to CCHC. The hiker payments should be provided to the hike leader in sufficient time to allow the money to be deposited so that the CCHC can pay the provider according to the negotiated terms and schedule. In this case, any shortfall in receipts compared to the cost of the event will be borne by the club. Conversely, any excess in receipts will go to the club's general fund.

