

Club Ski 30
Request for Approval of Single Supplement

*(This form must be submitted to the Vice President for approval prior to the final payment being made for the trip or as soon as possible after the need for a single supplement arises and **must** be before the trip commences)*

Club Ski 30 will pay the single supplement as per the Trip Coordinator's Handbook section: 7) SINGLE SUPPLEMENT POLICY:

"The single supplement policy is designed to make Club Ski 30 more inclusive and welcoming, especially to new members. It is designed to treat all members of the club fairly and equitably by making sure that the cost of single supplement payments are not passed on to individual members. Therefore, single supplement payments, when required and approved by the Executive, will be made from Club Ski 30 General Revenue. If a member requests a single occupancy room, the member is responsible for paying the single supplement.

Coordinators must apply to the executive, through the Vice-president, for payment of single supplements. The executive will only approve a single supplement payment for a trip if the coordinator has exhausted all options to find a roommate, to get the resort to waive the fee, and to explore other accommodation possibilities. The Trip Coordinator may ask the Vice President and/or other member of the Executive for suggestions or assistance in resolving the issue. Trip Coordinators must report these efforts when requesting single supplement payment. Single supplement payment is only available for Club Ski 30 members – not non-members on family trips. The decision as to which trip participant will receive the benefit of a single occupancy room as a result of a single supplement payment by the Club is at the discretion of the trip coordinator. Male and female club members would not be required to room together but should be asked. Any single supplement as a result of a trip cancellation would be the responsibility of the person who cancelled and would not be paid by the club. The amount of the single supplement payment made for any individual is limited to \$400. Any amount over \$400 would be the responsibility of the person occupying the single occupancy room.

It is the responsibility of the Trip Coordinator to complete and submit the form 'Request for Approval of Single Supplement' as soon as possible after the need arises and it must be before commencement of the trip. The form is available on the Club Ski 30 website."

Date of request _____

Trip name & dates _____

Trip Coordinator making request (print) _____

Amount of single supplement Currency : Canadian \$ _____ US \$ _____

Reason for single supplement. Please supply details of efforts made to avoid this expense (use back of page if needed):

Signed (Trip Coordinator) _____