

TRIP FLYER TO ?



Dates Leaders

Introduction: An inviting description of where the trip is going, how it differs from prior trips and why it will be the greatest trip ever. Disclose any factors of importance to potential participants such as high elevation or strenuous hikes.

Leadership: Names and contact information of the leaders, including local guides or outfitters.

Activities: Describe general nature of hikes with duration and intensity level anticipated; describe alternate harder or easier hikes; describe alternate activities, sightseeing days.

Accommodations: Where, how much, who makes reservations and how.

Meals: What is included and excluded; whether there will be group, self-catered or potluck meals.

Transportation: What is included and excluded.

Cost: How much and what is included and excluded.

Deposit: How much per person and who to send it to. Remember that checks are payable to OHC and mailed to the leader's address.

Participants: The trip is limited to ___ participants, including the leaders.

Cancellation and Refund Policy: As per Club policy. Explain any exceptions to the policy due to the specific requirements of your trip.

Priority Response Date: 10th of month following publication date.

Priority Consideration: As per Club policy stated in this newsletter.

INSTRUCTIONS:

1. **Use this template rather than creating your own version.** Copy the template and replace the general explanations with your trip description and information. Do not modify the bold face headings.
2. The template is formatted for the newsletter. Please **do not add formatting** codes such as color, bold, italic, underline, different fonts or sizes, or boxes. All such codes need to be removed, sometimes laboriously, before formatting and layout for the newsletter.
3. **Transmit your proposed flyer by email** to the Newsletter Editor in **9 point Arial font**, either as a Word document or as the message section of an email.
4. **Limit the flyer to one page**, including photograph.
5. **Transmit the photograph as a separate file in .jpg** format. Please **rename your picture** with a descriptive word or phrase instead of a number. Make sure the name is followed by the file extension which is usually .jpg.
6. The Newsletter Editor will resize or manipulate the photograph to fit the flyer. **Horizontally-oriented photographs are preferable**, but vertical ones will work if necessary.
7. The Club Priority Policy will be stated once in the body of the Newsletter, not each flyer, as follows:

All trip applications shall be treated as follows: First priority will be given to members whose application is received by [10th of month following publication date] and who have, in the last 12 months, (1) led a hike or trip, or (2) been on a hike for which they have provided post-hike refreshments. Second priority will be given to members whose application is received by [10th of month following publication date] and who have been on at least two OHC hikes in the last six months. Third priority will be given to members' applications that do not fall into the first or second priority. All applications after [10th of month following publication date] will be considered based on the date of receipt of the application.