

CRUISE LEADER GUIDELINES

1. Publicize the cruise during the monthly membership meeting and the ANCHORLINE issue that precedes the cruise. (If the cruise is very early in the month be sure the article appears early enough).

CRUISE DETAILS to include in notifications:

Dates

Location

Times of events - contests, races, games & etc

If there will be prizes

Food Details - day & time of potluck, items provided, items requested, special dishes (theme) or desserts & etc.

2. Acquire the cruise sign up sheet from the Cruise Director prior to your cruise. This will provide you with a "guesstimate" of attendees.

3. Log all attendees on the sheet and indicate whether they came by boat or vehicle. Members must stay for a minimum of 2 (two) hours for attendance to count.

4. Log all guests who attend the cruise and indicate their method of travel to the cruise. Indicate who sponsored the guest. Guests are individuals 18 years or older who do not reside in a members home.

5. After the cruise submit the updated sign up sheet to the Membership Director for proper recording of points.

6. Submit a cruise follow up article to the ANCHORLINE. Mention events, winners and prizes awarded and any special occurrences.

7. Make a cruise follow up report at the next general meeting.

8. If you desire reimbursements for cruise expenses submit your request with receipts to the treasurer.

NOTE: If you desire additional funds for your cruise above the budgeted amount you must make that request to the board prior to the cruise. The board will determine if additional expenses are warranted.