

## New Tour Policy

SCU has supported the organization of multiple day bike tours in the past (MS150, Salisbury, Rehoboth, etc.), and will continue to support the organization of these tours in the future. Based on a need to streamline the tour organization process, the following official SCU policy for multiple day bike tours has been established.

In the past, there have generally been three tours per year organized by SCU members. For 2005 budgetary purposes, it will be assumed that three tours will be organized. SCU may partially subsidize sag support and hospitality costs, but all other costs associated with the tour are the responsibility of participants. Policy guidelines are as follows (for all tours where any subsidy or funding is requested):

1. All tours must be organized by an active member of SCU.
2. All tour participants that are riding must be active members. Otherwise, the tour is considered a special event, which incurs additional insurance costs that must be covered by the tour participants.
3. The organizing member must submit a proposal to the Executive Committee detailing the approximate number of participants, deadlines for placing deposits and paying for hotel rooms, the date and method by which all funds will be collected from tour participants, and sag support or hospitality costs anticipated. The proposal must be submitted for EC approval well in advance of any tour deadlines.
4. SCU will not issue any checks for housing for the tour until the organizing member of the tour collects all funds and forwards them to the Treasurer. It is the responsibility of the organizing member of the tour to determine the appropriate deadlines for collecting funds from tour participants. All housing costs are the responsibility of the tour participants, and monies for such are provided on a "pass through" basis only after funds have been provided to the Treasurer.
5. There is a funding cap of \$175 per tour with a total cap of \$525 per year.
6. Any unforeseen costs not accounted for in the tour proposal must be brought immediately to the attention of the Executive Committee, preferably, prior to expenditure.

This policy may be changed at the discretion of the Executive Committee following notification of the SCU membership.