

DETERMINING THE COST OF THE OUTING

Contact the Outings Coordinator for questions about completing this form.

NAME OF OUTING _____ DATE PREPARED _____

LEADER _____ OUTING DATES _____

Filling out this form will give you important information about the fee charged each participant.

If some of the outing expenses are paid directly to a vendor by the participant, or paid by the participant himself, list those cost separately. They will not be counted on this form.

In the article to publicize your outing please include:

The outing fee for members and for non-members.

Anything that will be paid out of pocket by participants.

This part lists shared expenses. Shared expenses are marked with an asterisk (*). If your outing is not using some of these categories, please leave these lines blank.

1. *Transportation of participants \$ _____
2. *Fuel for vehicle(s) hauling group supplies and equipment to the outing and back. If vehicle is being used for delivery of goods only one way, then count only those miles. Use \$0.15 per mile (or more if leader considers it appropriate) to determine this cost. \$ _____
3. *Lodging \$ _____
4. *Meals \$ _____
5. *Guides/Outfitters \$ _____
6. *Camping Fees \$ _____
7. *Permits \$ _____
8. *Misc. /Other \$ _____
9. Total costs (add lines 1 thru 8 together) \$ _____

10. If club resources are being used in lines 1-8, multiply each of these lines by .05.

Check with Outings Coordinator if you have questions about this. This will include money advanced by the club to pay for hotel or campsite reservations, new equipment, etc.

What is the total extra amount for appropriate lines 1-8? \$ _____

11. Total cost of shared group expenses (line 9 plus line 10) \$ _____

This next part will determine how much each individual person pays as an outing fee

Included is each person's part of group expenses, plus club daily activity fees, plus a surcharge for non-members.

First we will find the amount each club member or member of FWOOC organizations pays.

12. The least number of people you want on the outing is _____.

Examples: Twelve people on a wilderness outing, 30 people staying in cabins, etc.

Divide line 11 by this number. \$ _____

13. The number of activity days is _____.

Example: For five days of hiking the answer is 5.

14. For each activity day add \$1.

Example: For five days the answer is \$5. \$ _____

15. Add lines 12 and 14.

This is the estimated outing fee per club member. \$ _____

Please note: The outing leader and one assistant leader are exempt from paying daily activity fees (line 14).

This is the amount each non-member pays.

16. Enter the dollar amount on line 12. \$ _____

17. Line 16 multiplied by 1.15 (15% surcharge for non-members) \$ _____

18. The number of activity days from line 13 is _____.

19. For each activity day add \$2.

Example: For five days of hiking the answer is \$10. \$ _____

20. Add lines 17 and 19.

This is the estimated fee per non-member. \$ _____

Lines 15 and 20 show your estimated fee per participant using the least number of people you want on the outing.

Some outings may have room for many more than the minimum number of participants. That could greatly bring down the cost per person. You can adjust your outing fees with this in mind. However, we recommend using amounts somewhat closer to lines 15 and 20. This will bring in a little more money for your outing. Then all your expenses are more likely to be covered, even unexpected ones.