



CRUISING CLUB OF AMERICA

NATIONAL AND STATION

CRUISE PLANNING GUIDE

Cruise Planning Guide Committee

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Let's not reinvent the wheel for every cruise"

Bill Whitney, Commodore

The old adage, "*Never do something for the first time,*" is particularly appropriate in the planning and management of CCA cruises. Our National and Station cruises are certainly one of the most important benefits of membership in The Cruising Club of America. They provide wonderful opportunities to cruise with members from around the U.S., Canada, and overseas, in some of the great cruising areas of the world and to do so under the stewardship of members who are intimately familiar with the particular cruising area. Obviously, it is important that the cruises be well planned and managed so that our members and guests can enjoy the totality of the experience.

The purpose of this manual is to help station rear commodores and cruise chairs in the planning and managing club and station cruises. We'll explore and develop many of the details involved in running a cruise including recommendations to help sponsoring stations and posts overcome the "*first time around syndrome.*"

The members of the committee involved in the development of this cruise planning guide have had direct, "hands on" experience in chairing of several CCA cruises, ranging from small local station cruises, to large cruises in remote offshore locations. We've tried to reflect the basic requirements of any cruise as well as the wide range of activities in large, international cruise involving charter boats.

Finally, this is **a guide**, not **a bible**. Pick and choose those suggestions that apply to your particular cruise and cruising area. We hope that they will be helpful. Above all, have fun. Chairing a cruise does require a lot of time and effort but it's a great experience, one that you'll find to be worthwhile and rewarding. When you have had that fun think about how it came about and submit your notes to improve this guide.

Cruise Planning Guide Committee

Joe Lucas

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Section 1

Organizing the Cruise Committee

Cruise Chair

The Chair of a Club Cruise is chosen by the Vice Commodore and the Commodore, the Commodore because he has done it, the Vice Commodore because the cruise will likely occur in two years. The Chair of a station cruise is chosen by the Station Rear Commodore. Large club cruises require lots of time and the chair must be in a position to devote the required time and energy. The ability to communicate, manage and delegate are important qualities for an effective cruise chair.

Some of our cruises have used co-chairs. This structure may be particularly helpful when it is a very large cruise involving 50+ boats and several hundred members. In surveying a number of our members who have served as chair (or co-chairs), the consensus slightly favors a single chair. The advantage of a single point of contact and decision making is the overriding consideration. If a dual chair structure is employed, it is important that areas of responsibility be clearly defined and communicated to all involved. Further, regular meetings, communication and especially progress reports.

The chair has the responsibility of forming various committees to handle specific tasks of the cruise. The size and location of the cruise will influence the number and composition of the committees. As the plans for the cruise evolve, more committees may be added or additional tasks delegated. CAUTION: do not attempt to take on all of the tasks yourself, as the job is far larger than you may expect. The chair cannot get bogged down in micromanaging the cruise. Our organization is rich with members who are willing to help with cruises. They gain experience in cruise management and become a resource for managing future cruises. The appropriate flag officers should be consulted on committee assignments and kept in the communication loop.

Secretary/Treasurer

Whether one person or two, these functions and responsibilities are of critical importance. There is a tremendous amount of communications involved in administrating a large cruise. Computer literacy is essential for both the secretarial and finance functions. The secretary/treasurer of the cruise should have a close working relationship with the cruise chair. Nearly 75% of the CCA membership now have e mail addresses. The use of e mail, where appropriate, can simplify and speed up communication among cruise committee members and/or cruise participants, but not to the exclusion of conversation.

Significant sums of money are involved in a large cruise. The cruise budget will be covered in detail in Section 3. The treasurer will establish a special bank account for the cruise and all Monies received, and checks written, will use the cruise bank account. **Do not co mingle specific cruise monies with station funds.** Checks written on the account may require two signatures, (1) the treasurer and (2) the cruise chair or the rear commodore. Fiscal controls are discussed in Section 3.

A credit card, usually issued by the bank providing the checking account may be issued and is especially helpful if the cruise is in a foreign country and exchange rates are involved. As with any credit card, care should be exercised.

Section 2

Developing the Cruise Plan

Dates & Location

Dates and location are usually the responsibility of the Vice Commodore or Rear Commodore. Dates for significant station cruises must be cleared through the Vice Commodore to avoid schedule conflicts with other CCA cruises and activities.

Early in the planning stages, establish a guest boat policy with the Vice Commodore or Rear Commodore. Guests should be invited at the pleasure of the Vice or Rear Commodore and must be in writing. This can be a very sensitive issue especially if there are space limitations.

Lead Time

Sufficient lead time is essential. For club cruises, at least 18 months in advance of the cruise; 24 months is better. Particularly for the larger cruises involving several hundred members and guests. Dates are published in the Yearbook for the following year and must be submitted by January

Day-by-day Cruise Plan

Careful advance planning is absolutely essential for a successful CCA cruise. The cruise chair and/or the cruise committee must prepare a detailed master plan for the cruise. Day-by-day activities and anchorages are established. Consideration must be given to distances between harbors and events so that members can comfortably reach the desired location. **IMPORTANT: Allow plenty of free time.** Our members prefer to explore the cruising area on their own selecting anchorages or activities that have special appeal. Over scheduling will discourage participation. A few outstanding events are all that are necessary. A welcoming reception, a “blue blazer” dinner and an informal Commodore’s party are usually included in any club cruise. The cruise plan should be reviewed with the Vice Commodore or Rear Commodore.

Early contact with the Harbormaster or Port Captain is essential in gaining his friendship and support, as well as learning about any unique aspects to the venue. There can be no surprise visits of 50 boats!

Site Inspection

The cruise committee should do a “dry run” of the cruise as soon as the cruise plan has been developed and to do so before finalizing the cruise plan. Ideally, one member of the committee should be familiar with the area. Items to be checked out include time required to reach cruise site, harbors depths and swing room, tides, marina facilities, launch service, dinghy space, fuel, water, ice, sanitary service, emergency medical facilities, etc. Secure detailed proposals and costs for all shoreside activities and make arrangements for land transportation as required. A thorough “dry run” of the cruise plan is one of the most important responsibilities of the Cruise Chair and his committee.

Charter Boats

Many of our cruises are in areas requiring the use of charter boats. Normally, several charter companies offer boats in the selected cruising area. Someone on the cruise committee should be assigned the responsibility of visiting each charter company, inspecting their fleet and arranging group discounted rates for our members. The charter company's record and general reputation should be investigated prior to any recommendation. While the individual charter contracts are always the responsibility of the member, the Charter Chair can assist in the selection and do an on site inspection of the boat prior to the cruise.

Some CCA cruises have involved the use of a "mother ship". It is recommended that a knowledgeable travel agency with experience in this type of chartering be engaged to handle the overall arrangements for a "mother ship". Candy Isdale has handled this type of charter for several CCA cruises and it is recommended that she be contacted if this type of activity is being considered (dooie@aol.com).

General Policies

The Cruise Chair, in consultation with the Vice Commodore/Rear Commodore is responsible for establishing policies affecting the cruise. Subjects such as: limitation on number of boats in the cruise; guest boats, reciprocal courtesy privileges and sign up dates. It is important that these policies be established prior to the announcement of the cruise and that the policies be communicated to our members.

Section 3

Establishing the Cruise Budget

The Budget Process

The development of a detailed, initial working budget immediately follows the finalization of the cruise plan. It is the responsibility of the Cruise Chair with input and assistance from the treasurer and other committee heads. It is recommended that the budget be reviewed with the Vice Commodore and/or the Rear Commodore. The initial budget is based upon best estimates early in the planning stage. There will be a number of unknowns and it is recommended that the chair use the high end of the estimated costs. The budget should be reviewed and updated as more accurate information and firm bids are received. A *firm cruise budget* is established as soon as good cost estimates are available and the approximate number of participants is known.

It is suggested that the working budget be broken down into fixed overall costs for the cruise and variable costs for each event:

The fixed costs would include postage, printing, name tags, boat plaques, gifts, cruise book, telephone and any overhead expense that might apply to the cruise in general. The Cruise Chair with the Vice Commodore or the Rear Commodore as appropriate should clearly establish and communicate policy covering what expenses members of the committee may be reimbursed for, and what expenses members should absorb. As a general rule, travel expenses related to the cruise are *not* reimbursed

The variable costs would apply to each event and include meals, entertainment, liquor, plastic glasses, napkins, soft drinks, tents if needed, waste disposal, portable toilets, launch or bus service to and from events, tables and chairs or any other commodity or service that might be used or consumed at a particular event. Gratuities and taxes should be included.

Pricing the Cruise

Once a reasonably good working budget has been established, it is then possible to determine the cost of the cruise. Most cruises have used a single per person fee to cover all of the fixed and variable expense. A few cruises have used a fixed registration fee for each boat *plus* an individual per person fee for all of the events. It is usually easier to have one individual fee for the entire cruise. Do not change the cruise fee if a member is unable to participate in one or more of the events. This can be a nightmare to administer and regulate.

Many cruises have optional special events not included in the basic cruise. These are priced individually and members are free to participate as they chose.

IMPORTANT: Include a 10-15% reserve in calculating the cruise fee. Err on the high side. No matter how hard you work to put together a tight budget, there will be unforeseen expenses. Your objective must be to end the cruise with a modest surplus

Section 4

Announcing the Cruise

Governing Board Meetings

The Cruise Chair is invited, and should attend the Board of Governors' meetings during the time that the cruise is in the planning stages. This is a great opportunity to present the cruise to governors and members and receive their feedback. If the Chair cannot attend, some other member of the committee should attend. Station meetings should be attended and progress reports made to station members.

Member Mailings

The CCA Secretary's mailing to the membership reporting on the Governing Board meetings is the best means of announcing the cruise. The Cruise Chair should develop a one page article, including response coupon, describing the cruises, location, dates and some of the highlights of the cruising area. The return coupon should request pertinent information for the development of the mailing list (see Section 5). Membership mailings are usually made around late November, February and May. Contact CCA Secretary well in advance of these dates. Make every effort to have the cruise announcement in the earliest possible mailing to members. After the initial announcement, subsequent mailings should include a brief summary of the cruise plans with contact names and addresses for further information.

CCA Website – the cruise should be detailed and promoted via the National Website. This is an excellent place to have photographs and details of the cruise and to provide cruise updates. The CCA Webmaster will be happy to assist you with the details.

Cruise Flyer

Some cruises, particularly those set in offshore cruising areas, can benefit by the development of a promotional piece describing and illustrating the cruise. Example: the Winter 2002 cruise in the Vava'u Islands, Kingdom of Tonga. 100 copies, in color, were produced at Kinkos and were distributed and/or mailed to the Governing Board, Station Rear Commodores as well as made available on the website.

Station and Post Mailings

The member mailings should be sent to individual station and post officers in advance for announcement at their local meetings.

CCA GAM

Copy is generally due by either Feb. 1 or Sept. 1 depending on the time of year. Digital photos are welcome and should be @300dpi and sent as an attachment to the document

Cruising Club News

This is an excellent vehicle for announcing the cruise to the membership. Deadline for copy is generally around Oct. 15th for publication/mailing at year end. It is suggested that the Cruise Chairman send the cruise plan and details to the Editor of the Cruising Club News. Include photos, if possible. The use of e-mail is recommended as this relieves the editor from scanning.

For safety's sake, also mail a hard copy to the editor. See recent issues of Cruising Club News for announcements of past CCA cruises.

Cruise Stationary

Special cruise letterhead should be developed for the cruise. A large cruise involves considerable correspondence for the chair, the secretary and the committee heads. Stationary can be simple, computer-generated letterheads using the CCA burgee, name of cruise, dates and a listing of key people responsible for the cruise - chair, secretary/treasurer, charter chair (if needed), etc. Include addresses, phone and fax numbers and e-mail addresses for each.. **Post cards confirming receipt of mailing list and registration fees are a good idea.** Our members like to know that they are on the list.

Section 5

Promoting the Cruise

The First Mailing - Bulletin #1

This is far-and-away the most important mailing. Its purpose is to provide basic information on the cruise. Basic material to be included: the day-by-day cruise plan and activities, general description of the highlights of the cruising area, availability of charter boats, list of optional events and any other pertinent information that will help members make the decision to participate in the cruise. The first bulletin generally includes promotional materials promoting the cruising area and destinations. Such material usually can be obtained free of charge from the local Chamber of Commerce or Tourist Promotional Agency. A list of suggested reading material and cruising guides is also recommended for the first mailing. Additional information can be obtained from local hotels, resorts, businesses, harbor masters, NOAA, Coast Guard. This literature makes interesting “stuffers” for the first mailing and can be very effective in promoting participation in the cruise.

Once the mailing has been organized, the printing, stuffing and labeling should be done by the committee or volunteers. Printing can be expensive (particularly with limited quantities) but with today’s copy machines or the use of a copy store (Kinkos), costs can be controlled. Color printing, while very attractive, is quite expensive and generally not necessary.

For very large mailings, you may want to consider use of a commercial mailing house.

Subsequent Mailings

It is important that regular mailings, every two or three months, be sent to all the names on the mailing list. The purpose is to keep interested members posted on developments affecting the cruise and to expand on some of the cruise activities and destinations. Most CCA cruises have used three or four bulletins with the final communication going out about 30 days before the start of the cruise.

If your cruise involves travel outside of the USA, information should be included concerning passports, required visas, customs, inoculations, history, culture and customs of the country.

The last mailing should have special emphasis on weather and cruising conditions likely to be encountered on the cruise. Clothing to take, personal medications, availability of foods, water, ice, fuel, liquor, etc. Make suggestions on what to take and the limitations imposed by customs if the cruise is outside the United States. Some of the foreign airlines (particularly the smaller carriers) have strict weight allowances for baggage with heavy charges for overweight baggage.

A final list of participants in the cruise should be considered for inclusion with the last mailing.

Section 6

Developing the Mailing List

Computer Program

Effective cruise management requires the use of a computer. It is strongly recommended that the secretary/treasurer set up the program at the beginning of the cruise. It is often desirable to send files from one member of the committee to another. Make certain that the system/program is compatible between committee members.

Cruise Mailing List

This is the list of all members who have sent in the coupon (with the fee) from the member mailings. It provides the initial data for subsequent bulletins announcing the cruise. Names of interested members, their addresses (summer and winter), e-mail addresses and phone numbers will allow the secretary to compile a master mailing list. Additional names will be added to the mailing list from sources other than the coupons in the national member list. Some members may forget to include their mailing list checks with their return coupons. This is usually an oversight and a e-mail or post card reminder is all that is necessary to get on the master list.

All general communications concerning the cruise should be sent to the complete mailing list even though some of the members may not have signed up for the cruise. If someone has sent in their initial fee, they should receive all communications.

Cruise Data Base

This is the master list of members who have signed up for the cruise. Here the data is much more complete. In addition to member names and addresses, data should include list of crew (with addresses), boat name, those members looking for crew, those members willing to take others aboard, especially members from away and optional events that will be attended on the cruise. Mailing labels and name tags can be generated from this master list of cruise participants.

E-Mail

Over 75% of the CCA membership now have e-mail addresses. While snail mail should be used for all mailings to both the master mailing list and the cruise sign-up list, e-mail provides an easy, quick communication tool. By including e-mail addresses in the initial request for information, the committee will be able to create a group e-mail list for periodic communication. This can include updates (between bulletins) on the cruise plan plus a classified section to help matching boatless members with those seeking crews, sharing transportation to and from the cruise, questions, and any other topics where communication might be helpful. E-mail will also prove helpful for last minute communication or emergency situations.

Financial Controls

Respondents to the national member mailings will include a check made out to *CCA* _____ *Cruise*. The treasurer will set up the computer so that mailing list income is separate from subsequent cruise fees. Organizational and communication expense should be charged against the mailing list income account. Most cruises have found that the mailing list fee is in excess of the monies required to cover start up expenses, if so include in the general cruise budget and it can be dealt with at cruise end.

Participant Lists

Once properly set up, your computer program can easily generate master lists of skippers, crews and boats. You may want to include this information in one of the cruise bulletins. It should also be in the Cruise Book.

Section 7

Acquiring Cruise Support Items

Merchandise

The CCA logo is protected by copyright. Any producer creating merchandise bearing the CCA logo must have permission to produce the product. Special cruise logos are exempt from this copyright. It is acceptable for nonmembers to wear apparel with the CCA **cruise logo, but not clothing with the standard CCA logo.**

The CCA has an agreement with Stars Signatures, Inc of Pinellas Park, Florida to produce CCA items. Our club derives a royalty from these sales. Therefore, it is in everyone's best interest to purchase cruise items from Stars Signatures.. They will help in the design of a logo and insure that your ideas are workable for production. In selecting cruise apparel to be designed and produced by Stars Signatures, it is worthwhile, if at all possible, to visit their showroom and personally select the merchandise. If a visit to the showroom is not possible, ask to have a samples sent for you to approve the quality and logo design.

Stars Signatures address is: Stars Signatures Inc,6281 39th St North, Suite D, Pinellas Park, FL 33781.

Toll free tel. 888 627 8277 E-mail: Atle@starssignatures.com The CCA Contact person is Atle Moe.

Burgees and flags are available thru the Sailbag Lady at 203 245 8238 or by E-mail: info@sailbaglady.com

Promoting Cruise Merchandise

Most cruises include a cruise memento as part of the cruise package - tote bag, polo shirt, plaque, etc. In addition, you may want to offer other cruise merchandise to the membership. Station meetings are a good way to exhibit available cruise merchandise and promote the cruise. Keep number of items to a minimum, e.g. cap, polo shirt, wind breaker. Stars Signatures will create and supply an order form that you can include with your bulletin describing cruise merchandise. Do not attempt to order bulk supplies of selected cruise apparel for resale. We are not in the retail business.

Many cruises have felt it appropriate to include momentos of local arts, crafts or clothing when cruising in foreign lands

The CCA Maine Boatbuilders cruise set up a large display table at the opening lunch. The table exhibited a wide range of cruise merchandise and did a lively business. Such an arrangement is a very nice way to merchandise the cruise and provides members an opportunity to inspect what's available.

Section 8

Preparing the Cruise Book

Introduction

The cruise book is the “Bible” for the cruise. It provides cruise participants with key, day-by-day information they will need. Many members keep the Cruise Book as a memento of the cruise. The size and type of book obviously depends upon the nature and size of the cruise. Past CCA cruises have had books ranging from 12-page booklets to loose-leaf or bound books of 60 or more pages. A library of cruise books from past cruises is maintained in the CCA archives. Contact Bob Drew if you would like to borrow one or more of the cruise books from past cruises.

Physical Considerations

Your objective should be to create an attractive book, one that conveys all the essential information needed by our members. Keep in mind that this cruise may be the first experience that many members will have had in this particular cruising area. Cover all basic information. Make it appealing. Design an attractive front cover on heavy stock with our CCA logo. The book must be able to withstand the weather of the cruise and still look good when it’s on the coffee table at home. Plastic cover, front and back, with strong spiral binding or bound booklet using side or saddle stitching is recommended. A 3-ring binder with plastic cover is another option. The cost of the cruise book is a major expense. Shop around various copy stores or printing companies to get the lowest per copy book consistent with the desired quality. Print enough copies so that each couple on the cruise has a copy plus enough extra copies to cover lost or damaged copies and archive filing.

Subjects to be Included

General

- Table of Contents
- Letter from Commodore
- Welcome letter from Cruise Committee
- Details and day-by-day schedules of planned events (including recommended dress)
- Alphabetical list of the fleet by skipper including crew names, boat name, size, color, etc
- Alphabetical listing of all participants including station and “guest”.

Specific Cruise Information

- Daily fleet VHF communication - time, channel
- Customs procedures (if cruise involves foreign waters)
- Emergency vessel information - Coast Guard, Search & Rescue
- Fleet surgeon & local medical facilities
- Repair and haulout facilities
- Local restaurant and church information
- Locations for provisioning and liquor
- Location and availability of fuel, pumpout, water and ice
- Charts and marine publications covering cruising area
- Special navigation problems unique to the area
- Weather information
- Suggestions for “off path cruising” for time between scheduled events

Reproduction of daily tide tables for cruising area

Instructions for special races, rafting, etc.

Details of activities of interest to children and younger sailors

Reminder on proper flag and burgee etiquette and local custom, especially outside the USA

Any special environmental considerations

Type of clothing appropriate for the climate and customs

Emergency contact information to reach the cruise

Section 9

Managing the Cruise

Registration Desk

Aside from the communications that the members have been receiving, the first impression they will have of the cruise will be at the registration desk. Make it a good first impression! Specific hours for registration should have been included in the final mailing, explaining where and when the registration desk will be open. Stick to these hours. The location should be convenient, easy to find, and identified by one or more CCA burgees and/or signs. Those staffing the registration desk should be dressed appropriately and the process organized so that registration is a quick and easy matter. Organize the registration so that last names can be classified alphabetically with one person for each group. Your last bulletin should establish policy for registration. Most cruises require only one person from each boat to register. They pick up the cruise package for all on their boat. Other cruises, prepare a cruise package for every couple. It is important that participants understand who is to do what. In addition to registration and collection of cruise packages, the registration desk also provides the opportunity to collect any outstanding monies due and to make arrangements for last-minute participation in special events.

The registration desk must be well staffed by at least three volunteers during the posted hours and it is wise to have several groups of volunteers to distribute the work load. There is nothing more frustrating than having to wait in line at a poorly organized registration desk. Try to have someone on duty who is familiar with the local area who can answer questions regarding the area.

Use the registration desk as a message and information center. Have literature available regarding restaurants, special attractions, taxis, etc. A telephone at the registration desk is very helpful in accommodating member requests. It is advisable to have one member of the cruise committee at the information desk to answer questions concerning the cruise arrangements.

Cruise Package

An attractive cruise package should be prepared and labeled ahead of time for each boat containing such information and essentials as name tags, meal tickets, special event tickets, cruise booklet with instructions for the cruise, published cruising guides for the area, cruise gift, commemorative cruise boat plaque, song sheet for sing along. Try to include everything in this one package as this may be your only chance for face-to-face contact with all participants.

Welcoming Reception

Start off your cruise with an informal cocktail reception. This provides a wonderful opportunity for members to greet one another, to renew friendships with members from different areas around the world and to swap sea stories. Stress the importance of wearing name tags at all events. Some form of entertainment at the welcoming reception adds to the enjoyment of the event.

Conduct of the Fleet - Environmental Concerns

The CCA, especially on a large cruise, is a very visible flotilla. Every effort should be made to maintain good relations with those whose waters the cruise may be visiting. This is particularly important with regard to the environment. Sewage and trash policies should be spelled out in the cruise booklet and followed to the letter. If no pump out facilities are available, skippers should be told where to pump holding tanks. Shore events should take into account the need for adequate rest room facilities. Portable toilets can be rented. Trash removal is an important step in cruise planning. Adequate facilities are a must.

Section 10

Children on CCA Cruises

Pricing & Guidance for CCA Cruise & Events Planning

1. The CCA, as a matter of policy, wishes to encourage “full family participation” in its cruises & events, and in furtherance of this desire, urges organizers to make it as easy, enjoyable and as inexpensive as possible for children & grandchildren to attend cruises and join in related events. For decades, young sailors among CCA families have enriched our cruising (and racing) activities; many of our finest members are “legacies” of our past enthusiasm. CCA cruises & events should always feel “kid friendly.”
2. Special events and activities specifically aimed at children are most welcome and desirable. However, parents & grandparents of attending children have primary responsibility for their entertainment. Cruise chairs should solicit help from members likely to attend with children and consider them for committee positions when feasible.
3. Cruise & event fees should only apply to children when the “direct variable cost” of an event is demonstrably affected. Otherwise, the nominal cost of water & soft drinks, a little more chowder in the pot, a bigger bowl of pasta, or a bag of charcoal & a grill for parents to use for BYO hot dogs should be absorbed in the “overhead” of the event.
4. When children at an event DO affect the direct variable cost (example: a teenager signing up for a lobster at a clambake), the per-child cost of that event should be charged.
5. For purposes of this pricing guidance, “children & grandchildren” means people younger than the legal drinking age at the cruise venue. We expect young adults to pay the adult cruise fee. Younger children, perhaps 12 and under and certainly including the “single digit set,” should be invited free whenever possible. To help make this possible, keep in mind that many children actually prefer a simple meal of chicken nuggets or burgers to a catered dinner. For outdoor events, a grill set up may be all that’s required.
6. Although welcoming and supporting kids at our main events is a priority, the cost of events that are aimed specifically at children should be borne by the participating families (e.g. bus rental for a guided nature tour, small boat rental, and so forth). There is no need for the cruise to subsidize these if they incur a separate cost. Sometimes, a local yacht club or business will donate a kids’ activity (e.g. the Irving Company eco-tour of the Saint John River watershed during the national summer cruise in 2000).
7. To facilitate planning, it is a good idea to put a line such as the following in all sign-up forms for cruises, beginning with the most preliminary “expression of interest – get on the mailing list” form:

Number of adults (18+) _____. Number of children ages 7-17 _____. Number of children < 7 _____.

Section 11

Wrapping it Up

Finances

When the cruise is over and all expenses are in and paid, the Cruise Chair and the Cruise Treasurer need to prepare a financial summary of the cruise. Hopefully, the cruise will have been properly budgeted and managed so that there is a surplus. Here are some guidelines, in order of priority, for handling any surplus:

1. Refunds to members who signed up and paid for the cruise but who were unable to attend refund prorata share of the cruise variable expenses
2. Refunds to members who were unable to participate in one or more cruise events refund per head share of expense of events not used
3. Payments to committee members for non reimbursed cruise expenses. It should be decided in advance what is covered and what is not covered.
4. The disposition of any remaining surplus should be resolved by the Commodore or Station Rear Commodore. Surpluses are turned over the Station or CCA Treasurer

It is recommended that a policy on refunds be established and communicated to members as part of the cruise budget planning process. Monetary awards require approval of the Commodore or appropriate Rear Commodore.

Recording the Cruise

At the completion of the cruise a summary report should be sent to the Commodore or appropriate Rear Commodore covering participation, cruise highlights and finances. A copy of the Cruise Booklet should be sent to the Historian for filing in CCA archives. The Cruise Chair, or representative, should attend the next Board of Governors Meeting to report and present the financial statement.

The editor of Cruising Club News as well as the editor of the CCA GAM will need a write up of the cruise together with good photographs (digital photos @300dpi sent as an attachment are preferred) of highlight activities for inclusion in the next issue. Responsibility for preparation of the article should be assigned before the cruise so that interesting notes and photos are made during cruise events. Articles should generally be about 2000 words and transmitted to the editor via e-mail with a hard copy via US Mail. Deadline for material: October 15th for The Cruising Club News and either February 1st or September 1st for the CCA GAM.

The Cruising Club *members only* website is another good channel for reporting on the cruise. Contact Dorsey Beard. This is particularly good way of sharing cruise photographs.

Gifts and Remembrances

There are always special people and facilities that should be remembered for helping make your cruise a success. A warm, "thank you" letter on cruise stationery is a must. In addition, you may want to have a special gift or monetary award for people or organizations who have been particularly helpful. Several cruises have made donations to Junior Sailing Programs of yacht clubs who have made their facilities available to the CCA cruise. We should not forget that our club may have visited this same cruising area in the past and may want to do so in the future and it is important that we maintain friendly relationships. These gifts and remembrances must always be approved by the Commodore or Rear Commodore as appropriate.

Report to Sponsoring Station

The Cruise Chair will want to give a complete cruise report at a meeting of his/her station. 35mm slides of cruise activities make an effective means of covering the cruise for station members who were not able to participate in the cruise.

Notes to Cruise Planning Guide Committee

The Cruise Chair will submit notes and ideas on improving this guide in the spirit of "Never having to do something for the first time"