NUHOC Trip Grant Committee Proposal

i. Overview
The goal of the committee is to provide opportunities for NUHOC members to go on outdoor trips aided by funds raised from NUHOC membership fees. With the allocation of these funds the participants shall be required to present a trip reflection and planning lessons learned. This presentation shall take place at a NUHOC meeting to inspire and educate the member body. We propose to form a committee to facilitate the review of trip proposals and the allocation of funds. Funds shall be allocated on a first come first serve basis, and shall be awarded in the form of a reimbursement following the completion of the trip. A single inaugural trip shall be funded to a maximum of $250. This shall be a trial run as a way to evaluate this grant process. Future trip funding may be subject to change and will be reviewed annually by the NUHOC executive board.

ii. The Committee
The proposed committee shall consist of five members; those being a chair, a treasurer, and three members at large. All members shall have equal standing on the committee and each shall have one vote, the additional duties of the chair and treasurer being administrative in nature. The chair shall be responsible for keeping the NUHOC member body and executive board updated on the actions of the committee, including recent funding awards and upcoming submission deadlines. Additionally, the chair shall be responsible for the organization and logistics of committee meetings, presentations, and post-trip follow-up. This includes all forms required by Northeastern University, for this is no different from any other NUHOC trip. The NUHOC treasurer (or appointed delegate) shall be responsible for coordinating the reimbursement process between the trip leaders and the Student Activities Business Office. The committee chair position requires in-depth knowledge of NUHOC executive board procedures and the executive board shall consider this when selecting the chairperson. The remaining positions are open to anyone, and we aim to encourage non-eboard members who are active in the club and have experience with planning and leading outdoor trips to serve.

Each term of service shall be one full semester in length, and the calendar shall mirror that of the executive board. Appointments shall last no more than three consecutive terms of service. Upon the conclusion of a committee member's term of service, the committee shall nominate a replacement to be confirmed by the club’s executive board. In the event of a sudden departure, the vacant position shall be filled by the Vice President of Trips until an interim replacement can be named.

iii. The Proposal
The funds shall be disbursed to trips which have demonstrated the forethought as to the necessity of the funds. To demonstrate this to the committee, the trip planners will need to clearly articulate their ideas and present a proposal to the committee. This proposal will be separated into two phases. The committee shall provide feedback to the trip applicants throughout this process to ensure the best experience for all.
The first phase shall consist of the trip summary worksheet. It shall give the committee an idea about the proposed trip and determine if the trip is feasible and within the scope of NUHOC mission statement and student activity guidelines. The committee shall review the summary worksheet and decide within one calendar week if they want to receive the detailed proposal for phase two.

The second phase is the detailed proposal phase. This proposal should include all necessary documentation about the trip. Requirements include but are not limited to:

- Maps
- Food logistics
- Transportation logistics
- Expected costs (this is required)
- People (number, skill level necessary)
- Lodging logistics
- Gear
- Appropriate qualifications
- Safety considerations/backup plans

Since safety is always the first priority, certain considerations need to be addressed when planning a trip. Depending on the trip, a minimum level of training may be required before a proposal is considered. A wilderness environment is considered to be at least 1 hour from advanced care and any trip to a wilderness environment shall have at least one WFA (or equivalent) certified member. Trips of the following categories should have the required training. Trips not specified will be discussed on a case by case basis.

**Climbing** - at least 1 member needs first aid/CPR. At least two group members must also be known to have experience in spotting, setting anchors, top rope management, and more advanced techniques as they apply.

**Backcountry Skiing** - at least 1 member needs to be first aid/CPR certified, in addition to the requirements below:

- **In avalanche terrain (off-trail, between 25-50 degree slope, where avalanche risk is reported between Moderate and Extreme):** Every member needs AIARE Level 1 and must carry and know how to use a beacon, shovel, and probe. It is highly suggested that the leader or one other group member has also completed AIARE Level 2.

- **In non-avalanche terrain (on a maintained trail i.e. the Sherburne Ski Trail, where avalanche risk is reported as Low):** The leader or one other member is advised to have completed AIARE Level 1. Trip proposals will be reviewed on a case-by-case basis. The trip will not deviate from the planned trail(s) unless all members are prepared for travel in avalanche terrain (see guidelines above).

**Boating** - all members must be able to swim. at least 1 member needs to be first aid/CPR
The proposal should give the committee an understanding of what the trip plans to accomplish and how NUHOC funds shall aid in achieving stated goals. These trip funds are intended to promote outdoor adventures for as many members as possible and proposals should reflect this principle.

Due to the origin of the funds for these trips, they have a few restrictions.

1. Only paid NUHOC members can attend trips.
2. Only current NU students can attend trips.
3. All participants MUST complete, and sign Trip waivers and My Travel Plans on Orgsync and MyNEU prior to the trip.
4. No gear should be purchased for the trip. Renting gear (from outside the NUHOC gear locker) shall be permitted on a case by case basis.
5. Dangerous activities are not permitted, these are outlined in the NU Student Handbook.
6. At least one trip member must have first aid training.

Final decisions for granting funds shall be made within one week of the proposal presentation. Proposal selection shall be determined by a vote of the committee, three “Yes” votes grants the proposal funding request and approval of funds disbursement upon submission of reimbursement paperwork as determined by the treasurer. In the event of a proposal denial, the committee shall provide detailed feedback and propose revisions that can be made to encourage a resubmission.

iv. Post-trip Presentation
The experiences of the trip shall be presented at a NUHOC general meeting. The presentation should be approximately 20 minutes and should include time at the end for questions. The presentation is intended to educate, entertain, and inspire the student body to plan their own adventures. It should include details about the planning process, trip execution, and lessons learned. This program will be beneficial to other members to better know how to plan and execute their own trips in the future.