

# CFCC Cruise Leader Checklist

Rev 5/12/10

## Before the Cruise:

- Maintain the "Cruise Sign-Up and Boat Information List" form (located on the CFCC website)
- Coordinate reservations and keep up communications with the marina (if any).
- Determine activities to be done on the cruise. This is highly dependent upon the cruise location. Some examples are: docktails, lunch, dinner, boat trips/beach excursions, walking to area attractions (museums, shopping, etc), games for all to play i.e. fun stuff to do.
- Determine what items CFCC will purchase (main course, trinkets, etc), and what you would like each boat to bring (if anything). See "Cruise leader cruise report" form (located on the CFCC website) for allowances.
- Provide information for primary and secondary (if any) recommended launch ramps.
- Provide information on low and high tide times (if applicable).
- E-mail the cruise information including ramp, tide, activity and attendance information to the club as far in advance as possible. Resend the information with updates as needed.
- Purchase the cruise items (main course, prizes, etc.) on behalf of CFCC to bring to the cruise.
- Bring 50/50 tickets and CFCC banners to the cruise, or ensure someone attending the cruise will be bringing them.

## During the Cruise:

- Lead those who need guidance to the ramp and from the ramp to the destination or enlist someone attending the cruise to assist.
- Lead the activities you have chosen as applicable for your cruise.
- Run a 50/50 raffle, or some other income-producing event, to partially offset the cruise cost (in a 50/50 raffle, half the money goes to the winner and the other half to CFCC).
- Take photographs while on cruise, or enlist someone attending the cruise to take them.
- Be an advocate for the club and attempt to recruit new members. Have paper copies of club promotional items on-hand to distribute to potential members (e.g. membership application, business card, and/or flyer).
- Maintain a positive relationship with the marina staff, particularly if issues of some sort arise, since we may want to return there someday.

## After the Cruise:

- Complete the "Cruise Leader Cruise Report". The summary of cruise events should be at least a paragraph, preferably longer.
- Email the summary of cruise events to the Webmaster and Cruisemaster.
- Email photos taken that you would like posted to the website to the Webmaster.
- Submit the "Cruise Leader Cruise Report" document to the Treasurer, along with receipts for expenses and a check (made payable to CFCC) for income generated, for reimbursement.  
Note: Any financial incentives provided to leader by marina must be used to offset expenses or remitted to CFCC