

# 4-Time Group Program Instruction Letter 16-17

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Thank you for your interest in being a **Group Coordinator for Nordic Mountain's 4-Time Program**. We appreciate your efforts, and upon successfully completing the steps below, we will reward you with a **FREE 2016-17 Family Season Pass to Nordic Mountain**.

You've taken the first step by taking the initiative to contact us. The rest is easy, simply follow these steps to a successful 4-Time Program.

## **Schedule Your Dates**

Our program is offered any **weeknight after 4:30 pm**. This excludes the Holiday week between Christmas and New Year's Eve. To schedule your dates, use the **4-Time Group Date Selection Form**. Please note that Friday nights are especially busy. While your group can sign up for any weeknights, there may be some Friday nights where we reach capacity and may have select a different date. All dates are booked on a first-come-first-served basis, so the earlier you get your dates you, the more likely you are get your chosen dates.

## **Make Up Date**

At the beginning of your program, you will select **one** date for any makeups that may be needed to complete the program. PLEASE NOTE: This make-up date is only for the entire group if the group has to miss due to weather. It is NOT for individuals that miss one or more of the 4 visits.

## **Promote Your Program**

Use the **4-Time Program Student Information Form**, and ski/snowboard rental cards we provide you to begin your program. The form and waiver cards should be sent home with students for their parents to complete.

- **Yellow Rental Cards:** These are for anyone renting skis. The lesson waiver is on the back.
- **Green Rental Cards:** These are for anyone renting a snowboard. The lesson waiver is also on the back of this form.
- Please note that a parent/guardian signature is required for all rentals and all lessons.

Other than the waivers cards, the other items can be found online at [nordicmountain.com](http://nordicmountain.com). We also have printed forms you can pick up at Nordic Mountain.

Please contact me if you would like to hold an informative parent meeting. I will be happy to attend and explain how the program operates.

The 4-Time Program is open to Students and their Parents/Siblings/Teachers.

## **Organization – the key to success!**

- Students are to return the **Student Information Form** with a check written to your school/group.

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- The Group Coordinator will enter information provided from each member's [Student Information Form](#) into our [Group Spreadsheet](#).
- The [Group Spreadsheet](#) is an Excel spreadsheet to track what each member of the group will need. This will calculate your total cost per group member, as well as your final cost to be paid at the start of the program. This spreadsheet is also on our website. If you are uncomfortable using Excel, you can print the form and manually enter your information on it.
- After you have completed the excel spreadsheet, you will want to make certain that you have the corresponding rental cards collected from each student. Make sure of the following items:
  - The cards are completed in their entirety.
  - Yellow cards are used for any students with a ski rental.
  - Green cards are used for any students with a snowboard rental.
  - The lesson waiver is on the back of the card is signed for any students with a lesson.

### Payment

- The school/organization's **Tax Exemption Certificate** will be used to help your program save. If the tax exemption form is not provided, sales tax of 5.5% will be added to your total. If your group is not tax exempt, be sure to add the 5.5% tax to each Student Information Form.
- Prior to the start of your program, **one total payment** should be submitted to Nordic Mountain. This should be a check from your school or tax exempt organization and must be received before the distribution of lift tickets and rental equipment.

### Transportation

The Group Coordinator will be responsible for organizing the transportation to and from Nordic Mountain, and coordinate with each parent of group members.

### Checking Your Group In

- On the bus, we advise that you distribute the rental cards to each student. From some of our larger schools, we will issue lift tickets in advance as well and these can be distributed on the bus as well.
- All Groups will check in at the GROUPS door at Nordic Mountain.
- The group coordinator should go in first to meet either Nancy or Jolie. If not already done so, we will give the coordinator your lift tickets at this time. Distribute you tickets to your students.
  - Students that do not need to rent and that are not taking lessons can head straight to the hill after receiving a lift ticket.
  - Students with no rental and with a lesson will wait at the rental exit door to meet up with an instructor.
  - Students that need rental will proceed into the building and each student will have his or her rental card marked "PAID" and go through the rental process.
  - **Lessons** will be started right outside the exit to the rental building **at your scheduled time**.
    - Lessons will be conducted in a group format
    - Lessons last 1 hour

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## **Checking Out**

- Individuals will return all equipment to the Rental Department counter.
- Depending on the size of your group, on your next visit you will simply repeat the process and pick up your rental cards and lift tickets upon arrival. For larger groups, we will distribute the rental cards and lift tickets prior to your visit.

## **Other Items to Remember**

- For organizing a group of 25 or more, we award you with a Family Season Pass! You can pick up your pass once we have received your group's payment. Fill out the [4-Time Family Pass Form](#) and bring it to the ticket counter to get your pass printed.
- Other than the yellow and green rental cards, all forms mentioned in this letter can be found on our website at [www.nordicmountain.com/4time](http://www.nordicmountain.com/4time). If you need any forms mailed or delivered simply contact us and we will get them to you.
- Upon completion of your group's four visits, we will issue you Loyalty Discount Cards. You will simply write the name of each student on each card and distribute them. This card gives students great discounts on lift tickets and rentals to return on their own after the conclusion of your program.

You are ready to be a **Group Coordinator** and conduct a fun and successful **4-Time Program at Nordic Mountain!** Please do not hesitate to ask any questions throughout this process, as we are here to help you and your group members have an exciting ski/snowboarding experience with us at Nordic Mountain this season.

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*Group Sales*

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