

4-Time Group Program Instruction Letter 18-19



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 2018-19 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 to select a different date. All dates are booked on a first-come-first-served basis, the earlier you get your dates in, the more likely you are to 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. We will no longer give credits to individuals for time missed.

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. 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.

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Organization – the key to success!

- Students are to return the [Student Information Form](#) with a check written to your school/group.
- 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. You will need a Google account to complete the group spreadsheet. If you don't have one, creating one is very simple. If you are having troubles creating a Google account or need assistance, feel free to contact me.
- 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.
- Two weeks 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. If an invoice is needed for your organization please contact me to request one.

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

- Please send in ONE group coordinator to collect the lift tickets and rental cards to then be distributed to the students on the bus. 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 me. If not already done so, I will give the coordinator your lift tickets at this time. Distribute your 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.
 - We ask that all students registered for a lesson enter first to get their tickets and/or equipment so they are on time for their assigned time slot. Students with no rental and a lesson will wait at the rental exit door to meet up with an instructor

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- Students that need rental will proceed into the building and each student will go through to pick up needed equipment.
- **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
 - It is the student's responsibility to be to his or her lesson on time. Groups will not stay back due to late students.

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. If you need any forms mailed or delivered simply contact me and I will get them to you.
- During 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 during or 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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