



Organizing Tips

We offer the following suggestions to help ensure the organization of your trip goes smoothly

1. Become familiar with Mother Lode River Centers deposits, balance due, and cancellation policies on the "Reservation Policies" sheet. Be clear with your rafters about refund policies - ours as well as yours. You should tell your group something like "Once we've sent the money it's your responsibility to get a replacement if you can't go."
2. Set a date. Call Mother Lode to check availability and hold your date.
3. Start getting the word out! Keep track of who wants to go on the "Rafting Sign-up Sheet"
4. Collect deposits in the amount of \$50.00/person per number of days of trip (ex. 2 day= deposit of \$100 pp, 3 day = deposit of \$150 pp).
5. Make one payment for your total deposit amount to Mother Lode River Trips to secure your reservation.
6. Use the "Rafting sign-up Sheet" to keep track of who has paid, how they have paid and the amount.
7. When we receive your deposit we will send you a trip packet including all the information pertaining to your trip along with a check list for the information you will need to communicate to your trip members
8. If additional people want to join your trip after you have paid your deposit, just call the office to confirm availability. You may add people up to 5 business days before the trip provided space is available.
9. Keep track of and collect money for any equipment rentals that may be needed such as wetsuits, tents, paddling jackets etc.