

**New Sociables  
Tours Activity Leader  
Job Description  
2024-2025**

1. Find a place of interest to tour.
2. Call to see if they do tours, if there is a fee, if there is a maximum number who can attend, parking restrictions, etc.
3. If there is a fee, collect the money before giving a final count or paying by credit card.
4. Date is usually the second Friday of the month. Time will vary depending on each tour.
5. Usually a restaurant is selected close to the tour site. Call to see if they can accommodate 15-20 with separate checks.
6. Each month, a complete newsletter article is to be sent electronically to the newsletter editor by the 10th of each month. Include the date, time to meet for carpooling and location for carpooling, the cost (if applicable) and deadline for signing up.
7. Carpool location should be on the way to the tour.
  - a. Cost per person for carpooling– base this on the distance to the tour. Should be at least the cost of 1-2 gallons of gas per person.
  - b. If there is a parking fee that should be split between the riders (drivers do not pay)
8. Bring a signup sheet to the general meeting the month of the event.
9. Send out a final email in case there are changes.
10. Call the tour location and the restaurant and give them a final number.
11. Meet at designated location and coordinate carpooling. Give other drivers simple, easy-to-follow directions.