

## DTC 200 Club Trip Request and Scheduling Procedure

The following describes the DTC 200 Club (200 Club) trip request and scheduling procedure:

- The Flight Department leads the incentive flight aircraft scheduling and trip planning with support from Regional Office Staff.
- A Regional Office Manager, or designated office person, will be the point of contact for store personnel going on the trip and the Flight Department.
- Completing and submitting forms in a timely manner will help the Flight Department best prepare for your trip.

Step	Roles	Description
1	Store	Reaches the 200 Club sales goal and informs Regional Office.
2	Regional Office	Completes and submits the <a href="#">200 Club Entry Form</a> . Please submit this form as soon as possible after a store achieves its first \$200,000 month.
3	Corporate	Confirms store eligibility with Flight Department and Regional Office.
4	Flight Department	Contacts Regional Office with possible dates for the trip.
5	Store, 200 Club guests, and Regional Office	Consider the date(s) presented.
6	Regional Office	Complete and submit the <a href="#">200 Club Schedule Form</a> .
7	Flight Department	Confirms trip details with Regional Office.
8	Regional Office	Sends passengers flight information (see <a href="#">DTC 200 Club Passenger Information</a> for more information).

Safety is the Flight Department's top priority, and we will make every effort to provide a safe and enjoyable flight. Please understand that unpredictable factors, such as adverse weather conditions or reassignments, may lead to postponing or rescheduling a trip on short notice. Rest assured, the Flight Department will make every effort to complete the trip as scheduled.

Thank you for supporting this extraordinary opportunity that the Halle family has provided!