

**WYRE FOREST & DISTRICT U3A.  
GUIDANCE FOR ORGANISING VISITS.**

**DAY VISITS**

- Details of each Member taking part in the Visit should be obtained including: name, address, contact number, email, and an emergency contact name and number.
- On the day of the Visit each Member should be provided with the mobile telephone number of the Organiser and if possible the coach driver.
- Each Member should complete a Booking Form prior to the Visit.
- The Organiser should contact the Venue to check on facilities for the disabled.
- **Parking arrangements.** It is not the responsibility of the Organiser or U3A to arrange parking at, or transport to, any coach pick up point.
- **Costing the Visit.** Ensure that all costs will be covered by being realistic about the likely number of participants. Any large surplus from any trip should be paid back as a refund to those attending.
- Any surplus funds from an organised visit should remain within the organising Group.
- If appropriate, a donation of small surplus funds may be made to the site visited when it does not charge for entry (eg English Heritage properties). If this is likely to happen, a note should be made on the trip information so that members are made aware.
- Any deficit from a visit must be borne by the organising Group.
- **The Organiser should ensure that all cheques have been completed correctly (i.e. payee, dated, signed) prior to passing them on to the Treasurer.**
- The Organiser should keep a spreadsheet or other record of all payments made, including names, dates and amount paid and a copy should be given to the Treasurer.
- The Organiser or a Nominated person should be present **at each** pick-up point to check that all Members are present.
- Members to let the organiser know if they are unable to take part in the visit
- When opening up trips to non-U3A persons, please remember visitors can only come to 3 U3A events before they must join.
- Most importantly enjoy your visit.

**EXTENDED VISITS OF 1 NIGHT OR MORE**

**In addition to the points listed above:**

- It is essential that a Passenger list together with Emergency Contact Names and Numbers is given to someone in Authority (e.g. a Member of the Executive Committee) who is not participating in the Visit. This Nominated Person should also have the MOBILE contact number of the Organiser of the Visit and a detailed Itinerary.
- Members participating in the Visit should be made aware of the contact details of the Committee Member Nominated as the Emergency Contact.

## **TRIP COSTS**

1. All trips must be self-funding.
2. All trip costs, including research and printing costs should be added to the total trip price to be paid by trip participants.
3. Any “free place” monies should be used to help reduce the trip cost to participants and to cover the trip organiser’s expenses where appropriate.
4. Trip organisers may claim reasonable expenses incurred by printing information sheets, researching and organising the trip from the trip account. In the interests of transparency, a paper trail for expenses should be kept, i.e. receipts etc.

Committee approved: 08/05/2017