

# BURTON-ON-TRENT u3a

## MONTHLY LUNCHEON GROUP POLICY

### Introduction

This document describes the procedure to follow when arranging a monthly luncheon.

### Procedure

1. Lunches are arranged on a monthly basis, at different local venues. They are open to all Burton-on-Trent u3a members. Members of reciprocal u3as can attend but Burton members take precedence where places are limited.
2. Non-members cannot attend lunches.
3. The Social Activities and Events webpages are to be checked before arranging a lunch.
4. The deadline for booking will normally be 3 weeks before the date of the meal, exceptions to be agreed with the Treasurer at least 3 weeks before.
5. Payment is made in full at time of booking, one cheque per venue A receipt MUST be given for cash.
6. If a member cancels prior to the deadline, the member receives a full refund.
7. After the deadline refunds may only be made in exceptional circumstances by the Treasurer in consultation with the Chair, aligning with restaurant policy.
8. Members cheques and cash along with an Outings Banking form should be passed to the Treasurer *or other person as agreed by Treasurer* when ALL payments have been collected which should be the bookings deadline. The written request for the location's payment should be made at the same time. It is the responsibility of the organiser to agree with the Treasurer when and how monies and payments will be made.
9. Details of all confirmed and potential lunches to be added to the Luncheon Group page of the Burton u3a website.
10. Outings register listing names and membership numbers to be completed and submitted to the Treasurer after each lunch.
11. Incident/accident forms to be available at all lunches and completed as necessary and sent to the Business Secretary.

March 2024

Review Nov 2024 in line with Sunday Lunch Group Policy