

# **BURTON-ON-TRENT u3a**

## **SOCIAL ACTIVITIES OUTINGS POLICY**

### **Introduction**

This document describes the procedure to follow when arranging a Social Activity Outing

Outings cannot be arranged to clash with any u3a General Meeting, Tea & Talk, AGM or Christmas Party which are held in the first week of the month.

### **Procedure**

1. The Treasurer to be involved in the costing of all outings. This must be prior to the cost being advertised.
2. Any free tickets to be built into the price of the outing.
3. All outings to be self-funding.
4. If a deadline is required for a visit this will be given at time of advertising.
5. Social Activities are open to all members and must appear on the website and in the Newsletter.
6. Burton on Trent u3a members have preference for booking followed by reciprocal members.
7. Non-members are not allowed on outings.
8. If a member cancels on the day of the outing and a different member turns up, the Business Secretary is to be informed immediately and prior to departure.
9. Payment to be made in full at time of booking, preferably by cheque payable to Burton-on-Trent u3a. A receipt **MUST** be given for cash.
10. Bookings for outings and coaches **MUST** be made in the name of Burton on Trent u3a. If a personal cheque or card is used the person could become personally liable. The organiser's name to be given as the contact for booking.
11. Bookings can only be closed before the deadline if no larger coach is available, or the venue/ticket capacity is reached.
12. Coach sizes can be flexible according to demand and availability. It is the responsibility of the organiser to increase/decrease the size according to demand and to obtain the new price which is passed to the co-ordinator and the Treasurer.
13. It is the responsibility of the organiser to agree with the Treasurer when and how monies and payments will be made. Members' cheques and cash should be passed to the Treasurer when **ALL** have been collected, along with an Outings Banking form detailing all who have paid for the trip. Monies must be given to the Treasurer at least a

week before any payment to be made. The written request for payment can be made at the same time.

14. If a member cancels prior to the deadline, they receive a full refund, unless tickets have been purchased.
15. If, after the deadline, members find they cannot attend, it is their responsibility to find a replacement as refunds cannot normally be made.
16. After all payments have been banked, on request the Treasurer supplies cheques or makes payments covering the various costs of the activity in line with invoice payment dates.
17. Names of people attending must be passed to the Business Secretary **PRIOR** to the outing, otherwise the insurance for **ALL** those attending could be compromised.
18. Prior to the trip the organiser to supply the Treasurer with a summary of expenditure including coach and venue costs so the organiser with the Treasurer can calculate if a refund is due and/or there is sufficient for the driver's tip. Any surplus to be refunded to members in units of £5. Surpluses may be used to subsidise MINOR shortfalls on other outings.
19. The Outings Register listing names & membership numbers to be completed for each outing and submitted to the Treasurer after the trip.
20. Incident forms to be carried & completed by the organiser if necessary and submitted to the Business Secretary after the trip.
21. Mobile numbers and emergency contacts on the day should be obtained from all people attending.
22. Co-ordinators to ensure all members on the outing have the organiser's mobile number.
23. Organiser to ensure that they have the coach driver's mobile number and that he/she has theirs.
24. A second person to be kept informed of all plans for the trip to be able to deputise for the organiser at short notice if necessary. This person **should not** be the spouse/partner of the organiser.

#### **THEATRE & EXTENDED DEADLINE CHANGES**

Any cheques will be banked if approaching 6 months from the date on the cheque even if the deadline has not been reached.

#### **HOLIDAYS**

1. All holidays/overnight stays to be organised through a recognised tour company.
2. Booking confirmed on payment of deposit by the Treasurer as agreed with the tour operator.

3. Deposit may not be refundable, so members advised to take out cancellation insurance.
4. A booking form to be completed to make organiser aware of special requests with regard to health/diet accessibility and mobility concerns.
5. Payments to be paid by the Treasurer by date set by tour operator.
6. A confidential health information form to be completed and given to organiser for the duration of the holiday.
7. Members participate at their own risk and take responsibility for their own safety and possessions.
8. Members to be respectful of other travellers.

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