



GROUP TRIPS POLICY

Purpose

This policy is intended to ensure a more efficient and financially viable commitment to outings.

- 1 Notice of any trips will be given in plenty of time in order that members are able to make financial arrangements for payment
- 2 The full amount of the trip will be paid at the appropriate meeting. No deposits will be taken, full payment at the time of booking is required.
- 3 Payments can be made by BACS (please ensure that the reference is on your payment), or by card dependent on the meeting and availability of the Treasurer or other authorised representative. Cheques and cash are not encouraged.
- 4 Should a member cancel the trip they will then be responsible for 'finding' a replacement if there is no waiting list.
- 5 Members are responsible for ensuring that "In Case of Emergency" (ICE) cards are carried which can be use by the emergency services should the need arise.

This policy was adopted on: 16 November 2023 Reviewed: 14 March 2024

Signed Clitheroe u3a Chair