



Procedure for organising coach/minibus trips:

1. Get a price from your chosen company. For more expensive trips, it is a good idea to get two quotes for comparison, unless only one firm can provide the facilities you need. Ask for the date by which you need to cancel without charge, if necessary. Make sure you have enough time to publicise your trip and take bookings in good time before this date.
2. Calculate the charge to each participating member. You should base this on a realistic number of places sold – not on a full coach! Add the cost of travel and the cost of any event tickets to give the total cost. Please note that the charge should not include tips, such as for coach drivers. If it is desired to give a tip, this should be collected in cash on the day, according to what members wish to give.
3. Give members a booking form to complete, which clearly states the 'book by' date. You should insist on full payment by this date, which needs to be at least 3 working days before the cancellation date, so that you know you can cancel without losing any money! If you have to cancel, you can refund the money (no need to pass the cash and cheques to the Treasurer until after this date, so you can just give them back). Cheques should be payable to Downham Market and District U3A Visits Account. Always give a receipt for any cash payments.
4. After the 'book by' date, pass the money to the treasurer, and confirm to members that the trip is on. The treasurer will pay any deposit to the coach company, and buy the event tickets. Downham Market and District U3A now has an account specifically for organising trips and events. You are strongly advised not to use your own money or credit card to pay for anything.
5. Once the trip is confirmed, you can continue to sell more places to late-comers until the trip is full. After the trip, if you have made a surplus after the bills are paid, you can share it between those who travelled (the treasurer will draw the necessary cash for you, or write cheques if the amounts are significant) – Of course if your surplus is too small to be worth refunding, you can always donate it to U3A funds!
6. Your booking form should:
 - a. State the details – date, time, and cost
 - b. Ask for full payment, and state the 'book by' date
 - c. Ask for at least the name and phone number, possibly also email and/or postal address.
 - d. Ask for details (name and telephone number) of someone to be contacted in the event of an emergency.
7. Make a list of people going on the trip and their emergency contact details. Take one copy of this list with you on the trip, and leave one with a committee member who will be at home during the trip – and take this person's contact details with you.

Trip destination Ticket price
£.....

Trip Date Book by Date
.....

Organiser name

INCOME:		
Number of tickets sold by book-by date @ £	£	
Extra tickets sold after book-by date @ £	£	
Total income	£	
Date income passed to Treasurer		
EXPENDITURE:		
Travel costs:		
Please attach invoices for payment by Treasurer	£	
Other costs:		
Please attach invoices for payment by Treasurer	£	
Total expenditure	£	
Balance to be refunded to participants (state if nil)	£	

For Treasurer's use:

Invoice from:	Date paid	Cheque no	Amount
			£
			£
			£
			£

			£
--	--	--	---