

## New Guidelines for Outings

The committee has decided that we need to have a standardised practice for outings to make sure that we are operating under the terms and conditions set out by National Office.

We have taken advice from them and these are their recommendations, which we propose to adopt for the future.

1. Before any advertising can take place all proposed itineraries are to be sent to the Coordinator of the Outings Group who will send them to the whole management committee for their approval.
2. This must include the name of the Group proposing it, the names of a leader for the outing and a deputy in case of illness, the costing for the outing, the name of the coach company and the name of any outside company providing a tour.
3. The process would be to: (a) submit plan to committee for approval, (b) advertise the outing.
4. A full list of all participants to be sent to the Outings Coordinator with any non U3A names highlighted. This must be done a week before the outing takes place.
5. It must be made clear to any non U3A travellers that they are not covered by any U3A liabilities insurances. They are also required to pay an additional £2 in line with all meetings that are attended. This does not give them any insurance cover.
6. If a non U3A member wishes to make repeat bookings on outings then they must join the U3A.
7. Trips should be priced as close to the operating costs as possible. All monies for U3A trips must go through the Treasurer. Drivers' tips and coach parking monies should be paid in cash and refunded to the organiser by the Treasurer.
8. Refunds may be given out on the day of the outing. This can be sorted out with the Treasurer but under our rules of charitable status we are not allowed to make donations to other charities with any excess monies collected.
9. U3A members' car parking for outings has to be looked at carefully. Some village halls do not want their car parks used. It is essential this be checked.
10. Trips that are organised with individual transport are not subject to these guidelines. However it is useful to have a list of the participants.