

## General VISITS – How to Apply

These instructions relate to ‘general’ Visits, the final category of Outings shown in the list below. There are a number of types of Outing organised within our u3a, namely Concerts, Theatre Outings, London Walks, and various Interest Groups. ‘General’ Visits, are organised by our dedicated ‘Visits Team’.

When applying for Visits we have two methods which we use to advertise and administer our Visits; by cheque and paper application, which we have used for many years; and the online booking application, TryBooking.

TryBooking has also been used by the London Walks organiser, Brian Carse and some of you may have used it.

### Applications for Visits Team using TryBooking

We will advertise these Visits using our normal Newsletter and Bulletin communications, as well as on the website. The adverts will describe the event, the cost and how to get there, as well as the number of places we expect to provide, but you will not be able to apply immediately. We will tell you when we will be issuing the formal application so put a reminder in your diary.

Once we send the application link, you will be able to apply. **if you are successful, you will receive acknowledgement immediately** followed by an email with the details. If not, you will be informed that you will be on a waiting list. All TryBooking applications are therefore on a first come, first served basis. **Initially, half will be available from TryBooking and half by post.**

If places become available, we will again send an email from the TryBooking application to all those who, during the process have chosen to be on it, and you will have another opportunity to apply.

### Visits Team Applications using Cheque and Paper

You will find within the Newsletter advertising a Visit, a page which contains all the applications. You will also see a link on the website to the application forms. If you should wish to apply for more than one of these, please follow the instructions 1 to 5 below **for each Visit**. Once completed, put all your application envelopes into another envelope and deliver it to the address at the bottom.

1. Complete the application slip for the visit, including names and membership numbers of all u3a members in your party. If u3a friends wish to go on a trip together, you can put all applications together in one envelope. You can include separate cheques if you wish.
2. If it is a coach outing, indicate your pickup point - either Ickenham or Uxbridge.
3. Write a cheque for the full cost of that outing, made payable to Hillingdon U3A and **dated the day of that outing**. Check that the figures and words match and that the cheque is signed. Do not staple the cheque to the application.
4. Prepare a stamped self-addressed envelope. Put your application slip(s) and cheque(s) for that outing into the envelope. **DO NOT SEAL** the envelope.
5. Write the name of the outing on the reverse of this ‘reply’ envelope.

Repeat the above steps for all outings you wish to attend. (One envelope for each outing).

**FINALLY put all these unsealed envelopes (with their contents) into ONE larger envelope and**

- Seal the larger envelope and send it to the Visit Applications address in the Newsletter
- Ensure you have the correct postage (especially if the envelope is thick or large)
- Then post or deliver it.

After our next Team Meeting each Visit Leader will randomly select applications until all places are filled.

We will aim to return your envelope to you within a couple of weeks of the meeting. It will contain either an Acknowledgement Slip or Waiting List Notification. Should places become available at a later date we will contact members from that list to check their current availability before confirming a place.

We will retain the cheque pending the above action and if not used will destroy it.