

Guidance to Trip Organisers

General

Coach trips for large numbers (generally more than 50) using a commercial coach company can involve Ravenshead U3A in liability for large sums of money. The Executive Committee is happy to support such activities provided the following guidelines have been followed. However, in all circumstances, permission must be sought from the Executive Committee when such an event is proposed.

Members of Ravenshead U3A, who undertake to organise a trip in the name of the U3A will be responsible for organising and receiving the monies for their group trips and for banking using the Ravenshead U3A Social Account.

A. Outings - day duration (By coach or Mini Bus)

ALL outings must be self-financing, all costs being calculated in advance.

Examples are:

Houses & Gardens Interest Group

Museums & Art Galleries Interest Group

Occasional Visit

Decide on a trip/outing with input from the interest group members.

a. Determine dates when the venue is available to visit, the entry fees and what discounts, concessions, organiser free places etc. will be available.

b. Determine the budget transport costs, include a small contingency. The contingency element is important as there may be unforeseen delays and mileage costs incurred through incidents on the planned route needing a diversion.

2 Calculate the total budget cost for the trip. In addition calculate a price per person to give an indicative budget price. Calculate a best case "break even" point for the trip.

3 Circulate to all members of the interest group through email, if available, the webpage and through the monthly meeting to obtain **expressions of interest**.

4 From this initial expression of interest recalculate the budget cost per person, and make the new budget figures known to those that have expressed an interest in the visit.

5 Provisionally book the venue and the bus. Determine the bus company and destination venue deposit requirements and their terms and conditions, in the event of cancellation, through lack of interest.

6 Request deposit for the trip. This will be calculated so that it covers the deposit requirements of the venue and the bus company. This deposit is non-refundable so should be kept as low as possible.

7 Based on the number of members in the interest group and others paying the trip deposit, calculate the actual cost of the trip. At this point, if the desired breakeven point has not been achieved, consider other transport options that may enable the trip to go ahead:

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i. Reduce the size of the bus

ii. Consider using a mini bus

iii. Consider using members shared transport

iv. Only when all these options have been exhausted then, with regret, the trip must be cancelled and all deposits returned [subject to the venue & bus company terms and conditions].

9 Once it is clear that the trip is viable the following steps should be carried out.

10 Firm up the booking with the transport provider for the appropriate transport as determined in (4) above. The transport provider should be asked to invoice for payment in the name of Ravenshead U3A. Pay any deposit required by the provider through the Ravenshead U3A Social Account.

11 Firm up the booking at the venue. Again ask the venue operators to invoice for payment in the name of Ravenshead U3A. Pay any deposit required by the provider through the Ravenshead U3A Social Account.

12 Inform all those who have expressed an interest in the trip, of the outstanding balance of the trip and the deadline for payment. Ensure everyone is aware that there will be no refunds following the payment of the balance unless their place can be resold.

a. If necessary, keep a waiting list in the event of late withdrawals. If a member is not able to take up their booking they may sell their ticket, through the trip organiser, to the next name on the waiting list.

b. If there is no waiting list, the member may be entitled to a refund of any entrance fees not paid in advance by the organiser. Coach costs cannot be refunded. If the trip organiser believes there are exceptional reasons why a particular member should have a refund, and there is no waiting list, the circumstances should be referred, in writing, to the Business Secretary for consideration by the Executive Committee

13 Under exceptional circumstances the trip organizer can accept cash, but a receipt must be given and a cash account maintained.

14 If under extreme circumstances the trip has to be cancelled after venue and transport non-refundable deposit payments have been made; then the balance cheques not already paid into the Ravenshead U3A Social Account can be returned directly, un-cashed. A receipt must be obtained from each member in respect of returned Cheques. All balance cheques paid into the Ravenshead U3A Social Account will require a refund cheque written from that account by the Treasurer/Other Signatory to the account. Cash will be returned only on the provision of a receipt from the member concerned.

15 If the member requires a ticket or confirmation ahead of the visit you should request a stamped addressed envelope with the booking payment.

16 If there is a financial surplus for the trip, any amount less than £1 per member should be retained in the Ravenshead U3A Social Account. Amounts in excess of £1 per member should be returned to the members, rounded down to the nearest 50p. The returned amount can be in cash provided a signed written receipt is obtained from the member concerned. [A pro-forma receipt form is attached

17 A full balance sheet **must** be completed for all trips and presented to the Executive Committee, via the Treasurer

B. Trips in shared cars

If members' own cars are used to go on a trip, it is suggested that 20p per mile should be paid to the driver, and that the costs of such payment, be shared by the passengers receiving a lift.

Example:

a. Trip distance calculated – 40 miles

b. Car passengers, excluding the driver, - 3

c. Total cost £0.20 x 40 x 2 (round trip) = £16.00

d. Cost per passenger £16.00 ÷ 3 = £5.30

However, it is recognized that such a payment is at the discretion of the driver.