



**Stanford-le-Hope and District U3A**

Title of Trip \_\_\_\_\_

Date of Trip \_\_\_\_\_

Name(s) of organiser(s) \_\_\_\_\_

**Hints and tips on organising day trips which involve collecting and spending members' money**

The Day Trips' Co-ordinator has receipt books, account books, access to the U3A mobile phone and U3A first aid kit which they will pass on to Day Trip Organisers once the Co-ordinator is aware of the trip and checked it. (See 8 below.)

Any money received or paid out **must not go** through a **personal bank account.**

<b><u>Issues to consider</u></b>	<b><u>Done or worked out (V)/not relevant (N/R)</u></b>
<b>1. Venue:</b>	
• <b>Exact cost of venue</b> ( <i>In print if possible</i> )	
• Checked <b>no extra costs/charges</b> ( <i>eg booking fees</i> )	
• Checked <b>details of facilities and accessibility</b> ( <i>including hire of mobility scooters if relevant</i> )	
<b>2. Coach/tour company if used:</b>	
• Obtaining <b>two quotations</b> is advisable	
• Is the coach company reliable ( <i>Have they been recommended/have you used them before/are they on a list provided by our U3A?</i> )	
• Have you got <b>company contact details</b> and <b>noted down</b> who you spoke to?	
• How many people are needed to make trip viable? ( <i>minimum needed – coach companies can often give you advice.</i> )	
• <b>Cost</b> ( <i>quote in print if possible</i> )	
• <b>Booking must be provisional</b> until you have met the <b>minimum number of members</b> who have paid to go on the trip.	
• <b>Deadline date</b> to let company know if you are going to use them.	
• <b>Date</b> when the company will <b>invoice the U3A.</b>	
• <b>Deposit:</b> is one required, if so <b>how much</b> and <b>when should it be paid.</b>	
• <b>Deadline date</b> to pay the company the <b>balance/full amount.</b>	
• <b>Name cheques</b> to the company have to be <b>made payable to.</b>	
• Find out if the tip for the driver is included in the quote. If so the Treasurer's advice is to ask for that to be removed and so be quoted a cheaper price. ( <i>This means you could charge eg £1.00 a person to give as a tip which may be refundable if the driver was disappointing or you could collect for a tip on the coach. Decide which one you will use.</i> )	
<b>3. Itinerary</b> – have you worked out an itinerary ( <i>including working out alternatives if there is bad weather if it is relevant</i> )?	
<b>4. Administration costs</b> to allow for /estimate:	
• Phone calls	
• Postage	
<b>5. Method of recording costs and calculations:</b>	
• Paper form	
• Spreadsheet ( <i>Excel</i> ) <i>There is a spreadsheet available which you could use either as a printed form or to do the calculations for you.</i>	
<b>6. Cost you are going to charge the members.</b> ( <i>Calculate it on the minimum number of people the trip needs to run. Always better to overcharge – you can pay back or keep in the Accounts.</i> ) <b>The trip must be self-financing.</b>	

<b>7. Which Stanford-le-Hope and District U3A Bank account will the money go through?</b>	
<ul style="list-style-type: none"> <li>Educational Trips <i>eg bird watching/museum</i> – <b>Stanford-le-Hope and District U3A</b></li> <li>Social Trips – <b>S-I-H U3A Social</b> (<i>Theatre trips and day trips without an educational element.</i>) <b>Check with the Treasurer if you are not sure.</b></li> </ul>	
<b>8. Timings:</b>	
<ul style="list-style-type: none"> <li>Where will the meeting points be? (<i>If not using a coach/mini bus</i>)</li> <li>Where will the pick- up points be? (<i>if applicable</i>)</li> </ul>	
<ul style="list-style-type: none"> <li>Times for the pick- up points. <i>Have you left enough time to get from one point to the other?</i></li> </ul>	
<ul style="list-style-type: none"> <li>Have you worked out the start and (approximate) finish times?</li> </ul>	
<b>9. For all day trip organisers:</b> Have you consulted with the <b>Day Trips’ Co-ordinator</b> who will check the calendar for trips to ensure there is not a clash of dates or more than one trip to this venue?	
<b>For first time trip organisers</b> for this U3A:	
<ul style="list-style-type: none"> <li>Have you <b>consulted the Day Trips’ Co-ordinator</b>?</li> <li>Have you got help from S-L-Hope and District U3A members who have run trips before?</li> <li>Have you got <b>your plans and costing approved by the Day Trip Co-ordinator</b>? (<i>If not you will not be able to run the trip.</i>)</li> </ul>	
<b>10. Advertising the trip to Stanford-le-Hope and District U3A members:</b>	
A message needs to be produced that you will give to the Website Administrator and Newsletter Editor ( <i>it will only be advertised if the Trip has been approved</i> ) – it needs to include:	
<ul style="list-style-type: none"> <li><b>Title of trip</b> – where it is going &amp; possibly purpose</li> <li><b>Date and times</b></li> <li>Clear <b>itinerary</b> (<i>eg is there a tour/meal included</i>) &amp; any <b>accessibility</b> or <b>mobility</b> issues</li> <li><b>Meeting place/pick up points</b></li> <li><b>Total cost</b></li> <li>Which <b>U3A bank account</b> cheques should be made payable to</li> <li><b>Deadline</b> for when to apply <b>if relevant</b></li> <li>Specify that members going on the trip by themselves are welcome and if they wish to go round with others – they should make themselves known</li> <li><b>Trip organiser’s contact details</b></li> </ul>	
<b>11 Collecting the money:</b>	
<b>There <u>must</u> always be at least 2 people in total dealing with the tasks of collecting the money and issuing receipts. If one of the people who was due to help is unexpectedly unavailable ask a member of the Committee to take their place.</b>	
If you wish to use a table at the General Meeting from which to collect the money you <b><u>must</u></b> inform the <b>Meetings Secretary</b> by the <b>Monday</b> of the week in which the General Meeting occurs. Money can only be collected at the break or at the end of the General Meeting.	
<b>Take a list of names members who book to go and keep a record of :</b> ( <i>Printed Form available</i> )	
<ul style="list-style-type: none"> <li><b>Membership number</b> or check up later they are members of our U3A – our members get priority on our trips.</li> <li>Record if a member of another U3A wants to go and the name of their U3A – they will get priority if there are any spaces on the trip.</li> <li>The names of any <b>non-members</b> of <b>Stanford-le-Hope and District U3A</b> need to be taken and <b>must be passed</b> to Day Trips’ Co-ordinator. (<i>Any non-member can only go on 2 of any of our trips/visits in total. If they want to go on more they have to join our U3A</i>)</li> <li>Each person’s <b>contact phone</b> number <b>must be taken</b>. (<i>In case of cancellation by the organiser or other problem.</i>)</li> <li>Make a note of the payment method they used and amount they have paid – cheques are preferred (<i>safer for both the trip organiser and the member.</i>)</li> <li><b>Note</b> down the <b>pick-up point</b> they want to use.</li> <li>Issue a <b>receipt</b>. (<i>Receipts not essential if paying by cheque but useful as a check against</i></li> </ul>	

<p><i>the list and speeds things up if the cheque gets lost.) Make sure there is carbon paper in the book. <b>Note down the name of the member/person booking, name of trip and method of payment.</b> You could also note down the contact phone number – so you have it down twice – useful if it is accidentally missed off the original list.</i></p>	
<ul style="list-style-type: none"> <li>• The <b>full cost of the money must</b> be taken from members at the time they book their place.</li> </ul>	
<ul style="list-style-type: none"> <li>• Refunds may not be available depending on circumstances. <i>If there is a waiting list they may be able to sell their place to another member.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• Do you want to ask people booking a place if they have any medical conditions that the trip leader should be aware of? If you do have a form ready to hand to them which they can complete and hand back. <i>Some trip leaders might want to ask for more information but remember to be tactful. There is a blank form available.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• It is advisable to operate a <b>waiting list</b> if the trip is over-subscribed – <i>this is especially useful if someone has to withdraw from the trip.</i> Our members have priority, then members of other U3As and then other non-members.</li> </ul>	
<p><b>12. Money to Treasurer:</b></p>	
<ul style="list-style-type: none"> <li>• <b>Total up</b> money and cheques yourself – <i>you must get <b>someone else</b> check the amount.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Total up</b> the money and cheques noted down on the list that was taken of people going on the trip – <i>again get <b>someone else</b> to check the total.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Check that the total amount of money and cheques match the amount you have noted down on your list.</b> You can do this at home if it is more convenient. If there is a discrepancy do not hand the money into be banked until the problem is sorted. If the two lists cannot be tallied speak to the Treasurer.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Hand the money and cheques to Treasurer ASAP</b> with <b>name of trip, date</b> and <b>your name</b> – this is the preferred option. If this is not possible bank it into the appropriate U3A account getting a receipt. <i>(The Treasurer will give you details.)</i> At the very latest it must be paid into the bank account a week after it was collected. The Treasurer (if not available the Assistant Treasurer) must be told where the money is, how much it is and when you intend to pay it into the bank/or hand it over to them if there is a few days delay. <i>(This is for insurance purposes and so our U3A can keep track of the money.)</i></li> </ul>	
<p><b>13. Booking Trip:</b></p>	
<ul style="list-style-type: none"> <li>• Keep a record of <b>when</b> you booked the trip/<b>who</b> you spoke to <i>(both venue and or coach)</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Invoice</b> copy for organiser and <b>original</b> for Treasurer. <i>(Cheques will not be issued without an invoice or relevant receipts being provided to the Treasurer.)</i></li> </ul>	
<p><b>14. Risk Assessment:</b></p>	
<ul style="list-style-type: none"> <li>• Fill out a <b>risk assessment</b> form. A blank form (with headings) for coach trips is available along with a partially completed one which you can alter to suit to save you time. <i>This is not as onerous or as time consuming as it sounds.</i></li> </ul>	
<p><b>15. Refunds:</b> There will be full refunds for people who can't go on trips <b>only in exceptional circumstances.</b> There may be partial refunds if the trip works out cheaper than expected and in that case you need to contact the Treasurer/Day Trips' Co-ordinator (allowing enough time for your figures to be checked and for them to go to the bank to collect the cash which is required) if you want to hand it back on the day of the trip (which is the easiest method – see 16 Trip Itself).</p>	
<p><b>16. Trip itself:</b> <i>(On any trip a <b>back-up leader is required</b> who has <b>duplicate details &amp; forms</b>)</i></p>	
<ul style="list-style-type: none"> <li>• U3A mobile phone <b>may</b> be available. <i>If you would like to use it contact The Trips' Co-ordinator to see if you can have use of it, allowing time to get hold of it.</i> Make sure members on the trip have a mobile phone number to contact the organiser in case of problems during the trip.</li> </ul>	
<ul style="list-style-type: none"> <li>• U3A First aid kit <b>may</b> be available. It is just a basic kit. <i>If you would like to take it contact The Trips' Co-ordinator to see if you can use it allowing time to get hold of it.</i></li> <li>• Replace any items you use in the First Aid Kit and check the dates of items in the box in case they need to be replaced.</li> </ul>	
<ul style="list-style-type: none"> <li>• Trip organisers <b>must</b> take an <b>attendance list</b> before the coach leaves at the start of the trip and check it with the names of people who booked to come.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Refunds:</b> <i>If more people have booked than estimated making the trip cheaper it is easier to <b>hand back refunds on the day of the trip in named envelopes &amp; get a signature (There is a form you can use for this)- keep the signatures. Record all refunds on your financial forms.</b></i> The Treasurer must be aware of refunds.</li> </ul>	
<ul style="list-style-type: none"> <li>• When the trip arrives at the venue the trip organiser should announce that any people by themselves are welcome to go round with the organiser or a specified group of people.</li> </ul>	
<ul style="list-style-type: none"> <li>• The trip organiser <b>must</b> clearly <b>verbally state the time and place for the return departure</b> when the coach arrives at the venue. <i>(Even if written details have been issued)</i></li> </ul>	
<ul style="list-style-type: none"> <li>• Take an <b>attendance list</b> or do a <b>head count</b> before the coach <b>leaves</b> the venue to go home.</li> </ul>	

<b>After the trip</b>	
<ul style="list-style-type: none"> <li>• Check the U3A First Aid kit if taken as mentioned before. Hand it back to the Trips' Co-ordinator along with the U3A mobile phone if you have taken that.</li> </ul>	
<ul style="list-style-type: none"> <li>• Also hand back to The Trips' Co-ordinator receipt book(s) and account books</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Feed back</b> to the Day Trips' Co-ordinator any useful information/opinions about venue/coach company/trip organisation and problems encountered if relevant.</li> </ul>	
<ul style="list-style-type: none"> <li>• Selected photos taken on the trip and written report could be sent to the Website Administrator and the Newsletter Editor for publication.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Risk assessment forms</b> need to be kept for a <b>year afterwards</b> in case of claims</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Financial forms</b> about the trip need to be given to the Treasurer.</li> </ul>	

### Coach Companies

<u>Coach Company</u>	<u>Contact details</u>	<u>U3A member who has used them</u>	<u>Number of people on their transport*</u>
Kirbys	01268 777777 <a href="http://www.kirbyscoaches.co.uk/private-hire-and-company-information.asp">http://www.kirbyscoaches.co.uk/private-hire-and-company-information.asp</a>	Maureen Nash	48 seater coaches
Reliance	01268 758426 <a href="http://www.reliancecoaches.co.uk/our-fleet.php">http://www.reliancecoaches.co.uk/our-fleet.php</a>	Colin Munro	8 & 16 seater minibuses 24,29,33,49 & 68 seater coaches
Keane Travel	01375 673658 <a href="http://keanetravel.co.uk/coach-hire/2243064">http://keanetravel.co.uk/coach-hire/2243064</a>	Sue Green	17 to 49 seater coaches
Flavin	01268 581666 (Located at One Tree Hill)	No member so far	16 to 57 seater coaches

**\*This is a guide – contact the firm to find out what is currently available including checking accessibility**

### Organising trips with other U3A groups

If you run **any** trip along with **another U3A group** (even if it is on an informal basis) The Day Trips Co-ordinator **must** be informed of this.

As trip leader of our U3A you must establish which U3A is going to be the lead organisation so that in the unlikely circumstances of there being a problem it is clear which U3A organisation is going to deal with it (eg fill out accident forms or claim on the U3A insurance.) **This is the case even if you belong to both U3A groups because the key factor in this case is identifying the organisation which will be taking responsibility.**

If you go on trips on a regular basis with this other U3A and due to circumstances Stanford-le-Hope and District U3A is always going to have the responsibility to lead, the Day Trips' Co-ordinator must be informed and agree.