Stanford-le-Hope and District

Must do checklist for All Day Trip organisers for trips involving 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 if they are available *(depending if other leaders have them)*, **once the Day Trips' Co-ordinator is aware of the trip and checked it.**

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

Issues	Done
Planning the Trip:	
• **Consult** with the **Day Trips' Co-ordinator**. ***You cannot advertise the trip, take bookings or handle money for the trip until this has been done.***	
• Get a **quote** for the coach. *If the tip for the driver is included in the quote the Treasurer's advice is to ask for that to be removed and so be quoted a cheaper price. Decide how to tip the driver.*	
• Find out **venue costs** for the number you are expecting to take (*if relevant*.)	
• Research **accessibility** and possible hire of mobility scooters	
• Work out the **total cost** you will charge **each person** going on your trip. *(There is a spreadsheet available to help.)*	
• Make sure you know which bank account the money will go through – (**Educational trips** eg bird watching, museum trips **'Stanford-le-Hope and District U3A'**/**Social trips** eg theatre and general visits not linked with an educational interest group **'S-L-H U3A Social'**	
• **Advertise** the trip making it clear which **bank account** to make cheques payable to, **accessibility** and include details any **itinerary**.	
Collecting the money:	
• Contact the **Meetings Secretary** by the **Monday** before the General Meeting if you require a table at the Meeting so you can collect money. Can only collect at break and after meeting.	
• **2** people in **at least** are required to collect money and issue receipts.	
• List the **names** and **membership numbers** of our members who book to go. *(S-L-H & District U3A members take priority over non-members.)* Operate a waiting list of members if the trip is oversubscribed.	
• List the names of any member of another U3A and the **name of the other U3A**. *(If there are spaces on the trip they get priority before non-members.)*	
• The names of **non-members** of Stanford-le-Hope and District U3A need to be taken and **must** be passed to **the Day Trips' Co-ordinator** ASAP. *(Any non-member of the can only go on two of any of our trips in total.)*	
• Each person's **contact phone** number **must be taken**. *(In case of cancellation by the organiser or other problem.)*	
• Note the **method** they have used to pay (*cheques are preferred*) and the **total amount** paid. (*The full amount must be paid at the time they book but they may book for several people.)*	
• Issue a **receip**t.	
Money to Treasurer:	
• **Total up money** and **cheques** – *2 people at least to do this.*	
• **Total up** the money and cheques noted down on the **list** that was taken of people going on the trip and the amount they paid. *2 people at least to do this*	
• **Tally** the total of the money/cheques and the total of money on the list. You can do this at home if it is more convenient. If there is any discrepancy do not hand the money to be banked until the problem is sorted. If the two lists cannot be tallied speak to the Treasurer.	
• Hand the money to the Treasurer as soon as possible with the name of the trip, date and your name *(preferred option.)* If this is not possible bank it yourself into the correct bank account ASAP yourself, getting a receipt. **The money must be in the bank at the very latest a week** after it has been **collected**, but should be in the account before that if possible. *If there is to*	

be a few days delay inform the Treasurer of the amount, when you intend to pay in the money or when you will hand it over for the Treasurer to bank.	
Booking the trip:	
• Keep a **record** of when you booked the trip /**who** you spoke to *(both venue and coach.)*	
• Note down **details** of any deposits, who to pay cheques to and deadline dates for payments.	
• **Invoice original goes to the Treasurer** and keep a copy for yourself. ***A cheque will not be written out if you have not collected and banked enough money or have not provided the Treasurer or whoever is standing in for him/her with relevant invoice(s) or receipt(s) for the amount you are asking for.***	
Risk Assessment:	
• Fill out the **risk assessment form**. *There are blank forms available for coach trips along with a partially completed one to help you.*	
Trip itself: *(There must be a **back-up leader** organised for any trip with duplicate details & forms)*	
• Trip organisers must check **attendance** against the list of people who booked to go before the coach leaves at the start of the trip.	
• People on the trip must be given a **mobile phone number** *so they can contact the trip organiser in an emergency.*	
• If trip cheaper than expected best to hand out **refunds on day of trip**. Treasurer to be aware.	
• When the coach 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.	
• On arrival a **return departure time and meeting place** must be given.	
• Check the **attendance list** or do a **head count** before the coach leaves the venue to go home.	

After the trip:	
• Hand back to the Day Trips' Co-ordinator the pack *(eg receipt book/s and account books.)*	
• Give **feedback** to the Day Trips' Co-ordinator any useful information/opinions about venue/coach company/trip organisation and problems encountered if relevant.	
• Selected **photos** taken on the trip and a written report could be sent to the Website Administrator and the Newsletter Editor for publication.	
• The **risk assessment form** must be **kept** for **a year** after the trip – in case of any claim.	

Useful Information on Local Coach Companies

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

This is a guide – contact the firm to find out what is currently available and check 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.***