

Wendover U3A Charity No. 1083897

Day Visit Information

Why Your Committee are asking for this Information.

Extracts from the Third Age Trust Committee Handbook

“THE ORGANISATION All activities whether organised by an individual or a small sub-committee should be approved in advance by the main U3A Committee and where there are any contracts or agreements they must be signed by a trustee on the committee on behalf and in the name of the U3A. In addition, all the financial arrangements must be overseen by the treasurer on behalf of the committee. Such activities, once the main committee has given its approval, are usually planned by an organiser or a small committee”

“*All cheques should be made out to the U3A and to the U3A social account specifically if one exists, not to the organiser”*

All bookings must be made in the name of Wendover U3A

Cheques should be made payable to Wendover U3A Travel.

Please complete this form and return it to Belinda Horn **before any money is collected** from U3A Members.

Mrs Belinda Horn 20 Bryant's Acre, Wendover HP22 6JZ chairman@wendoveru3a.org.uk

Date	Destination(s)	
Group Name		
Visit Organiser's Name		
Contact Details		
Form of Transport		
Name of Company		
Individual's cheques/card payments to:	Wendover U3A Travel	The above named company
Educational purpose of the visit		
Approximate Costs per person	£	
Approximate Number on Visit		
Is this visit open to the group only?	Yes	No
Is this visit open to the whole of Wendover U3A?	Yes	No
Likely to be offered to other Local U3A's at a later date	Yes	No
Are there any free bonuses e.g. admission for group leader	Yes	No
Please detail the bonus and how it is to be shared.		

Thursday 25th October