

Wendover U3A Holiday 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-“

“HOLIDAYS As far as U3A holidays are concerned, the only safe way to organise them is through a travel agency/tour company so that you are fully covered by their liability insurance. A decision to organise a holiday yourselves could leave you personally liable in the event of a claim for any damage or accident that might occur as you would have no insurance to protect you. In addition, it is recommended that where possible payments are made on an individual basis, directly to the company and not to the U3A. “

All bookings must be made in the name of Wendover U3A

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

Dates	Destination(s)		
Group Name			
Visit Organiser's Name			
Contact details			
Form of Transport			
Name of Travel Company(s)			
Individual's cheques /card payments to:	Wendover U3A Travel	The above named company	
Educational purpose of the holiday			
Approximate Costs per person	Single Supplement		
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.			