

VISITS

Many groups like to arrange day visits or occasional overnight trips to further their interest and study. If possible try to book these on dates that do not clash with another group visit so that members have the opportunity to attend as many events as possible. You can check this by looking at the Diary page on the website or by contacting a committee member.

In line with u3a guidelines "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." In order to comply with this and before you make a definite booking or collect any money please complete the relevant Day Visit or Holiday form. These can be found on the Convenors Handbook section of the website and should be returned to the Chairman at a Main Meeting or chairman@wendoveru3a.org.uk The Convenors Handbook also contains a template for creating a booking / receipt form which can be amended to suit your circumstances and which you may find helpful.

INSURANCE COVER FOR TRIPS AND HOLIDAYS - the following clarification is given by the u3a

1. Day Trips: travel only, open to all members of the u3a – covered by u3a Public Liability Insurance.

2. Study Group overnight trips: travel and accommodation, open to study group members only – covered by u3a Tour Operator Liability Insurance.
(The organiser could be considered under Group Package Travel Regulations to be the tour operator and therefore liable for any damages or accidents that might occur. So in order to safeguard group leaders, the Trust has arranged insurance which will protect them should anything untoward happen).

3. Holidays: open to all members of the u3a – no u3a insurance.

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.

Please note - When organising day events or overnight trips, care should be taken in making any prepayments, as there is no insurance provided to protect you should the supplier go out of business. However, using a credit card for these purposes does offer some protection.

Insurance cover provided by the u3a does not include personal accident/injury or travel insurance, both of which are the personal responsibility of each u3a member to take out.

VISITS AND FINANCE

The Treasurer often gets involved in the financial aspects of outings, trips, holidays, Christmas lunches, etc. organised by groups. Historically, because these events had a more social aspect to them the Charity Commission did not take an interest in their finances so we handled them via a separate account which we refer to as the Travel Account. Although we do now have to declare the financial aspects of these activities to the Charity Commission, we choose to continue to handle them via the travel account. This is why we ask for any cheques members give us for these events be made out to Wendover U3A Travel.

If you are involved in organising one of these events, getting the figures exactly right is not always easy so it is worth adding a little extra to your estimated cost per traveller/attendee. This will cover any unexpected outlay. Any surplus after the event can always be added back to group funds.

We now have the facility available of members paying for these events by debit/credit card. If you would like to offer this for your event please let the Treasurer know so that we can set it up.

Where the cost of the trip runs into hundreds of pounds per traveller, as for instance in the case of holidays, we prefer payments to be made directly from the traveller to the holiday company. This generally involves cheques being made out payable to the holiday company rather than to Wendover U3A Travel. Again please discuss this with the Treasurer if you need guidance.

Ask the booking clerk of your venue choice to invoice the Wendover u3a Treasurer direct (most local venues are used to doing this) and the invoice will be paid directly to the venue. Please also let the Treasurer know you have made a booking/bookings so he recognises the invoice when it arrives with him. Payments to venues can be made via Bacs Payment Schemes Limited (Bacs). The Treasurer's email address is treasurer@wendoveru3a.org.uk

Any free places should be shared between the participants.

Cheques - where a cheque is altered in any way, the payer must initial the change. However, the bank will no longer accept ANY change to the payee.