



INTEREST GROUP OUTINGS

For Whitby Whaler u3a

Introduction

This document describes the procedure to follow when arranging an Interest group Coach Trip or Car Share Outing. If you have any questions, please contact the Treasurer.

Procedure

1. The Treasurer or deputy Treasurer to be involved in the costings of all outings. This **must** be prior to the cost being advertised.
2. Any free tickets to be built into the cost of the outing.
3. All outings to be self-funding, any profit to be refunded where practical.
4. All payments to be made in the name of the u3a. if a personal cheque or card is used the person could become personally liable.
5. If a deadline is required for a visit this will be given at the time of advertising.
6. Non – members are not allowed on outings.
7. Payment to be collected in full at time of booking. A receipt **must** be given for cash.
8. Bookings for outings and coaches **must** be made in the name of Whitby Whaler u3a. the organiser to give his/her name as the contact person.
9. Bookings can only be closed before the deadline if no larger coach is available or the venue/ticket capacity is reached.
10. Coach sizes can be flexible according to demand. It is the responsibility of the organiser to increase/decrease the size according to demand and to obtain the new price.
11. Spare seats can be advertised to the whole u3a via the social/coffee mornings, the Newsletter – email and paper
12. Member's cheques and cash, along with banking form should be passed to the Treasurer when the outing is full and they have **all** been collected.
13. If a member cancels prior to the deadline, unless tickets have been purchased, they receive a full refund.
14. If after the deadline members find they cannot attend it is their responsibility to find a replacement as no refunds can be made. This must be a current member of the u3a. They must inform the organiser of their replacement details prior to the trip.
15. After all the cheques have been banked, on request the Treasurer supplies a cheque or makes a payment covering the cost of the outing.
16. To comply with insurance requirements, names of everyone attending must be passed to the Membership Secretary **prior** to the outing.

17. Prior to the trip the organiser to provide the Treasurer with a summary of expenditure including coach cost, venue cost etc so it can be calculated if a refund is due.
18. Incident forms to be carried & completed by organiser for all incidents/accidents. To be sent to the Secretary if used.
19. Mobile numbers should be obtained for all people attending.
20. Organisers to ensure all members on the outing have the organiser's mobile number.
21. Organisers to ensure that they have the coach driver's mobile number and that he/she has theirs.