



SOCIAL ACTIVITIES OUTINGS POLICY

For Whitby Whaler u3a

Introduction

This document describes the procedure to follow when arranging a Social Activity Outing. If you have any questions, please contact the Curriculum Organiser or Treasurer.

Outings should not be arranged to clash with any full member invitation e.g. AGM, Social Morning.

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 price of the outing.
3. All outings to be self-funding, any profit to be refunded where practical.
4. Social Activities are immediately open to all members and must appear on the Social/Coffee morning notices, and in the Newsletter email and paper copy.
5. If a deadline is required for a visit this will be given at the time of advertising.
6. If a member cancels on the day of the outing and a different member turns up the secretary to be informed immediately and prior to departure.
7. Non-members are not allowed on outings.
8. Payment to be collected in full prior to the outing. If an outing is paid with cash a receipt **must** be given.
9. Bookings for outings and coaches **must** be made in the name of Whitby Whaler u3a. if a personal cheque or card is used the person could become personally liable. The organiser to give his/her name as the contact for the booking.
10. Bookings can only be closed before the deadline if no larger coach is available, or the venue/ticket capacity is reached.
11. Coach sizes can be flexible according to demand. After the organiser has booked the initial size and price, it is the responsibility of the organiser to increase/decrease the size according to demand and to obtain the new price .
12. Member's cheques and cash should be passed to the named Convenor dealing with the finances, when the outing is full and they have **all** been collected, along with a banking form detailing all on the trip.
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. 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. Names of people attending as well as next of kin must be passed to the Membership Secretary **prior** to the outing, otherwise the insurance for ALL those attending could be compromised.
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. A register listing names & membership numbers to be completed for each outing and submitted to the Treasurer.
19. Incident forms to be carried & completed by organiser for all incidents/accidents. To be sent to the Secretary if used.
20. Mobile numbers should be obtained for all people attending.
21. Co-ordinators to ensure all members on the outing have the organiser's mobile number.
22. Co-ordinators to ensure that they have the coach driver's mobile number and that he/she has theirs.