



## Guidelines for Trips

Trips may be arranged from time to time, open either to the whole membership or for an interest group only. These guidelines aim to help organisers.

March u3a trips are open to all members. Group trips are open to Group members and tasters of that Group. In order to fill seats and make a trip viable places may be offered to members of another Group or another u3a. Preference must always be given to members of March u3a.

Non-members may not attend unless permission has been given by the Committee of March u3a. Carers who are non-members may attend but will pay full costs of the trip.

The organiser will normally attend the trip. If they are unable to do so a deputy should be appointed. Someone has to be in charge.

Select the venue and find out the costs. If transport is required try a couple of providers to compare price. March u3a has a subscription to FACT bus which can be used for shorter journeys. If transport is to be by car sharing the organiser should establish the distance in advance and notify every one of the costs at the u3a standard rate.

Research the venue for suitable facilities and then collect names advertising the full cost of the trip which will be the sum of venue costs and transport divided by the number of participants. All payments need to be collected before the date of the trip. If possible make payments through the March u3a account.

Cancellations after payment cannot be refunded unless seats can be resold.

Send participants a note of departure time, pick up venue and other necessary information, e.g. bring your National Trust membership card.

If a restaurant visit is part of the trip circulate menus where possible. Some venues like to know in advance what is required. Keep a note of what people order as they often forget.

Compile a list of participants and their emergency contact numbers in case of need. These are on Beacon if members have provided them. If it is not on Beacon then ask for one.

Arrive at the pick up point early with your list. Mark names off as they board.

Try to leave on time. If someone is late ring them to find out where they are. It is unreasonable to make others wait more than ten minutes. If someone misses the transport they cannot be refunded as this would result in the trip making a loss.

Enjoy the day.

Tell participants what time the transport leaves. Count participants back onto the transport. Contact any latecomer by phone.

Arrive back at starting point. Make sure everybody has a lift home.

In the event of an emergency or accident during the trip please follow the emergency guidelines.