



*Malmesbury and District U3A*

## OUTINGS

### GENERAL PRINCIPLES

This applies to coach trips which are open to all members of M&D U3A and which involve any payments in advance.

**Before any trip is advertised the details and costings must be presented to the Committee for approval. The Committee meets on the 3rd Monday of the month (except in Aug and Dec).**

### ARRANGEMENTS AND DEADLINES

- When members book a place they should fill out a standard form to include contact details.
- No bookings should be made until money has been collected from interested members.
- Allow time to advertise the trip in the Newsletter, the Bulletin, at one (or more) monthly meeting and on the website.

N.B. Newsletters are produced 4 times a year.

The Bulletin comes out in months when there is no Newsletter.

Monthly meetings take place on the 4<sup>th</sup> Thursday of each month, except July, August and December.

Contact [webmaster@malmesburyu3a.org.uk](mailto:webmaster@malmesburyu3a.org.uk) with details for the website.

- The information sent out must make it clear what is included in the price (Guidebooks, maps, meals etc) and what facilities for refreshments are available are at the venue.
- Non-members who are travelling with a member are welcome to join the trip **if there are spaces**. Members of M&D U3A take priority.
- Those non-members who are not a member of another U3A will not be covered by the Third Age Trust insurance, **so must purchase Temporary Membership** (currently set at £2 per day). The Group Leader must record the transaction and forward the fee, the name and other details to the Treasurer.
- Note that TAT insurance restrictions prohibit the participation of minors (i.e. anyone under 18.) in any U3A activity.
- The organiser should confirm with members, after the deadline, that the trip is going ahead and at that stage give any extra details / mobile phone contact for the day.

## **FINANCE**

- A budget should be set based on the expected / minimum numbers of attendees. This should take into account all expenses including a tip for the driver (estimated at £1 per head).
- This budget should be set based on all attendees paying, including the leader ( as National U3A Guidelines).
- The organiser must find out the latest date that money needs to be paid to confirm the booking, with both the venue and the coach company, as well as the latest date to make changes to the numbers attending.
- A deadline must be set to give plenty of time to meet the payment deadline, enabling you to open the trip to non-members if necessary.
- If too few people have applied by the deadline the trip must not go ahead if it would expect to make a loss.
- Money paid for a trip will in general be non-returnable. If a member cancels the following steps should be taken (in this order):
  1. The Organiser should be contacted so that the place can be offered to anyone on a “waiting list” (if there is one)
  2. The member should try to find another member who might like to go
  3. If the place is not filled the member will lose their money
  4. If the cancellation is unavoidable it will be left to the discretion of the organiser to return the money paid if there is money available from that trip.
- All payments should be made by cheque (payable to “*Malmesbury & District U3A*”) and sent to the organiser with a completed application form.
- If there as an excess of more than £5 per head the organiser and the treasurer will discuss reimbursement.

**Revised:** *January 2019*

**Next Revision:** *No later than January 2022*