

Running an Interest Group Trip

This is designed to help group leaders who are planning a trip which needs to be paid for in advance. (They do not apply to trips that are paid for by individuals when they arrive.)

Purpose

Running a trip can seem a daunting experience. This is intended to provide help and support for anyone running a trip or event on behalf of Scunthorpe and District u3a. Much of it is common sense. Remember, the committee are there to help and support you.

Planning a trip takes a long time, so the process needs to be started in plenty of time. Before running a trip, an itemised budget should be prepared and minimum numbers determined to ensure it will be viable.

Members need to be made aware of when deposits and balance must be paid. There needs to be a clearly stated cut off point after which no refunds can be given and members need to be made aware of this when booking a trip.

At the end of a trip or event, the group leader needs to prepare an income and expenditure report which will be submitted to the treasurer at the end of the year along with the annual accounts for that year.

General

- Before planning a trip, the level of interest among members needs to be determined.
- Once this is done, the costs of running the trip needs to be established and a budget worked out to determine how much to charge and how many members are needed to make it viable.
- Trips need to be self-funded. Ideally, they should break even, or even make a slight profit. Members need to be made aware that a trip will be cancelled if there are insufficient members
- If arranging a trip, Group Leaders should not pay any sums due by issuing their own cheque or paying online through their own account unless approved by the members of the group and the Treasurer.
- A simple income and expenditure account should be prepared after each trip.
- Decide on a time frame for collecting money and let members know the deadline for paying. There needs to be a clearly stated cut off point after which no refunds can be given.

And finally:

Anyone needing additional help or support in attending a meeting or going on a trip should arrange for a friend, relative or carer to accompany them. The group leader needs to know if they are bringing a non u3a member.