

Guidelines for Organisers of Special Events / Excursions

Any proposed events or excursions (other than group-based activities) open to all U3A members and their partners should be submitted to committee to verify there are no clashing activities.

The organiser of the proposed event should then follow guidelines as below:

1. If necessary, the proposer may make a provisional announcement on the noticeboard and in the newsletter to test for potential interest before committing to firm dates and costs.
No deposits or other monies should be taken at this stage.
2. Announcement / confirmation of the planned event should be made on the noticeboard at two monthly meetings and in the corresponding monthly newsletters, allowing at least 2 weeks further notice of the event to provide adequate time for bookings to be made.
3. Before taking or committing any payments, the treasurer should be consulted.
4. The announcement should specify all individual costs and deposits, dates due, and to whom payment should be made. Payments received must be recorded on a register as a minimum.
For amounts in excess of £5 it is recommended that a receipt or ticket is given confirming the date and time of the event. If payments are non-refundable should a member withdraw this should be made plain in writing, although there should be no restriction on transferability.
Non-refundable deposits should not be taken unless the full cost is already known and specified.
Where entry fees are to be paid by individuals, rather than through group entry, this should be stated and the cost of entry recorded as part of the announcement.
5. The announcement should also include information regarding the likely start time and duration of the event, and whether any special considerations regarding accessibility or suitable clothing may apply.
Arrangements regarding late cancellation due to inclement weather or other unforeseen circumstances should be considered.
6. It should be made clear if the event is open to other than U3A members and their partners, and under what circumstances (e.g. to ensure a full coach). Preference should be given to U3A members.
7. Where possible full details should be given at the time of announcement, and in all cases at least two days before the event. All participants should be made aware (preferably by email or in writing) of:
 - * Exact meeting place – clear to avoid all possibility of confusion
[eg if there are two entrances, or to distinguish between inside/outside, or paid/not yet paid entry]
 - * Date, start time, duration and expected time of return
 - * If shared transport is planned, how this will be allocated (avoid unforeseen shortage of car space)
 - * Access constraints, suitable clothing (with reference to footwear & waterproof clothing as needed)
 - * Availability of refreshments or need for packed lunch etc.
8. For untested trips (not externally arranged) a “dry run” is recommended to check logistics, timing and to try to avoid unforeseen difficulties.