

## Wellingborough and District U3A

### Study Trips Policy

The aim of a Study Trip is to improve and develop knowledge in a particular subject. It is not a holiday.

Therefore when organising a Study Trip the following apply:

- The trip is open to study group members only.
- The organiser will be the group leader.
- The trip can be a day trip or include an overnight stay.
- To protect the organiser the Third Age Trust has arranged Tour Operator Liability Insurance. This covers Third Party Liability, the organiser and member to member cover.
- Personal accident, injury or travel insurance are the responsibility of each U3A member.
- When making a prepayment care should be taken as there is no insurance provided that protects against a supplier going out of business.
- All money for a trip should pass through the U3A account.
- The cost saving from any free trip / entrance fees should be split between all those attending.
- A non-refundable deposit should be taken .
- If an attendee cancels in sufficient time it may be possible to refund some of the cost but most likely not the deposit. The attendees need to be given a cancellation date after which no refund will be given.
- If needed members from other U3As may be invited.
  
- The names of those travelling together with contact numbers and the itinerary should be emailed to a nominated officer before departure. This data is collected solely for the purposes of the trip .

The treasurer can help with costing a trip, determining if a contingency mark up is required, deciding on a deposit and on a cancellation deadline date.