

GUIDELINES for U3A EVENTS ORGANISERS

Your committee does greatly appreciate, encourage and welcome those who wish to organise events such as coach outings , group holidays , etc. However, because considerable sums are often involved in such events, we must adhere to certain guidelines, and final payment for the event must be paid by a cheque from the U3A and NOT from private funds. The committee would therefore appreciate the cooperation of organisers in the following:

1. Proposals for events should FIRST be discussed with our Events co-ordinators, (currently Shirley Cawthra and Pat Vermes).
2. Our experience is that it takes considerable time to collect the money for tickets from all participants, and, in the case of holidays, a deposit (usually non-refundable) has to be paid well in advance of the event. Therefore, organisers should work on the basis that at least two clear monthly meetings are needed from the date of announcing the proposed event, and the event taking place.
3. At the time of initially proposing and announcing an event the organiser must be in possession of full details. Typically these would include:
 - i) Cost of tickets or entrance.
 - ii) Cost of transport if applicable, including £1 per person driver's tip.
 - iii) Time and place of departure and return, if appropriate.
 - iv) Any parking arrangements.
 - v) Latest date by which FULL payment must be received by the organiser from all participants. This should be at least two weeks before payment or deposit is required by the organisation concerned. Cancellations will be at the discretion of the organiser.
 - vi) The minimum number of participants needed for the event to be viable.

N.B. Events may be open to members of other U3A groups.

4. BEFORE any payment for tickets or deposits etc. may be made to the organisation concerned, the organiser must have received FULL payment for tickets etc. from ALL participants and the minimum number must have subscribed.

5. Payments (by cheque, except in exceptional cases) must be made payable to "Cheadle Hulme U3A-Events". Once all appropriate monies have been

received and passed to the Events co-ordinator, the organiser can request a cheque payable to the organisation concerned for the tickets etc.

6. IN NO CASE WILL THE VALUE OF THE CHEQUE ISSUED EXCEED THE AMOUNT ALREADY COLLECTED.

7. Once the closing date (see 3.v) has been reached, should insufficient members have subscribed and paid in full, the proposed event must be reviewed, and if it is decided to cancel, money should be refunded to those who have paid.

8. The organiser must keep an accurate record of those who have paid, and the amount.

An **EVENT: INCOME** form will be provided for this purpose when the co-ordinator is informed of the proposed visit. An appropriate form will be available for the organisers of holidays.

9. *Small* surplus amounts can remain in the Events account.

10. Two Accident report forms will also be given to the organisers with the forms mentioned above.

11. The organiser should provide everyone with her/his mobile 'phone number in case of delays or other problems.

12. The organiser should obtain ICE phone numbers from each member, either beforehand or on the day.

N.B. These guidelines will be displayed on our website. Members with no access to the internet may apply for a paper copy.

The guidelines will be circulated to all group leaders, and a copy made available to all members at the monthly meeting.

N.B. These guidelines are meant to be helpful; if you have any problems with them, please have a word with Shirley or Pat.