



Policy – Trips and Events

Introduction

Whittlesea U3A Inc. has a number of trips and events which are organized because of similar interests.

Purpose

The purpose of this policy is to document the framework that will be followed when organizing trips and events advertised through Whittlesea U3A Inc. and is subject to change as approved by the Committee of Management.

Policy

This policy applies to any trips and events which are advertised formally through Whittlesea U3A Inc.

Procedures

1. Whittlesea U3A will ensure that as part of the enrolment program all trips and events will be included on the class program and members will need to enrol on the system as normal, either online or assisted through the office.
2. Whittlesea U3A Inc. will collect all payments for these trips and events. Members will have the option of making part payments providing the total sum is paid prior to the cut-off date. The cut-off date will be agreed by the Committee of Management and the leader/organizer of the activity.
3. Whittlesea U3A Inc. will place collected monies into a Whittlesea U3A Bank account solely nominated for this purpose. Payment for trips/events can be completed through current payment options.
4. Whittlesea U3A Inc. will provide the leader/organizer with an advance at set up time to purchase items prior to the event. This amount of cash will be agreed on by the Committee of Management and accounted for on finalization of the trip/event bookings. It is essential that receipts are kept for all purchases.
5. When a trip is longer than a single day, and money is required to be collected by Whittlesea U3A, the Committee of Management needs to approve the pre-planned trip prior to that trip being listed in the class calendar.
6. As with other Whittlesea U3A Inc. events, withdrawal from the activity will need to be completed by advising the office, who will advise the class coordinator within the time specified by the leader/organizer.
7. Rules for non-members:
 - The Committee of Management may decide to enable non-members to participate in trips and events, however they will not be entitled to enrol in other courses or classes.
 - Non-members are required to pay an additional fee in excess of the trip/event fee, which will be approved by the Committee of Management. A mechanism will be configured in the membership system to allow for non-members to make payment of both the additional fee and the trip/event fee.
 - Non-members are required to be listed in the membership system but they will not be active members. All enrolments for non-members must be completed by the Office.

8. Refunds:

- Members will be fully refunded should a trip/event be cancelled.
- Members may be refunded less an administrative fee if they withdraw before the payment cut-off date.
- After the payment cut-off date, the member will not be refunded unless a replacement can be found.
- The above will apply to non-members with the exception that the additional fee will not be refunded.

Responsibilities

1. Whittlesea U3A Inc.'s Committee of Management is responsible for:

- Developing, adopting, implementing and publishing this policy.
- Collecting and banking all monies relating to the event as outlined in the policy.
- Payment of invoices submitted by the leader/organizer of the event as part of that event.
- Ensuring that enrolment of the event is maintained as part of the class courses guidelines.
- Ensuring that members are provided with equal opportunities with regards to participation in the trip or event.

2. Whittlesea U3A Inc.'s Secretary is responsible for:

- Receiving enquiries about this policy and complaints about a potential breach of this policy.
- Bringing a complaint before the Committee of Management for investigation and resolution.

3. The trip/event leader/organizer is responsible for:

- Providing all details necessary to the smooth organization of the trip/event to the Committee of Management at the time of advertising.
- The organization of the event including all elements stated in the itinerary.
- The provision of all accounts to the Committee of Management for quick payment.
- Ensuring all members are provided with equal rights under the guidelines as set out for the management of classes and courses.

Authorisation

This Policy was updated in March 2019 and approved by the Committee of Management of Whittlesea U3A Inc.

This policy will be published by the Committee of Management of Whittlesea U3A Inc. on it's website within 4 weeks of the date of this authorisation.

Policy Review

This Policy will be reviewed at least annually or when circumstances change.