

## **FERNDOWN U3A VISITS & EVENTS POLICY**

Ferndown U3A may from time to time organise visits and events (V & E) outside the regular programme of Group meetings.

An Event is defined as a local function which does not include travel.

A Visit is defined as a function taking place outside the local area and where travel arrangements are normally included. This includes Study Visits both in and outside the United Kingdom where hotel accommodation is included.

The V & E Sub-Group is responsible for evaluating the viability of any proposed Visit or Event which is open to the whole membership of Ferndown U3A.

The V & E Sub-Group have a mandate to ensure that the costing is as near as possible to an overall break-even result.

Visits organised for and on behalf of a Group and confined to the Group members alone will be the responsibility, both practical and financial, of the Group Leader or their nominee.

In order to give priority to members, V&E will be publicised by email and a notice board poster for a period of 2 weeks on a first come – first served basis.

Applications will be accepted only on the appropriate form with the relevant deposit payment – either by cheque or bank transfer. No member will be included until such deposit and form have been received.

If at the end of that period vacancies exist, these can then be offered to spouses, partners or friends of members, also on a first come -first served basis. For major visits involving hotel accommodation, non-members will be required to pay a Vacation Membership supplement which will then include them in the Third Age Trust public liability insurance scheme.

Deposits are non-refundable except in the case of cancellation of the Visit / Event.

Once a balance payment has been made, no refund will be made except where there is a waiting list, a member of which is prepared to take over the reservation.

In all cases, members are advised to be in possession of Travel Insurance to cover cancellation and medical emergencies.