DAY TRIP GUIDELINES:

This committee is responsible for choosing day trips that conform to ALL’s purpose of providing educational and social activities for our members. Suggestions are welcome from the membership but the committee makes the decision on the places and the number of trips that seem appropriate.

Assignments are made for one or two committee members to take charge of each trip. These people then work independently to plan all details of the trip. Committee members can revolve in and out if they have a trip idea to pursue and only wish to do one trip.

These duties include:
Contact destination: price, method of payment, etc.
Reserve number of tickets you hope to sell, obtain the latest date you can cancel and return unsold tickets without penalty. If down payment is requested, get the due date and the final payment date.
- Meal decision, restaurant, price, min/max people
 Obtain dates when final count is due and if down payment is due. Discuss method of payment: credit card or check.
- Contact bus: time schedule, itinerary, get cost
Refer to the Parkside Bus Contract sheet. Call the bus company for availability and a cost estimate (compare this with the contract sheet). Ask if there is any gasoline surcharge. The bus company will need to know the pick-up place, destination and number of hours before they can give an estimate. Notify ALL office staff after a decision is made and she will issue a Purchase Order to confirm.
- Cost out trip
Determine all costs of the trip for a per person charge. Divide costs, estimating how many tickets you think will actually be sold; usually 5 less than amount reserved. Charge for non-members should be $5 more than members.
- Prepare flyer
The flyer should include date and description of trip, adding any interesting or helpful information about the destination, such as amount of walking. Include a reservation deadline, and ask for e-mail address, city they will get on the bus, and emergency contact. Finished flyer goes to ALL office staff and she will send it to Duplicating. Allow one week for completion.
- Complete an Event Report form
Follow the instructions on the reverse side of the form. This ER form will include all the estimated expenses and will be used by the ALL office staff and the treasurer to insure all incoming bills are paid correctly. This ER form should be completed when flyer is ready for distribution.
- Trip Reminder
Registration flyers will include space for an optional trip reminder, by filling in the person’s e-mail address or phone number. These reminders should go out about a week before the event.
- Date of Trip
You will have an attendance list from the ALL office staff. This will include the Kenosha or Racine stop for each person and emergency contact information. Those that did not supply emergency information should be asked about it when they get on the bus. Check off names as people get on the bus; then take a count when all are boarded to double check. Same on return trip.
- Confirm, Confirm, Confirm
Be sure you have called all destinations, restaurants and bus company at least a week in advance to confirm. Carry phone numbers and names of personnel you have talked to. Work with ALL office staff during the planning stages to ensure you have met all due dates.