**Day Trip Guidelines January 2015**

Please use the **Worksheet for Day Trips**: It is a good guide as to information you need. On completion, one copy should go to Vanessa in the ALL office, and one to the chairs of Day Trips. This is so everyone has the information, just in case. ALL office is in Tallent Hall. Vanessa Greco is our administrative assistant: Her phone is: 262-595-2793: email is: greco@uwp.edu.

**Contact destination: price, method of payment etc**.: Chairs should check the ALL calendar before commitments are made. Reserve number of tickets you hope to sell, obtain the **latest date** you can cancel and return unsold ticketswithout penalty**. If a down payment is requested,** get the due date and **the final payment date.**  For **restaurants** determine cost, what is included (often beverages, desserts are extra) check amount of gratuity expected, and the minimum/maximum number of people. We are tax exempt in Wisconsin and Illinois and perhaps other states. Determine date when final count is due. Discuss method of payment; ALL credit card (Visa) or UW-Parkside check. Contracts for events, hotels, and for restaurants should be obtained with date, time, menu, cost, gratuity and the number of people. This should be reviewed by James Eisenhauer in the Business Office (can give to Vanessa and she will get it to him). If a contract is not possible, then an invoice or letter of agreement should be written and signed by ALL and by the company. When planning a trip, build in a bathroom stop, preferably a place that has multiple stalls. Allow about ½ hour for this stop.

**Bus**: Ask Vanessa (preferably by email) to obtain estimate of cost of the bus. The company will need to know the date, time, pick up place, itinerary with addresses, and estimated return time. She will forward this email to the bus company and they will respond with a cost for the trip. Get a copy of this estimate from Vanessa for your records. Then divide this cost by the number of people and this will give you per person cost. Bus holds 56 but we cap at 55 in case we need a seat for a guide or emergency. We usually cost bus out at 50 people. Small cushion.

**Cost out Trip**: Determine all costs of the trip for a per person charge. Round up. Add $3.00 per person to cover costs of mailing, credit card charges etc. Charge for non-members should be $5.00 more than members.

**Prepare flyer:**

The flyer should include date and description of the trip, adding any interesting or helpful information about the destination such as the amount of walking. Include a reservation deadline (dependent on when you must notify companies of number of people coming) and ask for email address, phone number, where they are getting on the bus if there is a choice (usually only when trip is getting back late in the winter). Provide a line for name of an **emergency contact** and the **contact’s phone number**. Have a line for **dietary needs** if food is involved. Put your phone number and email in case there are questions. You may want to also include your cell phone in case people have a problem on the way to the bus. The credit card information area is at the very bottom of the flyer and includes which credit card, number, expiration date and 3 digit security code. (Once entered into the computer this information is cut off and shredded). Add a line: “Members have preference before the deadline”. Have someone else read the flyer to proof it. More eyes help! The finished flyer should be sent to the ALL office for duplicating. Allow one week or 10 days for completion. Tell her when you expect the flyer to be distributed to members (usually the first lecture of the month members can pick up. If they do not attend, then it will be mailed.) If emailing flyer to Vanessa save file as a pdf so style changes don’t occur from mac to pc. Send to webmaster (Jarlene Kriehn (jkriehn2007@att.net). If you are not able to design a flyer please check with the chairs. We can help!

**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 and the treasurer to insure all incoming bills are paid correctly. This ER form should be completed when flyer is ready for distribution. Attach copy of the flyer to the ER form.

**Trip Confirmation and Reminder:** The ALL office will send a confirmation notice to those who have email; Vanessa will give you a list of those who need to be called. A reminder will go out from the office about one week before the event.

**Cancellations and Wait List**: If we have cancellations prior to the deadline, Vanessa refunds the payment. If a cancellation is made after the deadline there is no refund made unless there is a wait list. In that case, the money is refunded (usually the person on the wait list writes a check to the person who had to cancel). Members on the wait list get first preference over non-members. Vanessa will also tell you how many are on the **wait list.** As people drop out, she will call those on the list. If she is not in the office, she will give you that responsibility.

**Day of the Trip:** Prior to the day of the trip get the attendance sheets from the ALL office. This listing should have member and guest phone numbers, emergency contact person and the contact’s phone number. In case that is not on the attendance sheet, ask for it when people board the bus. Check off names as people get on; then take a count of the empty seats when all are boarded to double check. Same on return trip or if have multiple stops, always check to make sure that everyone is aboard. Give out your cell phone number again to those on board, including the bus driver. **Waivers** of legal action need to be signed if not already on file. Vanessa will give those to you along with the attendance sheets.

**Confirm, confirm, confirm.** Be sure that you have called all destinations, restaurants and have Vanessa check with the bus company at least a week in advance to confirm. She should also get the driver’s name and cell phone number in case he gets lost on the way to Tallent. Check to make sure that you have the correct number for the bus driver. You may need to contact him for pick up times. Carry phone numbers and names of personnel you have talked to. Work with the ALL office staff during the planning stages to ensure you have met all due dates. If you need help either before or during the trip, please let chairs know and we will be happy to help you. Martha Krimmer 262-496-4101 or email: mkrimmer2@wi.rr.com or Julie Friedman 262-942-7113 email: jrf@wi.rr.com.

Some of this information may change as we go on an on-line registration system. We will still need to make flyers to be put on website and for those without email.

NOTE: Members always have priority before the deadline.