

Day Trip Guidelines

October 2017

Please use the separate word document called: **Worksheet for Day Trips** it helps you organize the trip's details all in one spot. 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 ALL calendar before commitments are made. Reserve number of tickets you hope to sell, obtain the latest date you can cancel and return unsold tickets without 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 Jim Eisenhower 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 bathroom 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. Divide costs, estimating how many tickets you think will actually be sold. 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: At the top of the flyer have: "Adventures in LifeLong Learning, Tallent Hall, 900 Wood Road, Box 2000, Kenosha WI 53141 Tel. 262-595-2793". The flyer should also include date and description of the trip, adding any interesting or helpful information about the destination such as the amount of walking and stairs. 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 home phone number and/or cell number and email in case there are questions. Provide a line for Name (member/guest), cell phone number, email address and check #. Include at bottom of flyer: "Deliver cash or check (payable to UW-Parkside ALL) and the above registration form to Vanessa at the ALL office in Tallent Hall or mail it to the address at the top. Credit card registration for members must be submitted online, no guests. Watch for an email to register online near the first Monday of the month. Members get preference over guests." Have someone else read the flyer to proof it. More eyes help! The finished flyer should be sent to ALL office for duplicating. Allow one week or 10 days for completion. Tell Vanessa 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 flyer pdf file to webmaster Jarlene Kriehn, email: 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: Use the separate word document called Event Report (ER) and follow the instructions. This ER form will include all the estimated expenses and will be used by the ALL office and treasurer to insure all incoming bills are paid correctly. This ER form must be completed when flyer is ready for distribution. Attach copy of the flyer to the ER form and give to Vanessa and ALL treasurer Colin Carter, email: ccarter13@wi.rr.com, Tel 262-886-3372.

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 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, that responsibility passes onto you.

Day of the Trip: Prior to the day of the trip get the green lanyard ALL name tags AND 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

number again to those onboard. 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 give you the driver's name and cell phone number in case he gets lost on the way to Tallent Hall lot. Call the number to be sure it works, 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 co-chairs (Carole Scotese 262-948-0764 email: mscotese@aol.com or Frances Kavenik 262-654-7570 email: kavenik@uwp.edu) know and we will happy to help you.

If an accident happens on your trip: to an ALL member or guest ON HOST'S PROPERTY, you will need to let the host know AND have the host fill out an accident report using their forms AND GET A COPY of it. That copy goes to Vanessa and she forwards it to the UW-Parkside business office.

NOTE: Members always have priority before the deadline.

Compiled by Julie Friedman on January 2015

Updated by Carole Scotese on October 2017