



Outings Procedures

The Outings Coordinator is Joyce Bourne.

These are the procedures to be followed by any member wishing to organise an official u3a outing.

The procedures will be monitored by the Outings Coordinator and organisers of outings must be in regular contact with her.

1. Agree the development of the outing with the u3a Outings Coordinator and ensure there is no clash with other similar outings' venue and dates.
2. Outing Convenors/Leaders must be aware of the importance of adherence to the guidance and any relevant updates.

These areas include:

- Finance
 - Data Protection
 - Safeguarding policy and procedures
 - Equality, Diversity and Inclusion
 - Accessibility
 - Complaints and disciplinary procedures
 - Incident reporting
3. Ensure that the new outing is adding value to the current offers.
 4. Obtain support from the Outings Coordinator in arranging venues/transport (if required).
 5. Signpost the Outing Convenor/Leaders to the support offered from the u3a office, such as details on the u3a website.
 6. Carry out a risk assessment, using the risk assessment form on the website. Additional advice and support is available from the Outings Coordinator.
 7. Advertise and promote new outing. Stating all relevant information including site, date/time, transport.
 8. Take bookings and payments.