



Guide for Organising Visits for Solihull Widney u3a

- Decide on venue and possible date. Please allow plenty of time to arrange the visit.
- Contact the co-ordinator of the Interesting Visits Group, who is keeping the group diary of visits to agree the date so that clashes are avoided.
- Confirm date, numbers and costs with the venue, including how they wish to be paid.
- Once the date is agreed send a notice to our Communications Secretary to be put into the Bulletin. This should include:
 - Description of the visit with any mobility concerns about the venue
 - Organiser with contact details
 - Date of the visit
 - Cost
 - Number of places available
 - Final date for application and payment.
- Prepare a “Sign-up” sheet containing the above details that can be put out at the core meetings - ideally two months in advance of the visit - for members to sign. This allows 2 core meetings, one for signing the sheet and the second for collecting payments. Either speak to the core meeting about the visit or ask the chair to do this for you.
- Obtain the U3A blank visit form from either our Communications Secretary or Interesting Places Group Co-ordinator, or from the website. This is a Word document that can be customised for each visit. Ensure that all information about the visit is included on the form especially any timings for the day. Do not remove the statements about personal responsibility and notification if have to cancel. Complete form and save both as a Word document and If possible, also save as a pdf file as members often use i-pads/phones for downloads.
- If the cost of the visit is under £20.00 it may be easiest for the organiser to collect this as cash and either use it to pay the venue or give to our Treasurer, to pay on your behalf. For costs above £20.00 it would be best for payment to go through the group’s accounts, in which case payment by bank transfer is our preferred method. Obviously we will still accept cash or a cheque made payable to the group and these should then be handed to our Treasurer. If you have any concerns at all about how you deal with the financial side of the visit please do contact our Treasurer.
- Places on the visit should be allocated on a strictly first come first served basis. Send a visit form – in both formats - to every member who has signed up to go on the visit up to your maximum number, or give out printed versions if you wish. If more have signed up than can go on the visit inform those who have been put on a waiting list.
- If you have not reached the minimum number of attendees to make the visit viable consider re-advertising or opening the visit to members of other local u3a groups. If you wish to do either of these please contact our Communications Secretary?
- Collect visit forms and payments ideally at core meeting BEFORE the visit. Visit forms should be kept until the visit has been successfully completed and can then disposed of – shredding is preferable as they will have personal details on them. If this is a problem just hand them to the Chair at a core meeting
- Deal with any cancellations that may come from members who have signed up for the visit either by using the waiting list or advertising the newly available places.

- Do any final verifications that you feel are needed.
- By the day of the visit ensure that you have contact details, ideally mobile phone numbers, for all the attendees and that they have yours. Also forward a copy of these to the Communications Secretary or Secretary. Normally delete personal data after the event.
- Enjoy the visit!

