

Southwell U3A Hints and Tips for Trippers

Just a few pointers and helpful hints that we hope will answer the questions we are most often asked.

- Please note the date in **your** diary/kitchen calendar/electronic diary
- Complete the Trip Booking Form – we must have that emergency contact number (you can change it on the day of the trip)
- Cheques to be made payable to Southwell U3A, please note
 - Your place is **not confirmed** until we have received your cheque
 - **We can hold a provisional place, but you must send a cheque within one week of asking the organiser for a place**
 - Cheques will not be banked until the trip is confirmed as viable
 - So there may be a long delay between you writing cheque and the Organiser banking the cheque
 - We cannot take payment in cash
 - Note in your diary/cheque counterfoil that you have paid
 - Any additional admission charges are to be paid by cheque – please bring your cheque book on the day of the Trip
 - Once paid, monies cannot be refunded unless another member can take your place
- All departures are from the Leisure Centre Car Park
 - Check in Newsline for departure time
 - Emergency contact number for the Organiser on the day of the trip is **07980 540 779**. Number also published in Newsline
- On a long journey we will usually stop for a comfort break
 - but **not** for coffee, it just takes too long. Please bring refreshments for the journey
- **If you can't go, please phone the Trip Organiser. Do not arrange your own substitute, this is not fair on those on the waiting-list.**
- Members of other U3A groups are welcome on the trips. Non U3A members **may** be able to join a trip if in the last week there are still places and there is no-one on the waiting list. (NB This does not apply to non U3A members who are carers of U3A members, they should book their place with whomever they are assisting.)
- **The Trip organiser will not be phoning everyone on the list** – it is up to **you** to check/note down details about the trip