**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

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