

North Staffordshire National Trust Association

Organising a CAR OUTING

BEFORE THE OUTING

- (1) Calculate the price of the outing taking into account the cost of entering the venue, guides' fees, refreshments included, any other expenses, etc., and add a small donation, say £2 per person, for the NSNTA.
- (2) Write a brief account for the Newsletter of where we are going and add a photo if possible. Include the price per person. State that for non-members of the NSNTA who wish to come, an additional £1 is charged, and if applicants are not NT members, they may need to pay for their own entrance fees if it is the case that we are entering NT property. Give a closing date for applications if circumstances dictate necessary, and state if there is a limit on numbers. Make it clear if cheques will be cashed ahead of the date of the outing, which is not our usual practice. Point out if there will be a charge for car parking, or if this is free, and where and when we will be meeting.
- (3) Obtain sufficient leaflets either to send out to applicants with their confirmation of booking slips or to give out on the day of the outing.
- (4) Complete a Risk Assessment Form and send to the Programme Coordinator.

BOOKING ADMINISTRATION

- (1) Ensure you are aware if there is a minimum or maximum number of persons allowed on this booking.
- (2) When applications arrive, keep in date order of receipt and make a list. Check the correctness of the application form – that it includes an emergency phone number and that all cheques received are correctly completed, then write the event title on the reverse of each cheque. Keep a note of the names of anyone who is offering a lift or requesting a lift, and put them in touch where appropriate
- (3) If there is a minimum number required for this outing to go ahead, wait until the minimum number of applications have been received before sending out any confirmation-of-booking slips. Include in the envelopes, any relevant information, instructions of where to meet and at what time, maps, menus etc., unless these are to be handed out on the day.
- (4) Forward cheques to the Treasurer if they are to be cashed in advance of the outing. We normally wait until after the outing is over before presenting cheques.
- (5) Obtain blank cheques from the Treasurer to pay venues on the day.
- (6) Compile a waiting list if applications exceed the limit on numbers. Retain the cheques of the first 10 people on the waiting list, enquiring first whether the member concerned wishes to be placed on the list. Note – members have priority over non-members for

places on the outing. When the waiting list exceeds 10 in number, return the excess cheques accompanied by a note informing these members that, if they so wish, their names can be retained on the list.

(7) In the event of a cancellation which is then filled, if you still have the cheque, confirm with the member cancelling, that they agree to it being destroyed. If the Treasurer has banked the cheque, ask him to reimburse the member who has cancelled, giving the member's address and details. Inform the member that their cheque has been banked but that they will be reimbursed.

If the place cannot be filled then reimbursement will be at the discretion of the Committee.

(8) Inform John Spriggs (01782 791360) if the trip is nearly or completely full so that he can post this information on the website.

ON THE DAY OF THE OUTING

(1) Pack the following in your bag:

- Your mobile phone – switched on to receive calls from people running late etc.
- List of attendees to tick off names when people arrive.
- Booking forms with people's emergency contact details on.
- Phone numbers of the places to be visited. (Ideally put them in your phone.)
- Correspondence/information relevant to the outing.
- Notes on action to be taken at destination.
- Blank cheques from the Treasurer to pay entrance fees, other expenses etc. Put the cheques in envelopes with a NSNTA compliment slip.
- A printed "Event incident form".
- A printed "Newsletter report write-up instructions" sheet.

(2) Be the first to arrive at the meeting point. Tick people's names off your list as they arrive and hand out any leaflets etc.

(3) At the start time, welcome the group and talk through the agenda for the day. Say what will happen and how long it will take. Give information about refreshments, where the toilets are, and divide people into groups for tours etc. Remind people of trip hazards and other dangers like uneven surfaces.

(4) Mention that Kay Williams, the Archivist, would appreciate photos for the Association's archives, as would the Newsletter Editor (John Spriggs) for the Newsletter and website.

(5) Enlist a member to help you if necessary. For example, to act as back-marker if walking is involved during the day.

(6) Hand to a willing volunteer, the "Newsletter report write-up instructions" sheet and thank them.

(7) Have a cheque ready to give the venue and obtain a receipt if possible, showing net cost, name of venue, date and our full name.

(8) Inform members of the plan for the end of the visit – for example, where to meet, at what time, or whether they are free to leave when they choose to.

IN CASE OF ACCIDENT

- (1) Obtain the help of emergency services and inform a Committee member.
- (2) Complete the Incident Form.

AFTER THE OUTING

- (1) Send a copy of the Incident Form, if used, to the Programme Coordinator.
- (2) Inform the Programme Coordinator and John Spriggs of the name of the person writing the report for the Newsletter.
- (3) Write and thank the venue(s) visited.
- (4) Hand over the members' cheques to the Treasurer, and let him know the £sums written on any blank cheques used.
- (5) Claim personal expenses from the Treasurer.