

## LearningQUEST Board Trip Policy

- Overall Philosophy:
  - Trips are an essential element of a well-rounded curriculum.
  - Trips not only provide a unique opportunity to expand learning, they also enhance the social environment of LearningQUEST.
  - A variety of trips from day-long excursions to charter trips to international destinations allow our members to take advantage of travel opportunities.
  
- Responsibilities:
  - The Program Development Committee (PDC) is responsible for developing and managing trips. The PDC Chairperson has overall responsibility for ensuring that all procedures comply with this policy.
  - At least one Trip Coordinator will be designated for every trip. The Trip Coordinator must be a member of LearningQUEST and is responsible for planning, coordinating, accounting and conducting the trip.
  - Signature responsibility for any contracts or agreements will conform to LearningQUEST's Financial Policies.
  
- Participation
  - The objective is to conduct trips for the benefit and enjoyment of LearningQUEST members. However, if a trip is not filled and subject to being canceled, participation may be extended to non-members.
  - All participants are required to sign a Trip Registration & Release of Liability Form. No one will be enrolled in a trip until the signed form is submitted to the Trip Coordinator and the required fee is paid.
  
- Financial Considerations:
  - Trips should be designed to “break even” so that fees cover all costs associated with a trip. Deadlines should be set to protect the participants and LearningQUEST from financial loss.

- Some trips may require significant upfront financial commitments, such as deposits to reserve transportation, activities or facilities before adequate funds have been collected from participants. These upfront costs may be paid by LearningQUEST and will be reimbursed through the fees collected from the participants. No other expenses or financial commitments will be incurred before the trip has the minimum number of enrolled participants.
- Trip fees will be retained by the Trip Coordinator until the minimum number of enrolled participants is reached at which time the Trip Coordinator will deliver all checks to the Treasurer for deposit.
- Trips do not require term fees.
- Trip Cancellation Policy
  - For LQ managed trips:
    - If a participant cancels for any reason, there will not be a refund from LearningQUEST. However, if a substitute is found, the substitute will reimburse the canceling person directly.
    - If a trip is canceled by LearningQUEST, the participants will be notified that their checks have been voided.
  - For trips managed by other vendors, the vendor's cancellation policies will be followed.