

LearningQUEST PDC Trip Policy

December 3, 2018,

General:

1. All trips must have the minimum number of fully paid participants before any expenses or financial commitment can be incurred other than deposits required to reserve a bus or other facility or activity.
2. If a deposit is made, all participant fees must be received prior to the deadline for return of the deposit.
3. Trips are normally open to LearningQUEST members only. However, a waiver may be obtained from the Operations Manager to allow non-member participation.
4. This Trip Policy does not apply to fund raising trips managed by the Development Committee.
5. Trips should be designed to “breakeven” so that fees cover all costs associated with the trip.
6. A Trip Coordinator will be designated for every trip. There can be more than one Trip Coordinator to divide up responsibilities, such as one to do trip planning and one to handle financial matters for the trip or to be a back-up.
7. The Trip coordinator is responsible for planning, coordinating, accounting and conducting the trip.
8. Trip Coordinator should not incur any personal or financial liability.
9. PDC must approve all trips (except those managed by the Development Committee.)
10. All trip participants must also pay the term fee.
11. Trips can only be canceled by the Operations Manager at the recommendation of the PDC chairperson.
12. The Operations Manager can waive requirements of this policy to allow for unforeseen circumstances.

Trip Proposals:

1. The Trip Coordinator will plan all aspects of the trip and complete the LearningQUEST Trip Proposal form and submit to PDC for approval. The proposal should include contingency plans for potential issues like bad weather.
2. The Trip Proposal form can be found on our website, lquest.org, or in LearningQUEST’s Document Control System under the Forms folder.
3. The Event Registration/ Liability Agreement form must be signed and submitted before a participant can be registered for the trip.

There are three basic types of trips:

A. Local trips organized by LearningQUEST with each attendee responsible for paying any fees.

1. Examples are trips to the Art Museum, Botanical Garden, etc. where typically the registrant provides his own transportation and pays admission fees, if any, directly to the venue.
2. The Trip Coordinator is responsible to advise attending members of the arrangements and what fees to expect.
3. If the venue requires a single payment for all participants that are not members of the venue, the Trip Coordinator can collect the fees.

B. Trips that have costs handled by LearningQUEST Trip Coordinators. These are titled "Special Trips."

1. Examples are trips that involve financial commitments such as having to arrange bus transportation, lodging, or reservations.
2. The Operations Manager must sign any contracts or agreements for the Trip.
3. No financial commitments shall be made until the participants have paid the full amount for the trip except for deposits.
4. All funds required for the execution of trips in this category **MUST** be collected by Post-Rally Day unless an extension is granted by the Operations Manager.
5. If the trip's minimum participation requirements have been met, the Trip Coordinator can request payment for expenses from the Treasurer. If the minimum requirement has **NOT** been met, refer to step #12, and the Cancellation Policy for final disposition actions on Trip.
6. Detailed announcements of these trips will be made two (2) to three (3) months prior to Rally Day to allow potential participants adequate time before Rally Day to verify their calendar and finances. This formal announcement can be made via: Annual Meeting, E-News, e-mails, etc.
7. Trip Registration Procedure for Trips in the category.
 - a. Prior to Rally Day- Trip Registration (including checks) and signed Event Registration/ Liability Agreement form will be accepted prior to Rally Day **ONLY** by the Operations Manager or Trip Coordinator. The participant will be notified that the check will be held and not cashed until the Trip has met minimum participant requirement levels.
 - b. Rally Day - A separate table will be made available at Rally Day registration where checks and Event Registration/ Liability Agreement form will be collected to register for the trip. The amount must be paid in full.
 - c. Post Rally Day Registration (usually in the week following Rally Day) – Payment for the Trips can be received along with Dues and Term fees.
 - d. Following Post Rally Day – IF trip registration is allowed after Post Rally Day, then payment can be made to the Operations Manager or Trip Coordinator.
 - e. Separate checks are required for each trip. It cannot be on the same check as dues and term fees.
 - f. One (1) week following Post-Rally Day, the Registrar will provide the Trip Coordinator a list of people that have signed up for the trip. If there are not enough

- participants, the Trip Coordinator will notify the PDC Chair and Operations Manager of the situation to determine if any additional actions can be taken.
- g. Checks must be made to LearningQUEST, Inc.
 - h. On-line registration cannot be used to sign-up for Special Trips.

8. Trips should be designed to “breakeven” so that fees cover all costs associated with the trip. The following procedure can be used to estimate the cost for a Trip.
 - a) Set a minimum number of participants,
 - b) Determine Fixed Costs such as bus expense, lodging, meals, administrative fees, etc.
 - c) Divide the total Fixed Cost by the established minimum number of participants to determine the portion of fixed cost per person. Example: Bus Cost, Entry fees, Lodging = \$2000, minimum attendance = 20, Fixed Cost would be \$100 per person.
 - d) Disclose to the participants, any costs that the participant must pay for themselves such as meals.

D. Charter Trips

1. A charter trip is one sponsored by another organization. (For example, Road Scholar)
2. The Charter trip vendor’s financial, deposit and cancellation policies will be used. Per vendor request, the coordinator may collect all payments and forward to the vendor. These payments will be made to the vendor, NOT to LearningQUEST.

Administrative Fees:

1. The Trip Coordinator may add amounts to the fee for extras such as a pre-trip party or souvenirs, printing, or additional paperwork/administrative processes.
2. Include these costs in the trip proposal.

Expenses for Trips:

1. At the end of the Trip, the Trip Coordinator will provide a detailed accounting of moneys received and spent to the Treasurer and PDC Chairperson. Receipts must be provided for all expenses.
2. Any excess money will be provided to the Treasurer.
3. If there is a deficit at the end, the Trip Coordinator will request a refund from the Treasurer when the final accounting is submitted. This should be a very rare occurrence.

Trip Cancellation Policy:

1. Cancellation by Participant

- a. If LearningQUEST handles the money and a participant cancels the trip for any reason, there will not be a refund from LearningQUEST.
- b. However, the canceling participant’s cost may be reimbursed directly to the canceling participant by the next person on the waitlist. The canceling participant

will contact the Trip Coordinator who will arrange for a substitute from the waitlist. The waitlisted person will make reimbursement directly to the cancelling person. The cancelling participant must not of their own initiative invite another person to take the place which would thereby deprive the person next on the wait list of the opportunity for the trip.

2. Cancellation by LearningQUEST

- a. Trips may be canceled if fewer than the minimum number of paid reservations has been received by the specified deadline date. However, approval from the PDC Chairman and Operations Manager must be given prior to any official announcement that the trip is cancelled.
- b. If a trip is canceled by LearningQUEST, the participant will be notified that their check has been voided.

Trip Announcements

1. The catalog, brochures or placards that advertise the trip, should state the fee, list the coordinator's contact information, and deadline date for registration which will normally be by Post Rally Day.
2. The following wording shall be added to the Trips and Excursions introductory paragraph in the catalog and to all trip announcements.
"Fees are Non-Refundable unless the trip is cancelled by LearningQUEST."