**Trip Organiser’s Checklist and Guidance**

Thank you for agreeing to lead a trip for HHMC.

This information is offered as a collection of experience from many trip leaders who have successfully run trips for the club over the years. We would suggest that for each trip, you print off this Guidance, and use it as a checklist. Please don’t feel daunted if this looks like a lot of paperwork – we’ve set it up to make your life easier! If you download the whole zip file for each new trip you plan, it will have all the latest advice included.

Also, it is a good idea when starting out to team up with another club member so that you share the workload: ask someone to maybe plan and lead the walks, or to plan, order and organise the food. You don’t have to do it all yourself.

When running a trip, you will need to find your own of way of keeping track of everything, from members emailing to ask about a trip in the first instance through to collecting final payments at the end:

* If you favour doing everything on a computer, then the Trip Planner spreadsheet can help you do just that; you may want Alison to talk you through it first.
* If you are more of a pen and paper person then using an A4 notebook, which can be used year on year, may be the answer for you; Sue would be very happy to show you how to set that up.

By way of additional reading, we would ask to you to look at the **Trip Costing** policy on the HHMC Website, under Resources.

Thanks again *Alison Edwards and Sue Waton*

**Before you start ...**

**A note on Bank accounts**

As Trip Organiser you will be responsible for managing the finances of the trip.

This can be done in part or entirely through the HHMC bank account or through your own bank account. If you are using your own bank account, then you should set up a separate dedicated account for this purpose. Deposits should pass through your account and be transferred to the HHMC account as soon as possible.

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**Section 1**

**At the start, immediately after the planning meeting:**

**Initial Trip Planning**

* Find and **book accommodation**
* Pay **deposit**:
  + arrange for the Club Treasurer to pay deposit from club funds, or
  + pay for it yourself (by credit card where possible for added protection) and request repayment by the Treasurer
  + send invoice / receipt to the Treasurer and request repayment directly
* Do an **initial costing** using the Trip Planner, on the Trip Cost Estimator sheet (Template 2):
  + if accommodation cost is fixed regardless of number of participants, make a best guess on number of participants: be conservative if the accommodation is a fixed cost regardless of number of occupants - say 7 or 8 depending on the area; perhaps give a wider price range (eg “between £50 and £70”)
  + the spreadsheet will calculate the deposit you will need to take: this should cover the full accommodation cost, rounded up to nearest £5
* Write **Trip Blurb** (Template 3) and email it along with some pictures to Malcolm Fendick
  + “sell it”
  + set a closing date for booking: chose the earliest of either a) two months before trip departure date or b) two weeks before the accommodation cancellation date
  + decide if how you will collect the deposits. Either:
    - Ask participants to pay their deposit straight into the HHMC Bank account; Malcolm will give you a link to access the club Google Drive where you can read the bank statements (uploaded weekly) to see who has paid, **or**
    - Ask participants to pay their deposit into your dedicated bank account. You should transfer the money to the club account where it can be safely held. You should do this as soon as practicable: depending on how the size of the deposits and how quickly they come in. (You should aim to send them on once you have received three or four deposits.)
* Diarise
  + any **cancellation deadlines**
  + when you would want to send a **“Last Call” reminder** (see notes in next section)
* Be sure you know how to access your **HHMC email address** if you are using it – instructions under “Resources” on the website
* Ideally, start your **Route Planning** now – (see notes in section 3 below) – “future you” will thank you for it.

Your Notes:

**Section 2**

**After the blurb has been posted, up until one month before the closing date:**

* Respond to **initial enquiries**:
  + add the participant’s name to the Participants sheet on the Trip Planner / your notebook
  + email prospective participants as to how to pay the **deposit** (Template 4);
* Once a deposit has been paid add amount and date of payment to the Participants sheet on the Trip Planner / in your notebook & send a brief acknowledgement email to the participant
* Email the participants to request their **further details** (Templates 5 & 6). Details as to how to do this are in Template 5.
* A few weeks before your closing date ask Malcolm to send out a **“last call”** **reminder** of the Trip, unless you are already fully booked.
* Check with the Club Membership Secretary that all Trip Participants are paid up **members** (Template 7)
* **APPOINT A DEPUTY**: Consider in your personal circumstances making someone else aware of, and able to access essential information re accommodation and bookings, and able to deal with accommodation provider

Your Notes:

**Section 3**

**One month before the trip:**

* **Collect / collate the Further Details information** 
  + See Webinar under Resources on the website as to how to do this from the Google Docs form
* **Route Planning**
  + Plan your walks for each day
  + Has anyone volunteered to lead walks? (see Further Details Form); ask someone to help you if you’re stuck. There are lots of members with experience who can lead walks if you prefer
  + Find a way to share details of your walk with the trip participants, for example
    - Use OS maps, which allows you to share the route online:
    - Use other online mapping apps, and share
    - Share a pre-written guide
    - Prepare a route card (Template 9)
* **Food planning**:
  + First night is usually participant’s own cost. It has become the norm to book a table at a local pub for everyone. (Occasionally people cook their own evening meal that first evening, or may be traveling too late to join.)
  + Work out your menu (Template 10);
  + Use your menu to create your shopping list;
    - It’s easier to multiply up from a recipe than to guess amounts
    - Bread: aim for 3 slices per person per day.
    - Milk: aim for a third of a pint per person per day
    - Better to over order though than have to dash to the shops to top up. The nearest shop might be quite far away.
  + Contact Alison / whoever has Club Boxes to check current food store (in particular you need to check quantities) and arrange collection of the Box(es) – see Section 6
  + Arrange online shop to be delivered to accommodation / local click and collect
  + When purchasing, keep receipts
  + Maybe prepare some meals in advance – eg stew / bolognaise / casserole / pie (or ask someone else to)

* **Group transport**
  + consider who has volunteered to be drivers;
  + check if additional drivers are needed (along with additional insurance)
  + plan cars according to location of participants

* **Merry Meals**
  + Arrange your teams – ideal team size is 3 people per team (Template 11)
* **Accommodation** 
  + Pay the balance of any accommodation due (unless you pay on arrival)
  + Check arrival & departure procedure at bunkhouse, getting keys / access /time window
  + Check with the accommodation whether you will need to take loo rolls and cleaning stuff etc – contact Alison to check what is in club stores
* **Send out the Joining letter and attachments (Template 8)**
* **Before you depart**:
  + Collect whichever Club Boxes you need – food store & household items; First Aid Kit; emergency shelters
  + Do food shopping, unless you’ve done this online
  + Make sure you have sufficient coins if you are going to have to feed a meter for electricity or for local parking
  + Print off spare copies of the Routes, Menu and Merry Meals Rota and take some tape / Blu Tack to stick them up
  + Set up WhatsApp group (Template 13)
    - for communication during the journey and trip and
    - to share photos
    - to ask for a trip report
  + Download the ///What3Words app, in case of needing to call the emergency services

Your Notes:

**Section 4**

**Whilst on the trip**:

* Do an evening briefing (ideally at / after dinner when all participants are present):
  + advise on the next day’s walks, appoint walk leaders, split the groups if more than 10;
  + ask for volunteers to carry kit (first aid kit, group shelter),
  + weather forecast;
  + ask if people ok with photos being taken of faces
  + ask people to share their trip photos (upload them using the dropbox link on the trip page on the website)
  + brief your “chefs”, for next day’s meals if you need to
* At the end of the trip
  + allow time to clean bunkhouse at the end
  + leftover food: keep or distribute amongst participants as appropriate. Only store in club box items that are listed as belonging there (there should be a list in the box)
* Take time to enjoy!!

Your Notes:

**Section 5**

**Post trip work**:

* **Collate** costs / receipts:
  + Group transport costs
    - Driver’s fuel receipts and other expenses, and a note of mileage
    - Any additional insurance (group travel cost).
  + Food purchased & any sundries
  + Accommodation costs
* **Complete the Accounts** using the Trip Planner:

Do not panic if this all looks complicated. **Ask Alison or Michael to walk you through how to put the figures into the spreadsheet and complete the final calculations. Once you’ve done it once or twice then the following checklist should help you complete it on subsequent trips.**

* + Put in the accommodation, food, group travel costs and sundries on the relevant sheets.
  + On each sheet, check the number of Participants this cost is being divided between. You will need to make this decision if people have had to withdraw and couldn’t be replaced. (You may or may not have already purchased the food for example). The “Actual Cost” figure (shown further down the sheet in orange) will generate automatically from the number of participants shown in box 4B unless you input a different number in box 5B. (Try it out!)
  + As the sheets are completed a final “Actual Cost” per person will be generated on the Trip Cost Estimator Sheet. This too is shown in orange, and will be rounded up to the nearest £1.
  + On the Participants Sheet, the Balance to Pay will be calculated for you in Column I; include here any amounts that you may be able to refund to participants who had to withdrawal (see Cancellation Policy below)
  + Input the amounts to be repaid to the drivers, purchasers of food or other items into the relevant columns. (Sorry but this has to be done manually – I can’t find a way to do this for you.) This will give you the “Amount to collect / repay” for each participant.
  + Before you ask participants for the balances, I would suggest that you complete the Account Ledger against your bank statement / entries in the Club account to show the payments received and made to date. You should then use the figures you’ve generated on the Participants Sheet to “mock-up” the accounts to complete the trip. (I copy and paste the values from the Participants worksheet; I also put these entries in italics / different colour until the person has paid / been repaid, and then I put them back to ordinary font.)
  + You should have a small surplus which will go back to HHMC, or a small deficit to be met out of club funds. This figure should match the figure shown in the green box on the Final Accounts Sheet. You should then have a zero balance at the end on the Account Ledger.
  + Note, the Final Account sheet should auto complete (with the figures shown in lilac being drawn from the appropriate pages).
* **Request Final Balance from Participants**
  + Email Trip participants to request final balances, and to collect bank account details for the driver / other who have money owing to them (Template 14).
  + If you are using the Club account for this you will need to
    - view the bank account statements on Google Drive to check that the final balances have been received.
    - email the Club bank account signatories & treasurer (Alison Edwards, Malcolm Fendick, Debbie Hibberd and Michael Merritt) to ask them to make the payments out to those owed money
  + If you are using your own account for this you will need to
    - check final balances are received
    - repay drivers and others once you’re in funds;
    - repay accommodation deposit to the Club Bank Account.
    - send any surplus to / request payment of any deficit from the Club Bank Account
* Send complete **Trip Planner** (whole workbook) and all receipts to the Club Treasurer by email. Alternatively you can upload all of this to your Trip page on the Google drive and simply let the Treasurer know you have done so.
* Send a **Trip Report** to Malcolm with two photos for the trip blog on the club website; include gpx of walks if possible.
* Maybe do a final **WhatsApp** post to remind people to upload photos …

Your Notes:

**Section 6**

**Cancellation policy:**

**The Trip Costing Policy on the website says:**

*“The deposit is non-refundable. It may however be refunded in part or whole at the discretion of the Trip Leader, if appropriate: if a replacement participant is found for example, or if accommodation can be cancelled.*

*If a participant cancels within a week of departure then there may be an additional amount to pay (to cover the cost of food purchased)”*

If you need further guidance, ring the Club Chair.

**Club Store:**

**Note, the club owns** **the following**, which are stored at Alison’s:

* 3 Emergency shelters
* First Aid Kit
* Ropes & Club climbing kit
* Food & household store, usually will contain:

| Teabags | Pepper mill (& peppercorns) |
| --- | --- |
| Instant coffee | Sandwich bags |
| Hot chocolate | Clingfilm |
| White sugar | Baking parchment |
| Brown sugar | Tinfoil |
| Golden Syrup | Tin opener |
| Mixed Spice | Scissors |
| Porridge oats | Washing up liquid |
| Alternative cereal (possibly) | Scouring pad |
| Birds custard powder | Kitchen Rolls |
| Salt | Jay cloths |
| Ground black pepper | Bin bags |