

# Tadley and District u3a

## Checklist for Members going on trips organised by Tadley & District u3a

Please read the following points as these will hopefully ensure that everyone has an enjoyable trip.

1. You must be a fully paid-up member of Tadley & District u3a to go on any trip.
2. You are responsible for your own safety at any u3a activity including trips and holidays. You travel at your own risk. You should consider having adequate insurance for travel, motoring, personal accident, sickness and property loss or damage cover as appropriate.
3. Have you considered the trip itinerary? Are you capable of taking part in any physical activity on the trip e.g. climbing into and exiting a coach, walking, climbing stairs and hills etc?
4. Do you need to bring any essential items e.g. medication with you? Do you have clothing and footwear appropriate for the trip activities? Please consider bringing a bottle of water with you in case of sickness.
5. Do you have the necessary documentation for the trip (passport, visa or visa exemption)?
6. Does the trip leader have your up-to-date emergency contact number? Does your emergency contact agree to be contactable in the case of an emergency? Do they consent for their information to be held for emergency contact purposes?
7. Please consider carrying your medical information (health conditions and medication) on a piece of paper in a sealed envelope with your name on and carry this on your person (pocket, handbag etc.) during the trip.
8. Do you have a mobile phone and is your mobile phone fully charged before the trip? Do you have a charging cable or a (fully charged) battery power pack to recharge your phone if necessary? Please make sure your mobile phone is **ON** during the trip – the trip leader may need to contact you.
9. Do you have the trip leader's mobile phone number in case of an emergency? Do you know what to do if you get lost?
10. If you are driving your car and giving lifts to trip participants, are you fully insured to do this? Any damage to your vehicle during the trip must be covered by **your** motor insurance. Any payments towards the cost of fuel should be an informal arrangement.
11. It is your responsibility to ensure that you have sufficient funds (money, credit/debit card) to pay for the return journey from the trip destination to your home if you get left behind for any reason e.g. failing to be at the departure point on time, getting lost, hospitalisation.