



## **PLANNING AND PROCEDURES – SOCIAL EVENTS AND TRAVEL**

This links to Carlisle & District U3A Policy document on Social Events and Travel.

All activities whether organised by an individual or a small sub-committee must be approved in advance by the main U3A committee.

To enable the committee to approve of any outings the following information will be required:

1. Date of outing
2. Where
3. Duration
4. Travel information
5. Costs, including a complete summary of all costs.
6. Expected participation number

This information should be in writing, addressed to the Treasurer.

Geoff Stockdale  
Chestnut Cottage  
Station Road  
Cumwhinton  
Carlisle  
CA4 8DJ

Email: [treasurer@carlisleu3a.org.uk](mailto:treasurer@carlisleu3a.org.uk)

Organisers are reminded that a record needs to be kept of all attendees, their U3A membership no and monies paid in by them, as this may be required for audit purposes.