

# Aughton & Ormskirk U3A

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## **Policy and Procedures - Short Courses, Visits and Holidays**

Suggestions for new Short Courses and Visits/Holidays are always welcome, especially from U3A members who would be prepared to run a short course themselves. Full support will be given to such authorised courses in advertising the course, arranging venues and producing teaching materials etc.

For Short Courses and Visits/Holidays arranged or led by non-members of the U3A, the organiser must forward full, written details, expected number of members and budget to the Chair of the Learning & Group Support Sub-committee and Short Course co-ordinator, with copy to Finance & Resources Sub-committee.

The U3A will not be responsible for any shortfall in attendance resulting in insufficient funding for course.

*If the funding for such courses/holidays can be arranged through and by the hotel/coach company/holiday company, the onus and complication of inclusion in the finances of the U3A will be eased.*

Advertising of such Courses and Visits/Holidays in the magazine, on the website or at Horizons will require case-by-case permission from the Finance & Resources Sub-committee.

It is strongly advised that any such course, organised by a non-Aughton & Ormskirk U3A person(s)/organisation/company, be established with a formal contact with a member for purposes of communication and development.

### **Funding Request**

Members/Groups may request funding for Short Courses, Visits and Holidays not covered by normal Group meetings/sessions.

The ***Funding Request Form - Short Courses, Visits and Holidays*** should be completed at least a month before the date of the function, submitted to the Finance & Resources Sub-committee for consideration, and must be approved by the Executive Committee.