

LearningQUEST Trip Guidelines

General Policies:

1. A LearningQUEST Trip Proposal form must be completed by a LearningQUEST member that will be the coordinator and approved by the PDC before any trip can be advertised.
2. Trips are open to LearningQUEST members only.
3. Co-sponsoring trips with another organization requires that all normal LearningQUEST procedures be followed
4. To register for a trip, a participant must complete the LearningQUEST Trip Reservation form, available on our website at lquest.org. then submitted to the person so indicated in the catalog including any payment required. You will be informed when your reservation has been confirmed.

Financial Policies:

1. LearningQUEST is a non-profit organization therefore trips should be designed to “break-even” so that the reservation fees cover all costs associated with the trip. To compute the cost of the trip, set a minimum number of participants, then include transport, lodging, meals, entry fees, speaker fees, tips, promotional material, and other overhead expenses as applicable.
2. Except for charter trips (*single or multi-day, managed by a contractor*), the coordinator may accept a complimentary reservation per our policy.
3. Once a charter trip proposal is approved by PDC and contracts signed by the President or Treasurer then coordinator confirms with the contractor.
4. Coordinators should obtain invoices from the contractor and submit those to the Treasurer for payment. If advance funds are required to cover costs before reservation fees are received by contractor or by LearningQUEST they must be approved by the President or Treasurer.

Cancellation/Refund Policies:

1. Contractor policies must be clearly stated or attached to the Trip Proposal and should include potential weather issues.
2. Should an individual decide to cancel trip participation after making and paying for a reservation, then LearningQUEST refund policy will prevail. The member MUST contact the trip coordinator to advise him/her of the cancellation and follow any instructions particular to the intended trip.
3. Trips maybe cancelled if fewer than the minimum number of paid reservations have been received by the due date specified on the Trip Proposal.
4. Reservation fees that have been collected by LearningQUEST for trips subsequently cancelled by LearningQUEST will be fully refunded.