

LearningQUEST Trip Proposal form completion instructions

Title:

- Name of the trip to be used in the LearningQUEST Catalog

Dates(s)

- If multi-day trip, specify the beginning and ending date

Coordinators(s)

- The coordinator must be a LearningQUEST member who is dedicated to the success of the program. This person is the primary contact with the Contractors throughout the term.

Type of trip. Please select the one that best describes the trip

- Local - usually a single day or less to a specific place or event. Participants arrive on their own and pay their own fees. Examples: Art Museum tour, Huntsville Theater performance, Spirited Art event.
- Excursion - may be single or multi-day, requires paid reservations; arranged by and managed through the LearningQUEST coordinator
- Charter - single or multi-day, requires paid reservations; arranged and managed by an outside contractor. Examples: Road Scholar

Description

- Description of the trip that will be used in the Catalog. Please include all programming, speakers, and activities.

Exceptions

- Specify any special conditions.

Minimum/Maximum

- Specify the constraints on the size of the trip. For excursions, the minimum number is the basis for the cost per person. The maximum number might be determined by the size of the bus, the number of tickets available, etc.

Mode of transportation

- Self-drive, bus, individual arrangements, other

Starting time & location

- For local trips, specify time to arrive and where (i.e. 2:00 pm at the main entrance to the Art Museum). For excursions/charters that involve bus transport, specify time and where to board the bus (i.e. 8:15 am at BAM on North Parkway). Remember that there will need to be sufficient parking available at the boarding location for participants' cars. For some trips, such as those through Road Scholar, these can be left blank.

Return time

- When the event is expected to end or bus returns to the starting location. If not applicable indicate N/A.

Cost per person

- Payment required to make a reservation or fees to be paid directly for a local trip, such as the entrance fee to the Botanical Garden. For a charter trip where the payment is made directly to the contractor, show the payment to the contractor.
 - Examples: for Botanical Garden tour: \$10 if not a Garden member, payable at the entrance
 - For Eco River Cruise: \$70
 - For Road Scholar New York trip: \$1,255 to Road Scholar

Due date

- Date paid reservations must be received.

Cancellation/Refund policy

- For contractors, list all cancellation dates and conditions. These dates determine when the trip will be cancelled if the minimum number of paid reservations has not been received.
- For the trip participant, list conditions under which a refund is available if they cancel.

Use the above instructions as a Guide as you fill out the Trip Proposal Form. Then send in your completed form as listed below:

The Submission:

- *Complete this form and E-mail as an attachment to lqproposal@gmail.com with subject line being a short title of your trip*