

LearningQUEST Trip Proposal Form Completion Instructions

Title

- Name of the trip that will be used in the LQ Catalog.

Dates(s):

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

The Trip:

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

Coordinators(s)

- The coordinator is a LearningQUEST member who is dedicated to the success of the program, and is the primary contact with the Contractors throughout the term.

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

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

Exceptions

- Specify any special conditions.

Minimum/Maximum

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

Mode of transportation

- Self– drive, bus, individual arrangements, other

Starting time & location

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

Return time

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

Cost per person

- For LearningQUEST Trips full payment for the trip must be made before a position on the trip can be guaranteed. Indicate if any other payments are required that will be paid directly to the organization being visited. (E.G. Botanical Gardens.)
- For charter trip where the payment is made directly to the contractor, show the payment to the contractor.

Explain How Cost was Calculated

- First, determine all fixed cost such as bus transportation and divide by the minimum number of participants. Then add variable cost such as meals that the coordinator will be providing. Add the fixed and variable costs together for the participant fees.

Make check payable to:

Local Trips: State costs expected to be paid at venue.

Special Trips: State total cost of trip which will be due at registration.

Charter Trips: State the vendors deposit and payment policies.

Send to

Local Trips: Follow Trip coordinator instructions

Special Trips: Pay when registering for the trip

Charter Trips: State vendor policy.

Cancellation/Refund policy

- For vendor sponsored chartered trips, list all cancellation dates, deposit requirements and any other conditions. These dates determine when we will cancel the trip if the minimum number of paid reservations has not been received.
- For trips where LearningQUEST handles the money, there will be no refund for individuals that cancel for any reason. However, substitute participants from the waiting list can reimburse the cancelling participant.

The Submission:

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