

Imperial College Union

ICU ENVIRONMENTAL POLICY APPENDIX D

Imperial College Union Tours Policy

Definitions

1. Trip

- A mainstream generic club activity, for example a match, a weekend at the Mountain Hut, a regular visit or excursion.
- This should be budgeted for in the budgeting round,
- Examples could include “30 away matches” or “5 weekends at the Mountain Hut”. The costs for each individual trip should be comparable and as such budgeted for in bulk.

2. Tour

- A tour should be a period of (usually residential) time spent by members of a club or society away from the geographical locality of their mainstream club activities, supplementary to their normal practises.
- The purpose of a tour should be to further the aims and objectives of a club or society, supporting their core activities beyond which can be achieved through usual day-to-day, week-to-week operations. The prime activity while ‘on tour’ should be the club activity.
- Geographical locations of tours should be chosen to make use of opportunities (natural, man-made, competitive, cultural, influential etc..) that would normally be unavailable. Locations of tours should be areas not otherwise visited by a club or society.
- A tour should have a clear aim or objective against which success or failure can be judged

Tour Budget Administration

3. That the November, February and May meetings of the Clubs and Societies Board (“CSB”) shall be the only meetings which consider tour proposals.
4. That the appropriate meeting of CSB shall consider all tour proposals for the forthcoming tours period, as defined in Appendix A.
5. That Clubs and Societies Committees (“CSCs”) or Faculty Unions (FUs) shall be responsible for submitting tour proposals from their clubs and societies to the Deputy President (Clubs & Societies) (“DPCS”) in electronic form, as usual CSB business.
6. Tour Fund Applications shall be completed in a standard spreadsheet file
7. That CSCs and FUs are mandated to keep their clubs and societies informed of the tours budget procedures and timetable.
8. That CSB may allocate up to a maximum of one third of the total tours fund at the start of the year at the autumn and spring meetings. The remainder may be allocated at the summer term meeting. CSB can revise the proportions for the corresponding period before the close of the meeting.

Applications

9. That applications to the tours fund may be received from any club or society.
10. That applications to the tours fund may not be received from CSC or FU execs, or working groups of ICU.
11. That a clubs or society may only present one tour proposal for each tour period.
12. That CSCs and FUs shall be responsible for inviting tour proposal authors to the CSB meeting to answer any technical questions.
13. That tour proposals shall be presented on the Tour Proposal Form, detailed in Appendix B.
14. That a tour proposal should contain the estimated number of people taking part, the tour budget allocation shall be released in proportion to the number of people actually attending.
15. That CSB requires a detailed financial breakdown of the items which are in its remit to allocated funds for, (see "Funding of Tours"), rather than a full tour budget. Full tour budgets should be agreed as a separate issue.

Funding of Tours

16. That the tours fund shall primarily be used to fund the travel aspects of a tour at a rate of up to 32%. The travel aspects of a tour cover travel by any means to, from and during a tour; to reach the geographical location in which the activity shall take place, rather than as a part of the activity being undertaken.
17. That clubs and societies may also apply for 'extra' monies from the tour fund for anything they consider essential to the success of their tour. This could include hire of music, scripts or equipment, tournament entry fees or consumables such as air for diving.
18. That money from the tour fund shall be used only for subsidising full members of the club or society. Tour Proposal Forms should detail the number of full club or society members expected to attend the tour.
19. That money from the Tours fund shall only be allocated prior to a tour – the fund shall not be used to bail out loss making tours.

Allocation of Funds

20. That proposals for tours which do not fulfil the definition of a tour (as above), should be amended accordingly or not considered.
21. That, at a CSB meeting, the travel part of all proposals should be considered first, followed by any 'extras', if funds permit. Extras may only be funded if the travel part of all proposals has been met.
22. That money for 'extras' is allocated at the discretion of CSB.
23. That, assuming the CSB meeting's allocated funds do not cover the travel part of the proposals presented then the travel cost per person for every proposal shall be considered. A flexible cap shall be applied to use the funds available, see Appendix C for an explanation.
24. That club and society tour proposals should not be penalised for seeking other forms of financing or for a previous committees' financial mismanagement.

25. Funding secured from other sources shall not be considered from a financial point of view, except that where money has been obtained for a specific 'cost item' (eg. flight tickets). This funding shall not be duplicated from the Tour Fund such that the total funding is greater than the cost. Eg. Flight tickets funded at 80% from a trust fund shall only be funded up to 20% from the tours fund and not at the usual 32%. Where clubs obtain external funding this should be treated as an indication of competent club management and sound Tour planning.

Carbon Emissions Policy (with effect from 1st October 2007)

26. That short haul air travel generates between 5 and 7.5 times more carbon emissions than long distance high speed rail travel (Source: Commission for Integrated Transport).
27. That ICU is committed to reducing carbon emissions generated by tours travel.
28. That for this reason ICU shall not subsidise air travel from any British Airport to any destination airport within zone one as shown in Appendix D.
29. That ICU shall only fund up to 16% of costs incurred by air travel from any British airport to any destination airport within zone two as shown in Appendix D.

Procedural

30. That monies allocated by CSB to a club or society shall be immediately transferred to the club or society accounts in a budget header entitled
31. "Tours". This budget header shall be for expenditure as defined in the tour proposal only.
32. That a club or society shall be given 4 weeks from the end of the tour (if tour is during term time) or 4 weeks from the beginning of the next term (if tour is during a vacation), to claim the monies in their "Tours" budget header. Any remaining monies shall be transferred back to the central tour fund for reallocation at the summer term SAC meeting.
33. That a category, akin to refundables, can be created to administer a tour, should the club or society treasurer so desire.

Reporting

34. Clubs and societies receiving monies from the tours fund should submit a report of their tour to Felix upon return. The DPCS should maintain an archive of such reports.

Appendix A – Tour Periods

- First day of Christmas vacation to last day of spring term – proposals considered at the November meeting of CSB.
- First day of Easter vacation to last day of summer term – proposals considered at the February meeting of CSB.
- First day of Summer vacation to last day of autumn term – proposals considered at the May meeting of CSB.

Appendix B – Tour Application Form

This form is available from <http://www.imperialcollegeunion.org/clubs-and-societies/forms,109,ICUAP.html>

Appendix C – Flexible Cap Explanation

- The amount of travel subsidy per person for each proposal is calculated, as detailed on the proposal form.
- Move a 'cap' from zero upwards stopping intermittently at a cost per person. Calculate the total amount 'to give' if subsidy per person at this rate is given to all proposals exceeding the cap level, and proposals below the cap are funded per person as requested.
- Stop when the 'to give' figure equals the funds available.
- A spreadsheet to automatically calculate allocations will be provided to the Deputy President (Finance & Services) by the authors.

Appendix D – Carbon Emission Zone Map and Table

