

**ICU Tours Policy**

*Passed by Clubs and Societies Board 12<sup>th</sup> October 2010  
Imperial College Union Tours Policy*

**Definitions**

1. This policy applies only to groups classified as a Club or Society, but excludes those groups classified as projects under the RAG or Community Action Group Management Groups.

**2. Trip**

- A mainstream generic club activity, eg. a regular visit, match 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.
- A sports competition as part of ULU, BUCS, UH Leagues which can be anticipated by being a participant.

**3. Tour**

- A tour should be a period of at least 2 residential nights 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 activities as defined in the club or society’s constitution, 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 whilst undergoing normal levels of club activity.
- A tour should have a clear aim or objective against which success or failure can be judged.
- A tour may not be purely or primarily social in its aims and objectives.
- Exceptions with regard to length of time may be made for clubs going on tour for the first time in at least 3 years, at the discretion of the Clubs & Societies Board.

**Tour Budget Administration**

2. That the October, January and May meetings of the Clubs and Societies Board (“CSB”) shall be the only meetings which consider tour proposals.
3. That the appropriate meeting of CSB shall consider all tour proposals for the forthcoming tours period, as defined in Appendix A.
4. Clubs are responsible for the submission of tours proposal but the Management Group Chairs are responsible for familiarising themselves with the proposals pertaining to their area of responsibility.
5. Tour Fund Applications shall be completed in a standard electronic form.
6. The Deputy President (Clubs & Societies) is mandated to keep Clubs and Societies informed of the tours budget procedures and timetable.
7. 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**

8. That applications to the tours fund may be received from any club or society that is coming out of dormancy or has had its accounts frozen by the Union so that no transactions can be completed.
9. That applications to the tours fund may not be received from CSC or FU execs, or working groups of ICU.
10. That a clubs or society may only present one tour proposal for each tour period.
11. That Clubs submitting tour proposals must send a representative to the tours meeting in order to be considered for funding, and for the purpose of answering any technical questions, unless they let Clubs and Societies Board know that they will not be attending.
12. 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.
13. 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.
14. a Tours within mainland UK excluding Northern Ireland, no flights shall be subsidised by tours funding as it is expected that bus or train will be sufficient, in line with the Union's Environmental Policy.  
b. Tours within Europe, may take flights on the condition of providing competitive quotes and timings of at least two other methods of transport which should normally be train or bus.  
c. Tours outside of Europe will be considered regardless of the mode of transport on the assumption that the club will have selected the most time and cost effective mode of transport, appropriate to their activity.
16. Assuming that the tour proposal meets the criteria of point 15 to the satisfaction of the Board, it shall be eligible for full tours funding as described in the following section.

## **Funding of Tours**

15. That the tours fund shall primarily be used to fund the travel aspects of a tour at a rate of up to 40%. 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.
16. 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. This may not include food or drink.
17. 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.
18. 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**

19. That proposals for tours which do not fulfil the definition of a tour (as above), should be amended accordingly or not considered.
20. 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.
21. That money for 'extras' is allocated at the discretion of CSB.
22. 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.
23. That club and society tour proposals should not be penalised for seeking other forms of financing or for a previous committees' financial mismanagement.
24. 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 40%. Where clubs obtain external funding this should be treated as an indication of competent club management and sound Tour planning.

### **Procedural**

25. That monies allocated by CSB to a club or society shall be transferred as soon as possible to the club or society accounts in an activity code, specific to the tour. This amount is broken down into a Union Grant section and IC Trust section.
26. This budget header shall be for expenditure pertaining to that Tour only.
27. 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 CSB meeting.
28. Summer tour money is reabsorbed 4 weeks from beginning of Autumn term at the discretion of the Deputy President (Finance & Services)
29. That a category, akin to refundables, can be created to administer a tour, should the club or society treasurer so desire.

### **Reporting**

30. Clubs and societies receiving monies from the tours fund must submit a report of their tour to Felix, the DPCS and their members upon return. The DPCS should maintain an archive of such reports.
31. Tour reports should be submitted within 2 weeks of return from Tour or 2 weeks from the start of the next term if the tour during vacation.
32. Reports must include the following:
  - i. A full financial breakdown of the tour
  - ii. A day by day account of what occurred ie activities etc
  - iii. Number of members attending (full and not full members)
  - iv. Dates of the tour
  - v. Did it achieve the aims and objectives as laid out in the proposal
  - vi. Were there any changes to the proposed aims or activities
  - vii. Any major issues that arose whilst on tour
33. Tour reports may also include:
  - i. Members impressions of the tour
  - ii. How to improve for the future
  - iii. Photos, poems or songs from the tour

### **34. Appendix A – Tour Periods**

- First day of Christmas vacation to last day of spring term – proposals considered at the October meeting of CSB.
- First day of Easter vacation to last day of summer term – proposals considered at the January 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:

<https://eactivities.union.ic.ac.uk/csadmin/csdocuments>

### **Appendix C – Flexible Cap Explanation**

- The amount of travel subsidy per person for each proposal is calculated, as detailed on the proposal form.
- Move the amount 'to give' upwards as a proportion of the possible travel subsidy for each tour attendee simultaneously for all tours.
- 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.