

ICU Tours Policy

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 and 2 days of tour activities 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 wherever possible. If successive tour proposals are for the same locality, explanation must be given in the application. Such applications will be considered at the discretion of the CSB board.
- 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.
- A tour must be inclusive and open to all members of the Club or Society.

Tour Budget Administration

2. That the November, 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.
 - a. For an application to be a valid Tour proposal and considered it must satisfy all the points in section 13.
 - b. For applications that lack clarity the club will be invited to the tours meeting to answer any questions and make the necessary amendments to the application.
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 applications and Tour budgets shall be completed in a standard electronic form via eActivities.

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 Management Group Execs or Constituent Unions, or working groups of ICU.
10. That a club or society may only present one tour proposal for each tour period.
11. That Clubs submitting tour proposals must send a representative if invited by CSB to the tours meeting in order to be considered for funding, and for the purpose of answering any technical questions not covered in the application, unless they let the Clubs and Societies Board know that they will not be attending.
 - a. DPCS and DPFS will review tour submissions to determine whether they are a valid tour in accordance with this Policy.
 - b. For applications that lack clarity DPCS and DPFS will invite a club on behalf of CSB to send a representative to the tours meeting to answer any questions.
12. That a tour proposal should contain the estimated number of people taking part (including full members, other members), the tour budget allocation shall be released in proportion to the number of people actually attending based on a ratio of student member and other members.
13. Applications must contain:
 - a. Number of attendees, including full members and other members
 - b. Location of Tour
 - c. The Aims & Objectives of the club
 - d. Planned activities for the tour
 - e. Method of travel and distance of travel, where minibuses are used number and type of minibuses should be submitted.
14. Full tour budgets should be submitted via eActivities following approval of the tour application by the CSB board.
 - 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
 - b. Tours within Europe, may take flights on the condition of providing competitive quotes and timings of at least two other methods of transport (e.g. train or bus). These should be submitted to DPFS or DPCS.
 - 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.
15. Assuming that the tour proposal meets the criteria of point 14 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 solely 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.
 - a. The maximum subsidy will also take into account the ratio of full members and other members attending.
16. That money from the tour fund shall be used only for subsidising full members of the club or society. Tour Proposal Applications must detail the number of full club or society members expected to attend the tour.

Allocation of Funds

17. That proposals for tours which do not fulfil the definition of a tour (as above), **should be amended accordingly** or not considered. That, assuming the tour period'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.
18. That club and society tour proposals should not be penalised for seeking other forms of financing or for a previous committees' financial mismanagement.
19. 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

20. 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. The following activity codes will be used:
 - a. Winter Tour (21)
 - b. Spring Tour (22)
 - c. Summer Tour (23)
21. This budget header shall be for expenditure pertaining to that Tour only.
22. 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.
 - a. Any remaining monies shall be transferred back to the central tour fund for reallocation at the next tour period.
23. Summer tour money is reabsorbed 4 weeks from beginning of Autumn term at the discretion of the Deputy President (Finance & Services) and Deputy President (Clubs & Societies).
24. That a category, akin to refundables, can be created to administer a tour, should the club or society treasurer so desire.

Reporting

25. 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.
26. 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.
27. Reports must include the following:
 - i. A full financial breakdown of the tour
 - ii. A day by day account of what occurred i.e. 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
28. 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.

29. Appendix A – Tour Periods

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

Appendix D – General Funding

As of central Union budgeting from 2011/2012 onwards, no funds from subvention have been allocated for CSB Tours. Currently all tours funding comes directly from IC Trust.