

**Club Trip Planner**

Please complete this form before you plan any trips (domestic or international) so that we can ensure you are fully supported to deliver a successful trip.

We recommend that any trips are planned well in advance, with international trips submitted at least 2 weeks prior to booking, and domestic trips at least 4 weeks prior.

|  |  |
| --- | --- |
| **Name of Club / Society:** |  |
| **Name of Trip:** |  |
| **Your Name:** |  |
| **Your Email:** |  |
| **Your Phone Number:** |  |
|  | |
| **Date of Activity:** |  |
| **Destination**  The location for the trip. |  |
| **Total Spaces:** |  |
| **Numbers Attending:** |  |
| **Description of activity:**  What is happening? |  |
| **Proposed locations of activity:** |  |
| **Itinerary:**  *Including date & time.* |  |
| **From Date/Time:** |  |
| **To Date/Time:** |  |
| **Departing from;** |  |
| **Travelling to;** |  |
| **Transport & Provider:** |  |
| **Additional Details** : |  |
| **Accommodation Details:**  *Hotel and dates* |  |

**Trip Budget**

Don’t forget to apply VAT to any ticket sales or sponsorship which form your income. Always check with a sponsor that VAT is included in their contribution, and check that all expenditure is also inclusive of the 20% rate. For any more support, come in and speak with the Finance Team at the Students Union!

|  |  |  |
| --- | --- | --- |
| **Expenses** | **Details** | **Sub Total** |
| **Transport** |  |  |
| **Accommodation** |  |  |
| **Tickets** |  |  |
| **Internal Transport** |  |  |
| **Other**  *(Please specify)* |  |  |
| **Other**  *(Please specify)* |  |  |
| **Total Expenditure** | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Income** | **Details** | | | **Income per Unit** | **Number Sold** | **Sub Total** |
| **Individual Contributions** |  | | |  |  |  |
| **Ticket Sales** |  | | |  |  |  |
| **Trip Fundraising** |  | | |  |  |  |
| **Trip Sponsorship** |  | | |  |  |  |
| **Club Contribution** |  | | |  |  |  |
| **Other** *(please specify)* |  | | |  |  |  |
| **Total Income** | | | | |  | |
| **Event Surplus/Deficit** | | *(‘Total Income’ minus ‘Total Expenditure’)* | | |  | |
| **Existing Club Reserves** | | | *(How much your club has in its account)* | |  | |
| **Remaining Club Funds** | | | *(How much your club will have in its account after the event)* | |  | |

For all international trips and overnight stays the Students Union insists that all attendees have suitable travel insurance. It is considered their individual responsibility, although club organisers should ensure this is advised at the point of booking. Once submitted, the details on this planner can later be adjusted.

All International Trips should be considered with support from the Students Union and a meeting should be planned with the VP Communities ([communities.union@stir.ac.uk](mailto:communities.union@stir.ac.uk)) at least 2 weeks prior to promotion and booking.

**Full List of Participants**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Student ID No** | **Club**  **Member**  **Y/N** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
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| **17** |  |  |  |
| **18** |  |  |  |
| **19** |  |  |  |
| **20** |  |  |  |

**Trip Approval**

|  |  |
| --- | --- |
| **Club Treasurer** | Signed |
| **Club President** | Signed |
| Staff (Name) | Signed |
| Officer (Name) | Signed |