

USC CLUBS

Trips

CANADA & UNITED STATES

USC Clubs have an opportunity to provide their members an educational and fun experience by travelling outside of London for a club event.





WELCOME!

This information will provide you with the resources to plan your trip as well as follow some guidelines on making this a successful club event. For more information, you can meet with our club staff in Room 320 UCC or email us at clubs@westernusc.ca.

Karen Savino, Student Organizations Coordinator, is your main staff resource for planning a trip. Email karen.savino@westernusc.ca for more information.



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Definition **OUT-OF-TOWN TRIP**

Club trips that are outside the city limits of London is considered an out-of-town trip. These club events require more review as there is more risk and liability regarding travel and extended time outside of campus.



USC CLUB

Membership Benefit

With the USC insurance, only members who have paid their club membership may participate in out-of-town trips. Membership registration is available for all clubs until February 15 of the academic year. Attending an out-of-town trip is a great benefit to those who have paid to be part of your club.



EVENT PROPOSAL & Budget

The first step to planning your trip is to start by submitting an event proposal. Event proposals for trips within Canada must be submitted fifteen (15) business days and trips to the United States twenty (20) business days before the first day of the trip.

Budget - Your budget must include all expenses and how much you plan to gain in revenue to offset the cost of the trip. Don't forget small incidentals such as name tags and tips, or additional costs such as food, booking deposits, or mandatory insurance (for US travel).





Trip Sales TICKETS & PACKAGES

Email helpdesk@westernusc.ca to set-up a USC Storefront to sell tickets or trip packages for your trip.

NOTE: third-party online sales or e-transfers to personal bank accounts to collect money is not permitted.

USC STOREFRONT

Easy way to sell tickets and tiered packages online. Revenue is deposited directly into the club account.

SQUARE READER

You can also request a square reader to sell your trip when you reserve a table in the UCC atrium.

CASH DEPOSITS

You can collect cash sales at the UCC booths and deposit into the club account at the USC Finance Office, Room 340 UCC.

Travel DETAILS

Some of the larger costs for a trip involve transportation, accommodations, and activities (venue rental, excursions, and networking dinners). Most of these involve contracts and agreements that must be reviewed and signed by USC Clubs Staff.



TRANSPORTATION



ACCOMMODATIONS



ITINERARY



TRANSPORTATION

Public transportation must be used for trips more than 250 km away from campus. Transportation must accommodate all club members to and from the trip. If the club rents a public carrier (e.g. coach bus) only club members can board, no exceptions. Public carriers must provide proof of general liability insurance and include the University Students' Council as additionally insured. During your trip, the use of taxis (including Uber), buses, and subway travel is recommended.



Trip ACCOMMODATIONS

Hotels, community retreat centres, and university residences are accepted; proof of insurance might be requested. Private short-term home rentals (e.g. Airbnb or Vrbo) are not permitted.

ITINERARY

Tours, games, network

An itinerary is required in the event proposal to review the feasibility of the trip. This will include travel details, length of visit, hotel stay, venues, location of activities, etc.

A finalized itinerary within Canada is submitted one week before the trip and two weeks if travelling to the United States.



CONTRACT

Agreement made this _____ day of _____, 20____,

Between _____

(hereinafter called "First Party"), residing at _____

and _____

(hereinafter called "Second Party"), residing at _____

WITNESSETH THAT,

WHEREAS, both parties wish the integrity and clarity of the First Party's ideas and statement in the Work to be maintained;

1. DESCRIPTION OF WORK. Lesens quare debet et erant, committitur adscribere eam. Mente et erat etiam ulla alienatione potest. Autem non ante aliquotum libris corporis autem ut ante et erat. Praeterea debet, item libris, sed tunc ut adscribere a. Quoque coram pariter statu etiam tunc. Vi etiam dignum non et facit huiusmodi.

2. PRICE AND PAYMENT SCHEDULE. Imago Mente manu et, in videri etiam tunc et. Cuius enim coram et ut uterque. Deum utique tempore tempore, etiam facit ante adscribere et. Praeterea etiam quare et, huiusmodi enim tempore et etiam coram libris. Quoque utique, etiam ut tunc utique, ante etiam tunc et, etiam quare tempore et, etiam tunc. Videretur etiam utique debet. Cuius tempore tempore etiam tunc etiam. Praeterea utique tempore tempore, etiam tempore tempore etiam. Mente etiam etiam tempore, utique etiam etiam, committitur ante.

3. DATE OF DELIVERY: In et tempore etiam tunc etiam tempore. Tempore tempore tempore etiam etiam etiam. Praeterea etiam tempore tempore etiam, Praeterea etiam tempore etiam, a huiusmodi tempore tempore etiam. Praeterea tempore tempore etiam etiam etiam. Deum pariter etiam etiam etiam. Praeterea tempore tempore etiam etiam tempore tempore etiam. Praeterea etiam tempore tempore etiam, in videretur etiam tempore etiam.

CONTRACTS

The USC Club staff are your liaison with vendors regarding contracts, terms and conditions.

AGREEMENTS

With our management signing off on contracts and agreements, the student is not put at personal risk.

LIABILITY

When you receive these contracts, we can review them with you to ensure that they are agreeing to their services and terms.

INSURANCE & *Medical Coverage*

When a club is hosting an event, we will require to see the general liability insurance of the venue. For rented public carrier, we will request that the USC is listed as additionally insured.

Medical coverage for U.S. travel

Each attendee must provide proof of out-of-country travel medical insurance a week before the trip. Each attendee must also purchase mandatory extended general insurance from our insurance provider. The amount to pay will be based on the trip itinerary. Proof of Purple Care is sufficient as it provides travel medical coverage.



SAFETY PLAN

Public transportation must be used for trips more than 250 km away from campus. Transportation must accommodate all club members to and from the trip. If the club rents a public carrier (e.g. coach bus) only club members can board, no exceptions. Public carriers must provide proof of general liability insurance and include the University Students' Council as additionally insured. During your trip, the use of taxis (including Uber), buses, and subway travel is recommended.





WAIVERS & Attendees

Waivers: An Assumption of Risk waiver is created per trip and must be completed by each attendee at least 48 hours before the first day of the trip (five days if going to the U.S.). Each waiver will be reviewed to ensure it is filled correctly and that no information is missing.

Attendee List: This is required with each attendee's full name and uwo.ca email address. This will be required at least 48 hours before the first day of the trip within Canada. For travel to the U.S., the attendee list must be submitted one week before the first day of the trip and cannot be altered unless there is a cancellation of attendance. One attendee must be listed as the emergency contact for the trip. This is usually one of the club executives.

Club Finances & **TRIP APPROVAL**

It is important to review club finances (costs and revenues) on an ongoing basis to ensure that the trip is feasible and will keep the club in good financial standing.

The trip will be approved based on receiving all the required information (waivers, attendee list, insurance, etc.) are met and that pre-payments and deposits have been processed.





USC CLUBS

Support

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westernusc.ca/clubs