

Trip Planning Guidance

Planning a trip is a great way to engage members; a trip can help create a stronger sense of community amongst members and give the society something to plan towards throughout the year. Please note for trips broad please refer to our [Trips Abroad Guidance](#).

- Before you begin planning your trip here are some things you should consider,
- Do you have enough time to plan the trip?
- What is the purpose of your trip (Social, Educational, Developmental...)
- When and where would you like your trip to take place?
- What equipment do you need?
- How many people are you expecting to attend?
- Is your trip inclusive and accessible?
- What are the costs of your event?
- How will you promote your trip?
- How will you make your trip safe?

Letting us know and Paperwork

Every society trip begins with paperwork. You must submit the relevant paperwork at least **4 weeks prior to your event** and wait for approval from the Student Groups team before advertising and selling tickets to your members. *Failure to do so will result in the trip not being recognised and supported as an official society event and will leave the organiser personally liable for costs.*

Email activitiesadmin@shu.ac.uk with all your paperwork. We review paperwork on a weekly basis.

Trip proposal

The Trip Proposal form gives the SU an overview of what you have planned and enables us to support you further. A Trip Proposal Form can be found on the Committee Portal on the [Events and Trips page](#).

Risk Assessment

At the start of the year, you will have completed a Risk Assessment for your regular activities. You will need to complete a separate Risk Assessment for any trip.

The Risk Assessment template can be found on the Committee Portal on the [Events and Trips page](#), this also includes guidance and an example for you to get started.

Trip Registration Form

Trip Registration Forms must be submitted and signed off **one week prior** to departure. You will need to gather the following information from attendees in order to complete the trip form. A template of the Trip Registration Form can be found on the Committee Portal on the [Events and Trips page](#).

- Attendee Name
- Student Number
- Emergency contact name and number
- Medical conditions and access needs
- Accommodation details (if overnight)
- Travel provider
- Departure times

Transport

It is up to the trip organisers to decide how you travel to your trip destination; we would always recommend looking for the most cost-effective way. Ensure you refer to the Travel Policy on the Governance and Policy page of the Committee Portal before deciding on your mode of transport.

Coach/ Minibus

Coach/Minibus is the most commonly used and our recommended mode of transport amongst societies. Our suggested suppliers are Travel Direct (<http://traveldirectminibusservices.co.uk/>) and Rivelin Travel & Ky's Executive Travel (<https://kysexecutivetravel.uk/>)

You should contact them to request a quote and will need the following information:

- Pick up and drop off time.
- Date and location.
- Number of seats required.

Driving

If your society choose to drive themselves, any drivers **must** provide the Students' Union with some information:

- A copy of each drivers driving licence
- Proof of insurance with driver and car clearly identifiable
- Proof of MOT

Please email a copy of the above documents to activitiesadmin@shu.ac.uk at least one week before the trip.

Train

Travelling by train is ideal if you are travelling beyond Sheffield in a small group. It is always best to purchase tickets as early as possible to avoid

paying inflated prices and so that you can reserve seating. Before purchasing tickets, always check if members have railcards that can be used for the journey.

Accommodation

Hotels and Hostels are most commonly booked by societies; however, you can also look at websites such as AirBnB and camping sites.

Booking accommodation for a large group can be difficult and the usual booking sites cannot always support such bookings, therefore we suggest contacting a venue directly to reserve the accommodation.

Ticketing

All trips should be ticketed through Native. On Native you can monitor ticket sales, contact purchasers, and ask for any details needed such as dietary and access needs. This includes both free and paid for tickets. We have a video dedicated to adding events and tickets to Native which you can find on the Committee Portal.

Finance

Before committing to any spending as a committee you should ensure that you have enough funds in your society account. Once you are aware of your society's financial situation you should agree on a budget for the trip. The majority of the trip should be funded through ticket sales, if you would like to use your society funds for a trip, please ensure that you get approval from the societies team first.

Before making any purchases, you should request a Purchase Order (PO) from the Students' Union, once a PO has been approved you are then free to make the required purchase. The Students' Union can make bookings directly from societies' accounts if requested. If an invoice needs to be paid, it **must** be with the finance team a minimum of a two weeks before it is due to be paid. **Additional payments cannot be made if the deadline is missed.** Please see the [Finance page](#) of the Committee Portal for more information.

Funding

Societies can [apply for funding](#) to support trips. Please refer to the Committee Portal for more information on the funding available to you.

If you have any questions, please contact the team at activitiesadmin@shu.ac.uk.