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**Wolves on Tour!**

*Clubs and Societies Proposed Training / Developmental Trips Outside of Ireland*

To travel on a Foreign Trip under the umbrella of UL Wolves C&S:

* You **must** provide Aisling.m.ryan@ul.ie with a Foreign Trip Proposal **at least two months prior to departure**.
* This will then be reviewed by your elected C&S Executive. You will be emailed once approved/rejected.  It is advised that you provide the trip proposal in good time- the later the approval the later you get to book your flights/ferry and this of course will result in higher prices.

Two weeks prior to your Foreign Trip:

* You will need to provide a number of **“EHIC” details** to Aisling.m.ryan@ul.ie.
* You need to complete the foreign trip form on [ulwolves.ie](http://www.ulwolves.ie/) under the Trips Away section on your committee page.
* You will need to familiarise yourself with the **Foreign Travel Insurance Policy**
* The Trip Leader will need to text Head of Student Engagement, Paul Lee on 0860435308 stating that they are the trip leader and are contactable on given number- this ensures that your number is saved.

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To all Clubs and Societies,

When planning a trip for your members you need to consider the following points. Please complete the form and email to aisling.m.ryan@ul.ie who will review and pass on to C&S Exec for review and approval.

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| **Name of the Club or Society:** |  |
| **Date of Trip:** |  |
| **Name of Main Trip Organiser:**  |  |
| **Name of Second in Charge/other trip leaders:** |  |

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| **Destination & Justification for Choosing this Location:** |
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***Context***

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| **Can this be done locally? (Saying yes does not mean the trip won’t be approved):** |
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| **If yes, why select a location abroad?** |
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| **How will this trip upskill/enhance training and the Clubs and Socs experience of members?**  |
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| **How does this link to your club or society?** |
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| **Is this the first time this trip is proposed? Or is it an annual or biennial trip?** |
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| **How will you advertise this trip?** *The trip must be email must be sent to all current club or society members informing them of the event and how to sign up.*  |
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| **How do people sign up for the trip?** |
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| **Is there a selection criteria?** *NB All people going on the trip must be members of the club or society.*  |
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| **What is the breakdown (Undergrad, Postgrad, Alumni, Other) of the different membership types?** *Clubs & Societies Executive strongly advise avoidance of the same people going every year. A preference must be given to first timers on a trip.* |
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***Cost***

*Please include any screenshots/invoices/quotes in the appendix below. Reference this in your cost breakdown.*

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| --- | --- |
| **Total Cost** |  |
| **% being subsidised by club** |  |
| **Amount being subsidised by club** |  |
| **Estimated No. of Members travelling** |  |
| **Cost per Person** |  |

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| **Please insert a full cost breakdown of your trip here. Please include any funding details here** |
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***Health and Safety***

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| **What is your Health and Safety Plan for the trip?** |
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| **Who will have overall responsibility for safety?** *At no stage should anyone leave the group to go and do their own thing without telling at least the two people in charge***.** |
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| **For certain trips, especially clubs, is there a competency level that members must achieve before signing up for the trip?** |
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| **Do you need to carry out first aid, a health and safety briefing or specialized training in order to maximise your time on the main training trip – please give details?** |
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| **Who is responsible for training on the trip? Are they external or internal to the club or society? What is their qualification to coach?** |
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| **Have risk assessments been completed for this trip or do you need any support?** |
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***Itinerary***

*This is a loose itinerary based on what you plan on doing on your trip. We do not want a minute by minute of your trip, but please outline the day-to-day plan and include dates and times of any set plans*

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| --- | --- | --- |
| **Day** | **Plans** | **Other details** |
|  |  |  |
|  |  |  |

Your **Foreign Trip Proposal** must now be **emailed to CS Coordinator** aisling.m.ryan@ul.ie for referral to CS Exec