**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](mailto: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](mailto: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.

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](mailto:aisling.m.ryan@ul.ie) who will review and pass on to C&S Exec for review and approval.

1. Name of the Club or Society:
2. Date of Trip:
3. Name of main trip organiser:

The name of second in charge/ other trip leaders:

1. Destination & justification for choosing this location:
2. What is the developmental reason for this trip:
3. How much is the overall cost – a good estimate based on quotes will suffice:
4. Is this the first time this trip is proposed? Or is it an annual or biennial trip?
5. How will you advertise this trip? An email must be sent to all current club or society members informing them of the event and how to sign up.(e.g. Email / text to all members; notice on Ulwolves.ie; facebook; posters; a meeting & presentation to brief the members of what is involved)
6. How do people sign up for the trip:
7. Are there selection criteria? N.B. All the people going on this trip must be members of the club or society.
8. 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.
9. What is your Health and Safety Plan for the trip? Who is your safety officer? This is a developmental training trip. At no stage should anyone leave the group to go and do their own thing without telling at least the two people in charge.
10. For certain trips, especially clubs, is there a competency level that members must achieve before signing up for the trip?
11. 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:
12. What is your proposed Itinerary? How many days, how many hours per day will you be training? THIS IS NOT A HOLIDAY! You must email the

itinerary to all members going on the trip and it must include everyone’s contact details.

1. Who is responsible for training on the trip? Are they external or internal to the club or society? What is their qualification to coach?
2. What is the funding plan for this trip?
3. Have risk assessments been completed for this trip or do you need support?

Your **Foreign Trip Proposal** must now be **emailed to CS Coordinator** [aisling.m.ryan@ul.ie](mailto:aisling.m.ryan@ul.ie) for referral to CS Exec.