

SOLEIL GUIDELINES 2010

1. Trips are for AAUW members only. No spouses, no guests. Sometimes coordinators may open the trip to guests, then and only then are they allowed. If a trip does involve guests they will be charged a \$2.00 fee above the trip cost.
2. Reservations are always required and must be made by the deadline. Once you are committed to a trip it is necessary that you do attend. If an emergency should arise and you can not make the trip please notify the coordinator as soon as possible.
3. Carpooling is encouraged. With carpools, it is suggested that each rider gives the driver \$5 for a one hour trip and \$10 for a 2 hour trip.

FOR TRIP COORDINATORS

Remember once you suggest a trip you are responsible for coordinating that trip. That involves:

1. Setting the date, making sure to check that there are no conflicts with other branch activities or meetings and religious holidays. Information in the directory is helpful.
2. Set the time.
3. Place of trip and/or meeting
4. Cost
5. Directions
6. Necessary clothing if applicable
7. Make lunch plans if applicable
8. Carpooling information
Email names of those going to assist with carpooling. If applicable, choose a rendezvous site.
9. Make participants aware of refund policy.