

The Hardy Plant Society / Mid Atlantic Group

Trip Policy

The privilege to participate in a Hardy Plant Society / Mid Atlantic group trip belongs to all members. Since these trips are run by member volunteers, it is important that we have a trip policy in place to delineate the responsibilities of both the member and of the organizers

1. Responsibility of participants

- 1.1. All members are eligible for all trips. Membership must be current and dues paid through time of trip. A new member must have already submitted the paperwork for membership before signing up or they may include a membership form and a separate check of \$25 (membership fee) made out to HPS with their trip application.
- 1.2. Members must be responsible for their mental and physical ability to participate in the trip.
- 1.3. No member's place on a trip is guaranteed until all money requested has been paid and all paperwork received.
- 1.4. Gifts to the trip organizers are not included in the cost of the trip. All other gratuities are included.

2. Responsibility of trip organizers

2.1. All trips

- 2.1.1. The HPS board must approve all trips
- 2.1.2. The board should receive a preliminary report on the proposed trip including the destination, date, # of days, a trip planning expense request, and travel agency if involved.
- 2.1.3. If the trip is planned without the use of a travel agency, the cost of one planner's trip should be covered by the other attendees when figuring out the cost. Only the meals included in the advertised trip will be covered by HPS. If the trip is planned with the use of a travel agency, the cost of the planner's trip should not be covered by the other attendees when figuring out the cost.
- 2.1.4. Trip planner should be reimbursed for pre-approved expenses of planning the trip - travel expenses scouting out gardens and any other pre-trip expenses.
- 2.1.5. A system must be in place to handle reasonable complaints during the trip.
- 2.1.6. Participants are not to be solicited for a donation for an external cause.
- 2.1.7. After the trip, the organizers must submit a detailed report to the Board within 30 days concerning all monies involved following the HPS accounting guidelines. It should include a brief summary of the trip and indicate if the organizer(s) expectations were met and if, in their estimation, the attendees were satisfied. Organizers should follow the financial guidelines that are attached.
- 2.1.8. Trip evaluation forms must be submitted to all participants and collected at the end of the trip. After the organizers review the forms, they should be submitted to the president.
- 2.1.9. If a trip planner pays for his own trip, they are exempt from the \$50 of \$100 donation to HPS.

2.2. Domestic trips within the U.S.

- 2.2.1. A contribution of \$50 per participant for HPS must be included in the total cost of the trip.
- 2.2.2. If a person must cancel, their money will be refunded if there is a member who can replace them.

2.3. International trips outside of the U.S.

- 2.3.1. A contribution of \$100 per participant must be paid directly to HPS. If a trip is handled by a travel agency and monies are paid directly to the agency, a separate \$100 check made out to HPS must be sent with the trip application.
- 2.3.2. Prior to the trip the trip organizer may request a modest amount of money to be collected by HPS from participants to be used to pay tips and/or any other incidentals that may occur.
- 2.3.3. If a person must cancel, their money will be refunded if there is a member who can replace them. Trip costs are based on a specific number of participants. If a person cancels prior to the trip and another member is able to fill that slot, their money will be refunded, provided the change does not conflict with the policy of the travel agency. Any cancellation charges by the travel agency for a participant change will be charged to the person cancelling. No refund will be made if the cancelled space cannot be filled