



The Villages Convertible Club -- Trip Guidelines

These guidelines are provided to The Villages Convertible Club (VCC) members to assist in making the club trips as enjoyable as possible. These guidelines are a supplement to the VCC policies.

- 1. Trip Planning** – The VP of Trip Planning is responsible for creating a schedule of trips and executing those trips. This VP develops the trip plan with input from club members. The trip planning team consists of volunteers who have previously served as trip leaders. A second role of the trip planning team is to support new trip leaders by answering their questions, and providing any guidance required. This makes it easier for new trip leaders to feel comfortable in their role.

Trip leaders are volunteers who plan and lead trips. Once the trip schedule is created, club members are given the opportunity to lead a trip of their choice, or a trip they have suggested. All VCC members are encouraged to lead trips and should let the VP of Trip Planning know of their interest. The VCC pays the venue admission fee for trip leaders and their guest. Trip leaders also earn points in the Club's points rewards system. Leading a trip is considered to be an honor in our club. It is a great way to contribute, and to quickly form relationships with other club members.

- 2. Trip announcements** – The schedule of confirmed trips is published on the VCC website. Most trips are scheduled months in advance of the trip date. Information on trips is sent out by the VP of Communications. Typically, a "Save the Date" notice is sent out months in advance. The announcement that registration is open is sent out one month before the trip date. If the trip is not filled a reminder email will be sent a few weeks before the trip date. One week before the trip date, a final email with details is sent only to those registered for the trip. This notice provides departure location and time, directions to the trip destination, and other pertinent information. It includes a list of all registered for the trip.
- 3. Registering and paying for trips** – Registration for all trips is online. As indicated above, there will be an email announcement indicating when registration opens for any particular trip. The web site will provide information about the trip, date, and any pertinent information to help members decide if they would like to register for the trip. Payment for the trip is made online with credit or debit card. There are no refunds for trips. The VCC operates much like The Villages Ticket Office. If someone buys a ticket to an event, they 'own' the ticket. Once registration for an event has closed, the only venue for purchasing tickets to the event will be via the Members-to-Members Forum available through the VCC website.
- 4. Departure meeting** – All trip registrants are expected to attend the departure meeting. This meeting is a good time to meet and greet fellow club members. In addition, the trip leader takes a roll call to ensure all registrants are present prior to departure. If for some reason a registrant cannot attend the departure meeting, he/she must call the trip leader in advance. At the meeting the trip leader will brief members about the trip, and answer questions. Generally, the meeting time is 15 minutes prior to departure. Trip departure meeting locations are the Laurel Manor Recreation Center, for trips heading north, and the Eisenhower Recreation Center for trips heading south.

- 5. Drive to destination** – Normally, registrants will receive maps to the destination in the final announcement, and are expected to print the maps and bring them to the departure meeting. The directions are generally not the fastest route, but typically the more scenic. Main highways are usually avoided. Members are requested to follow the map directions, rather than set their GPS for the destination. We do not caravan in the VCC, whereby cars closely follow each other. It is impossible to keep cars together, and attempting to do this is a safety hazard. Rather, each trip registrant is individually responsible to arrive at the destination using the maps. The return home trip directions are up to the registrant, and are generally not provided by the trip leader.
- 6. Arrival at destination** – The trip leader is responsible for meeting the contact person at the destination, and assembling the club members as appropriate. If not paid in advance, the trip leader will pay the venue for either the committed number of attendees, or the actual number attending depending on the situation. Typically, arrival at the venue requires some time for the trip leader to accomplish his/her responsibilities, so we ask for patience from club members at that time.
- 7. When in doubt** – Check the trip web site information again, and if there are still questions contact the trip leader.

Jane-Ellen Greenwood
VP, Trip Planning
jegtravels@gmail.com

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