

THE VILLAGES CONVERTIBLE CLUB – TRIP GUIDE

This guide is provided to VCC club members to assist in making the club trips as enjoyable as possible.

1. **TRIP PLANNING:** The VP Trip Operations (VPTO) is responsible for working with Club members creating a schedule of trips and events. The VPTO is also responsible for supporting 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. Members who would like to lead a trip should contact the VPTO. The VCC pays the venue admission fee for trip leaders. 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 trips is published on the VCC website on the Home Page under “Save the Date”. Once the trip has a leader it is also published on the VCC website under “Trips”. Most trips are scheduled months in advance of the trip date. A “Heads Up” email is sent to all members 2 days prior to the registration date of a trip advising them of the trip and the date and time registration for that trip will begin. A Final Instructions email will be sent to all registrants 5 days prior to the date of the trip reminding them of the date of the trip, and time and place to meet.

3. **REGISTERING AND PAYING FOR TRIPS:** All trip/event registration must be completed on the Club’s website www.thevillagescc.com. As indicated above, there will be an email announcement sent out indicating when registration opens for any trip. The website 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 on the website. There are no refunds for trips. The club has a no refund policy. If someone is unable to attend, they will be able to offer the reservation to someone on the Waiting List for that event by contacting the Manager of the Registration and Waiting List.

4. **DEPARTURE LOCATION:** All trip registrants are expected to attend the departure check in location. This location 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 location, he/she must call the trip leader in advance. At the location, the trip leader will brief members about the trip and answer their questions. Generally, the meeting time is 15 minutes prior to departure, so it is important for members to be prompt. Trip departure locations are the Laurel Manor Recreation Center for trips heading north, and the Eisenhower Recreation Center for trips heading south.

5. **DRIVE TO DESTINATION:** Registrants will receive directions to the destination at the check in location. The directions are generally not the fastest route, but typically the more scenic. This is dependent upon the event and the planned time at the event. Each trip registrant is individually responsible to arrive at the destination. Directions for the return home are at the discretion of each registrant.

6. ARRIVAL AT DESTINATION: The trip leader is responsible for meeting the venue 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. Please be patient as the trip leader completes this necessary step upon arrival at the venue. The trip leader will be reimbursed for the cost of the trip by sending a receipt of payment to the Treasurer of the Club.

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