



**SUBU**  
Students' Union  
Bournemouth University

# How to plan a 10/10 Trip

International Trips for Clubs and Societies

# Where do we start?

If you want to take your society members on an international trip, you must contact us a minimum of 8 weeks before departure to book in a meeting

Planning:

- Where are we going?
- When are we going?
- How do we get there?
- How much do we want to charge people/ how much will people want to spend?
- What are we going to do when we're out there?





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**Submit your Trip  
Proposal**





## Finances

Get tickets on your  
webpage- instalment  
options

Grant Funding



## Visas

Tell members to sort their  
Visas!



## Passports and Insurance

Passports: In date

Travel Insurance- Compare  
the Market

# Contact us to pay for this using SUBU debit cards!

## Transport:

- Plane
  - Bournemouth
  - Airport Transfer
- Eurostar/Eurotunnel
- Ferry

## *Once abroad*

- Hire Vehicles
  - Check driver limitations in the country you're travelling to e.g. 25 and clean license

## Accommodation:

- Hostels
  - Cheap
  - Capacity for large groups/shared dorms
- Airbnb
  - Self-contained
  - SUBU Airbnb
- Hotel
  - Small groups
  - Good for access needs





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# **Submit your Trip Registration and Risk Assessment**

# Trip Meetings

- Itinerary
- Departure Info
- Themed social night? Tell people what to bring!
- Packing list
- Budget for trip
  - Currency
  - Cash vs Card (Monzo)
- Time for Q&A's





**GO**

**ON**

**TRIP**







# **SUBU**

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# **!! EMERGENCY !!**

**A member gets hit by a bus while you're walking through the streets of Barcelona- what do YOU do?**

## 1. Contact the Emergency Services

Provide them details on the nature of your emergency, the person's injuries and your location

## 2. Inform BU

Call 01202962222

Tell them what has happened, which society you are from and where you are

## 3. Await further instructions from BU and the Emergency Services







## Capacity

People have different capacities- be mindful when planning activities

Option to go back to accommodation



## Conflict

People might argue- please encourage members (even when they want to walk away) to stick together!



## Community

This is a once in a life-time opportunity, make the most of your time together!



The background of the slide is a photograph of a busy student market stall, likely at Bournemouth University. The stall is filled with various items, including bags and clothing, and several students are visible, some browsing and others working. The entire image is covered with a semi-transparent teal overlay.

# Thank you

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