

SUBU
Students' Union
Bournemouth University

How to plan a 10/10 Trip

International Trips for Clubs and Societies

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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

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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

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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



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GO

ON

TRIP



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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?

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1. Contact the Emergency Services

Provide them details on the natureofyouremergency,the person's injuries and your location

2. Inform BU

Call 01202962222

Tellthemwhathashappened, which society you are from and where you are

3. Await further instructions from BU and the Emergency Services



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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!

Thank you

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