

Bus Trip Committee

Bus Trips Purpose: At least once a calendar year, to take YVQG members and guests, on a one-day round trip to a quilt show and/or educational event within Washington, Oregon, or Idaho. Bus trips are intended to be a YVQG fundraiser.

The Bus Trip Committee includes the Chairperson and at least one YVQG member volunteers.

The Committee will investigate Sew Expo, quilt shows and other educational events for possibilities for one bus trip in the calendar year. More trips may be planned if there is YVQG member interest. The investigation may reveal possibilities for future trips in the current or a future calendar year.

The Committee will present findings including dates, cost to attend and estimated cost of transportation and any other pertinent information to the Executive Board for event and date selection. When event and date are selected, contact transportation company for availability, scheduling, and actual cost; if in agreement with information from the transportation company, get a contract signed.

The Committee will set the price of the trip to include: 1) cost of transportation, 2) admission to the event, 3) Extra for YVQG fundraising to be earmarked for Workshops, and 4) Additional as appropriate (i.e. water on the bus, etc.). Passing a “hat” on the bus will most likely cover a sufficiently generous tip, however the price calculated should include a small tip for the bus driver to be used if needed.

The Committee will set the schedule for the day. Include departure time from Yakima, rest stops, lunch instructions, departure time from event, dinner reservation time, and arrival back to Yakima. **Order the tickets needed for the event.**

The Committee will create a publicity Flyer that includes the schedule and cost. Distribute the publicity Flyer to YVQG members, past participants, the larger Yakima community through email, YVQG Website, posting of Flyers, PieceTalk, and social media platforms.

The Committee will collect and track participant contact information and funds received. Give a receipt to the participant; at first opportunity deliver monies to the Treasurer; and get a receipt from the Treasurer to assure monies will be credited to the appropriate budget line.

The Chair will appoint or participate as bus coordinator to collect same-day funds, ensure all participants board the bus at the beginning of the trip, at all stops and when leaving the event for Yakima, maintain a clean bus experience, and ensure participants understand any bus rules as set forth in the transportation contract.

The Committee will update important contact information yearly, deleting any information that is not current. The Chairperson will collect and track participant contact information so they may be invited to future bus trips. The chair will submit a written report following the event to assist in future planning.

Thank you for accepting the Bus Trip Committee Chair!