**Leaders Pack Change History**

**Changes which affect you and how you use this pack**

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| **Version** | **Date** | **Changes** |
| **Trip Leaders Guidance** | Nov 24 | Substantial re-write – please print off and re-read |
| **Trip Planner** | Nov 24 | * Revision of columns on Participants Tab * Allowing for payment of Sundries and accommodation by different people * Change of drivers allowance |
| **Trip Blurb** | Nov 24 | Revised wording re costs and payment of deposit |
| **Email to acknowledge interest and give bank details** | Nov 24 | Revised wording where using Club Account for deposit |
| **Email to acknowledge deposit & send further details form** | Nov 24 | Revised wording regarding the Further Details Form Introduction of a Google Form |
| **Further Details Form** | Nov 24 | Completely revised format; reference to emergency contact has been removed. |
| **Joining Letter** | Nov 24 | Revised wording regarding participants contact details and travel arrangements |
| **Merry Meals Rota** | Nov 24 | Changes to notes at the end re team size |
| **To set up WhatsApp group** | Nov 24 | Re trip reports being sent to Malcolm; location of Drop Box link |
| **Email to arrange home contact** | Nov 24 | Template deleted as no longer required |
| **Participants Contact information Sheet** | Nov 24 | Template deleted as no longer required |
| **Walk Blurb Template V03** | Nov 24 | Updated re Walk difficulty and Public Transport Options |
| **2 - Trip programme blurb v03** | Nov 2023 | Now includes an additional optional paragraph regarding holding places on receipt of expressions of interest. |
| **3a - Trip Planner v05** | Nov 2023 | 1. Additional drivers’ insurance now part of Group Travel not Sundries 2. HHMC Contingency Fund of £1 per Trip removed. 3. Suggested estimate for food per person per day for food from £7 4. Changed “amount to repay at end of Trip” on Participants tab to Purple |
| **Trip Organiser’s Guidance Notes v06** | Nov 2023 | 1. Removal of reference to HHMC Contingency Fund 2. Change to **Finance** section (page 1) to add guidance about using Club account for deposits 3. Change to **Guidance on Post trip work** to include:    1. getting the cost of additional drivers insurance    2. using Club bank account for collection of balances / paying refunds |
| **4a - Email to acknowledge interest & give bank details for deposit v02** | Nov 2023 | Changed email to incorporate HHMC club account for receipt of deposits. |
| **4bii - Attachment for further details v02** | Nov 2023 | Adding sentence into Group travel / Drivers about sharing the driving |
| **7 - Email for final balance v02** | Nov 2023 | Changed email to incorporate HHMC club account for receipt of balances and repayment of balance. |
| **1 - Trip Organiser’s Guidance Notes v05** | Nov 2022 | 1. Separate paragraph added re **Photos**, especially Location of Link to Drop box for photos is included photos 2. **WhatsApp** group set-up now included (new Template 6f) 3. **Appointing a Deputy** : separate paragraph added: “Consider in your personal circumstances making someone else aware of, and able to access essential information re accommodation and bookings, and able to deal with accommodation provider |
| **6f - To set up Whatsapp group** | Nov 2022 | A new template has been made, to assist with setting up a WhatsApp group at the start of trip, for communication while travelling, for photo sharing within the group , and for sending photos to Brian for the club slideshow and website. Also to request someone to write a trip report. |
| **3a - Trip Planner v.04** | Nov 2021 | 1. On Participants page: I have corrected an incorrect formula to draw in the figures for boxes reading   |  | | --- | | Plus "Trip Deposit" | | **Total monies received from Trip Participants** |   2. On Participants page further guidance added, "What do I do after the trip?"  3. NOTE: The Trip Planner Example has **not** been updated in this round of changes |
| Guidance for Leader’s Pack Details | Nov 2021 | Improved wording in the section **Guidance on Post trip work, where it relates to doing the final accounts** |
| Template Walk Programme Blurb v02 | Nov 2021 | Now includes section to complete with walk length and height gain. |
| **All documents** | Nov 2020 | The word “Template” has gone from all the document names within the pack |
| **1 - Trip Organiser’s Guidance Notes v03** | Nov 2020 | 1. Note to diarise cancellation deadlines  2. Advice to pay deposit by credit card  3. Change to budget for food - £5 (maybe £7) per person per day  4. Note about photos to accompany trip blurb  5. Guidance re how to set up HHMC email (needed for initial contact from website)  6. Option to use personal email address if preferred later  7. Guidance re menu planning where special dietary requirements; advice re Club Boxes (Food and equipment)  8. Advice to set up WhatsApp Group for transport and sharing photos, also re photos using Drop-box link  9. Send whole of Trip Planner not just “Final Accounts” page to Debbie at the end  10. : New Email 7 - to **Request Final Balance from Participants** along with a final reminder for photos |
| **2 - Trip programme blurb** | Nov 2020 | 1. Further guidance on setting closing date  2. Note about photos to accompany trip blurb |
| **3a - Trip Planner v.03** | Nov 2020 | 1. Change to budget for food - £5 per person per day suggested  2. Trip Cost Estimator and Sundries tab, increase in “Sundries” to include possibility of Additional Drivers insurance and a standard £1 per person HHMC contingency fund  3. On Participants page: Improved automatic carrying forward of Actual trip costs figures; guidance added, "What do I do after the trip?"  4. Drivers Allowance updated to £8.50 per 100 miles  5. Improved Account Ledger worksheet  6. NOTE: The Trip Planner Example has **not** been updated in this round of changes |
| **4bi – Email to acknowledge deposit v03** | Nov 2020 | Now has separate document to attach to your email to capture the information required :  “4bii - Attachment for further details.docx” |
| **4c - Email to HHMC Membership secretary v02** | Nov 2020 | Additional wording re prospective members or guests of another member, “can you confirm that their details as “guest members” have been registered with you?” |
| **5 - Joining Letter v03** | Nov 2020 | 1. Now has heading for letter, including date  2. Slight change to wording re costs  3. Adjustment to wording re the kit list and ICE card  In Case of Emergency card,  4. Additional text re use of Drop-box Link for collecting photos |
| **7 - Email to request final balance** | Nov 2020 | New template |
| **Local Walk Attendance Sheet** | Nov 2020 | Note re new / prospective members |
| **Trip Costing Policy**  (Under Resources on the Club website) | Nov 2020 | Updated regarding  1. definition of Group Travel;  2. Policy regarding food costs  3. Sundries definition, to include additional drivers insurance and club contingency fund |

**Changes which don’t affect how you use this pack**

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| **Version** | **Date** | **Changes** |
| 3a - Trip Planner v.03 | Nov 2020 | 1. In Travel section, section for cost per person per mile  2. Correct spelling of accommodation  3. Correct spelling of automatically |

**Older changes:**

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| **Version** | **Date** | **Changes** |
| All | 06.07.18 | Letters fonts have been changed to Calibri. You can personalise your letters though. |
| Guidance for Leader’s Pack Details | 06.07.18 | Removal of Template for Walk Programme Blurb, to make separate “mini pack” for local walks |
| 1 - Trip Organisers Guidance Notes v.02 | 06.07.18 | 1. Amendments to the “At the start section / In the months before the closing date” section (now two sections), with more precise timelines / guidance on use of the Trip Planner template  2. Amendments to “One month before the trip section” re Participants Contact Information post GDPR  3. Enhancing “Guidance on Post trip work” re use of Trip Planner  4. Updating of Treasurer’s info  5. Rewording the Cancellation policy to make it clearer. |
| 3a - Trip Planner v.02 | 06.07.18 | 1. Driver Allowance can be updated more easily if the allowance changes.  2. Participants Sheet has been reworked and columns added to enable the final amount to collect / repay at the end to be calculated.  3. All Expenses Sheets have rows added to enable you to confirm number of people the cost is being shared between  4. In and Out on the Account Ledger sheet have been switched round to match proper accounting convention. |
| 4b - Template Email to acknowledge deposit & Check further details v02 | 06.07.18 | 1. Table inserted to make it easier to copy the contact information across to the Trip Participants Contact sheet. 2. Amendments re use of personal information requested, to comply with GDPR. |
| 5 - Template Joining Letter v.02 | 06.07.18 | Amendments re   1. deleting personal information after the trip 2. inclusion of Health information form. |
| 6d - Template Participants' Contact Information Sheet v.02 | 06.07.18 | 1. Notes added re use of template and particularly the Emergency Contact column  2. Trip dates added for ease of reference for the Home Contact. |
| 6e – ICE | 06.07.18 | Creation of ICE Card (a pdf template) for walkers to fill in, cut out and carry with them. |