



How to Organise an MCU Trip



Introduction

The Mountain Club of Uganda is a group of people interested in the outdoors. We aim to serve as a platform for budding and experienced mountaineers to meet and come together to do exciting activities such as trekking, kayaking, biking and rock climbing.

MCU is not a tour company and all activities are run on a voluntary basis, which means all participants are responsible for their own safety. We rely on volunteers to come forward to help run and organise our trips and aim to provide help and support to advise trip leaders on how to do this:

How to organise a trip

1. Decide what you want to do

- Think about what sort of trip you would like to run. This could be anything from a few hours walk to a week-long expedition.
- If you are new to running trips it is easiest to start with a day trip so that you don't need to coordinate accommodation etc.
- For ideas and information on past trips have a look at the [MCU past trip page](#).

2. Contact the committee

- Contact the committee by e-mailing info@mcu.ug or by coming along to one of MCUs monthly meetings (first Thursday of the month at Athina club) to explain what trip you would like to organise.
- It may be useful to check if the committee know of anyone who has run a similar trip or have any contacts in the area. Don't forget you can ask for any support you feel you need.
- Arrange when you will pick up the club first aid kit, and the appropriate number of blank MCU cards for new members and a membership form receipt book. There is a small amount of club climbing gear that can be hired out to club members.

3. Work out the logistics

You don't need to arrange everything for everyone, as this is supposed to be a fun trip for you too! But even if you aren't organising every detail for everyone, you will need to make sure that people are aware of some of the logistics:

- What is the trip, where is it and when is it?
- Do you need transport to get there? In which case will you suggest car sharing? Are there public transport options? Do people need to sort this for themselves or will you organise it? Where and when will you meet the group?
- Is there an appropriate number for the trip? Do you want to limit the maximum numbers on the trip?
- How much will the trip cost?

- What level of experience/fitness do participants need?
- What equipment do participants need to bring? Do they need food? See the suggested [equipment list](#) for more information.
- If the trip is more than one day what is the accommodation? Do participants need to bring a tent etc?
- If you are exploring a new area and don't know some of the answers then think how this will impact on your planning (smaller groups? Local contacts? etc)
- Fill out a [trip planning form](#) and send it in to info@mcu.ug

4. Publicise your trip

- Send an e-mail to info@mcu.ug with brief information about the trip. This will be incorporated into the next MCU e-mail update and facebook group. Interested members will be asked to get in contact with you directly.
- Write an introductory e-mail to members who contact you expressing interest in the trip. Don't forget to include all the logistics information and attach the [MCU dos and don'ts](#). See the [template e-mail](#) for more information on what to include.
- If there is an MCU meeting before the trip (first Thursday of the month at Athina club) it is a good idea to attend and let people know what you are planning and answer any questions.

5. Organising your group

- Make a list of the participants coming on your trip and check you have all their contact details.
- Check you have given them all the relevant details including when and where to meet.
- Make sure all participants are aware of the MCU membership requirements below, including the fact that they are responsible for their own safety and insurance.

6. MCU membership

- Only MCU members can come on MCU trips. Members need to bring their MCU cards and when you meet up you should ask to see them and write down the emergency contact details that are on the front of each card.
- If some of your participants are not MCU members they will need to fill out an MCU membership and disclaimer form which is in receipt form and pay 50,000UX for a year's MCU membership or 20,000UX for Ugandan students. The new member should keep the first copy of the receipt as proof of payment; it also has the MCU guidelines on the back and contains useful phone numbers for them. The second copy of the form should be kept by the trip leader and passed on to an MCU committee member so that their details can be added to the database. Membership fees should be collected by the trip leader and then given to a member of the MCU committee at the next monthly meeting by the latest.
- When new members have submitted their form and paid their fees you can fill out a blank MCU card with the date of their payment and give it to them. Ask them to fill in

their emergency contact details. The membership number from their membership form should be added to the MCU card in the 'Membership Number' white box. Explain that they should bring this card with them on future trips. Explain that they will need to get a committee member to sign their card before their next MCU trip.

Enjoy the trip!

After the trip

- Fill out a trip report form and send it to info@mcu.ug
- If possible come along to the next MCU meeting (first Thursday of the month at Athina club) to feed back how the trip went.

Further info:

- [Suggested equipment list](#)
- [Trip planning form](#)
- [Trip planning template e-mail](#)
- [MCU membership and disclaimer form](#)
- [MCU dos and don'ts](#)
- [Trip Report Template](#)

Information on planning an MCU trip can be found on the website 'Trip Planning' page:
http://www.mcu.ug/?page_id=936