



Trip planning template e-mail

- Explain that you are organising an MCU trip and describe what the trip is
- Explain that as an MCU voluntary trip leader you will do your best to make the trip a success, but that everyone is responsible for their own safety and their own insurance

Logistics checklist

- When and where the trip is
- What sort of trip it is (climbing, walking, kayaking etc) and what experience/skills are needed
- An indication of how much the trip will cost
- What participants will need to bring (food, equipment etc). It is a good idea to attach the suggested equipment list.
- Transport (do they need to arrange their own etc)
- Accommodation if relevant
- Maximum number of participants (done on a first come, first served basis) if relevant

MCU membership

- Explain that the trip is for MCU members
- Explain that existing MCU members should bring their card to the trip.
- Those who want to come on the trip but are not yet members can join. They need to pay 50,000UX for a year's membership, or 20,000UX if they are Ugandan students. They also need to fill in an MCU membership and disclaimer form. This can be done wherever you are meeting before you leave.

And finally:

- Don't forget to ask for contact details of those still interested in coming along!
- It can be useful to attach the membership form, equipment list and MCU dos and don'ts which are all on the website.