

# **The American Women's Club of London**

## **Activity Leader's Manual**

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**Office Hours:** Monday, Tuesday and Thursday 10:00 am – 2:00 pm  
(excluding Bank Holidays)

Dear Activity Leader,

**Congratulations** and thank you for volunteering as an Activity Leader of the American Women's Club!

As a dedicated Activity Leader, you will have the opportunity to make new friends, explore this fabulous city in which we live, and take part in adventures that you will cherish for a lifetime. The Club appreciates you donating your time, expertise and enthusiasm.

The Activity Leader's Manual will guide you in planning, scheduling, pricing, and publicizing your activity. For a quick abbreviated version of the process, see the **Quick Reference Guide** section on page 4 of the manual. For details, read the full guide beginning on page 5.

The following board members will assist you as you assume your new role in the Club.

Co-Directors of Activities:

- Connie Greene at [activities@awclondon.org](mailto:activities@awclondon.org)
- Rivette Murray at [activities@awclondon.org](mailto:activities@awclondon.org)

London Bridge Editor:

- Alissa Hyde at [editor@awclondon.org](mailto:editor@awclondon.org)

Office Managers:

- Alissa Hyde at [awc@awclondon.org](mailto:awc@awclondon.org)
- Mary White at [awc@awclondon.org](mailto:awc@awclondon.org)

Treasurer:

- Janelle Fintland at [finance@awclondon.org](mailto:finance@awclondon.org)

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# ACTIVITY PLANNING QUICK REFERENCE GUIDE

## 1. Schedule the date for your activity with an AWC Office Manager

- Explore potential dates for your activity.
- Contact AWC Office (Tel: 020 7589 8292 or email: [awc@awclondon.org](mailto:awc@awclondon.org)) to select a date avoiding major conflicts and add your activity to the Master Calendar.

## 2. Organize the activity details

- Organize activity details (e.g., date, time, place, cost, RSVP date, etc.).
- If hiring a vendor (teacher, presenter or guide), an event location or a coach for transportation, use the **Vendor Contact Checklist** form (Appendix 1).
- Establish a *cancellation without penalty* date if a payment to the vendor is required before the activity.

## 3. Set the price for the activity

- Complete the **Pricing an Activity Form** (Appendix 2) and forward this information to [finance@awclondon.org](mailto:finance@awclondon.org).
- The Treasurer/Finance Team will assist in setting a price for the activity and notify you of the amount.

## 4. Publicize the activity in the London Bridge and Weekly Update email

Draft a write-up describing your activity with all pertinent details using the **London Bridge Instructions** (Appendix 3) and then:

- Email the write-up for the *London Bridge* to the Editor at [editor@awclondon.org](mailto:editor@awclondon.org) (cc: [awc@awclondon.org](mailto:awc@awclondon.org) and [activities@awclondon.org](mailto:activities@awclondon.org)) by the 1<sup>st</sup> of the month, the month prior to the activity.
- Email activity write-ups/changes for the Weekly Update emails to [weeklyemails@awclondon.org](mailto:weeklyemails@awclondon.org) by 9:00 am Thursday

## 5. Monitor the member sign-up sheet (when a minimum number of participants is needed)

- Check with the AWC Office to see if your activity will meet the minimum number of participants.
- If you do not meet the minimum number of participants, you will need to:
  - Generate more interest (preferred!) OR
  - Cancel your activity (avoid if possible!)

## 6. Complete a Payment Request Form (Appendix 4)

Submit form to Treasurer/Finance Team to pay vendor(s) prior to the activity as needed.

## 7. Enjoy your activity!

## 8. Complete Post Activity Follow-up & Report

- Make sure all parties are paid.
- Contact AWC Office Managers if reimbursements need to be processed.
- Complete the **Post Activity Report & Cost Summary** (Appendix 5)

## CHAPTER 1 – PLANNING AN ACTIVITY

An activity should be planned and publicized at least one month in advance. Planning two months ahead is even better as it can be publicized in multiple *London Bridge* issues, which generates more interest and allows time for changes (e.g., buy more tickets or organize an additional tour). Try to plan at least one activity per month to ensure continuity of the activity.

### Come up with an idea for an activity

Decide on the activity you would like to plan and research the details.

### Schedule the date

AWC Office Managers keep the Master Calendar and can assist in selecting a date that avoids conflicts with other activities.

To set a date:

1. Select several potential dates for your activity and coordinate with vendor(s).
  - Do not schedule activities on the fourth Tuesday mornings of the month when Monthly Meetings occur.
  - Consider planning more than one session for activities with limited space.
2. Contact an AWC Office Manager (Tel: 020 7589 8292 or Email: [awc@awclondon.org](mailto:awc@awclondon.org)) with possible dates to clear a date and have your activity added to the Master Calendar.

### Organize the activity

#### No vendor, venue or transportation is hired

If you are planning an activity where no vendor is hired (e.g. Drinks, Etc., Flicks for Chicks, Theatre, Dining In), then:

1. Gather all pertinent details for your activity (e.g., date, start and end times, location, transportation, tube stops, costs, etc.).
2. Skip to the **Publicize the Activity** section.

#### Vendor, venue and/or coach transportation is hired

If you are planning an activity where a vendor (teacher, guide, presenter), a venue, and/or transportation is hired, use the **Vendor Contact Checklist** (Appendix 1) to help you organize your activity.

To plan an activity:

1. Gather vendor contact names and information (e.g., guides, teachers, event location, transportation, etc.).
  - The AWC generally uses Galleon Travel for coach trips- see the **Day Trips Checklist Example** (Appendix 1A) for contact information.
  - AWC members may be hired to teach events, however the following rules apply:
    - AWC members must be treated the same as outside teachers (vendors).
    - Activity Leaders may NOT teach events for profit in their own activity, but may teach events for profit in a different activity. For example, the Activity Leader for Antiques may teach a language class for profit but not an Antiques event.
    - Get approval from the Co-Directors of Activities to hire an AWC member as a teacher.

2. Contact the vendor(s) to gather details using the sections of the **Vendor Contact Checklist** that apply to your activity, which may include:
  - a) Negotiate the price.
  - b) Determine VAT status for the vendor.
    - Ask the vendor for his/her VAT status (E=exempt – vendors/guides, S=standard-20% VAT included, Z=zero rated- buses/trains) and if VAT is included in the price.
    - Please note that **all** income has a VAT consequence for AWC even if the vendor has an exempt or zero rating.
  - c) Determine RSVP date. If advance payment is required, set RSVP date for the minimum number of attendees before payment is due. This allows time to cancel or restructure the activity without a financial liability. Note, the Finance Team may help to determine minimum participants to cover costs.
  - d) Set up payment arrangements (deposit needed?).
    - If possible, structure the activity so payment is not required before the member RSVP date.
    - Exceptions apply (e.g. Buckingham Palace Tour) if tickets must be purchased in advance, or a deposit is required.
  - e) Determine cancellation deadlines (penalties involved?).
  - f) Contact the Finance Team for pricing (see next section).
  - g) Send confirmation to the vendor with agreed upon details.

**NOTE:** Any monies over £100 advanced by the Club must have approval from the Treasurer/Finance Team.

## Set the price

Some activities are free, while others involve multiple expenses that contribute to the published price for the activity. The Treasurer/Finance Team will determine pricing for an activity using the information you provide.

## Most activities

To Price an Activity:

1. Gather all pricing information from the vendor(s), i.e. ticket prices, VAT status, guide prices, tip for the guide, etc.
2. Establish a *cancellation without penalty* date if a financial commitment is needed prior to the activity.
3. Complete the **Pricing an Activity Form** (Appendix 2) and submit it to the Treasurer/Finance Team at [finance@awclondon.org](mailto:finance@awclondon.org).
4. The Treasurer/Finance Team uses the information to determine how to apply VAT and notifies you of the amount to charge for the activity and the minimum number of participants to cover costs, if necessary.

**NOTE:** An activity should NOT run at a loss. Therefore, it is imperative to confirm the minimum number of participants has been met BEFORE it is too late to cancel without penalty.

## Dining activities

Dining activities (e.g. Let's Do Lunch, Dining Out and Afternoon Tea) where VAT and service charges are included in the restaurant quoted price, refer to the **Dining Pricing Form** (Appendix 2A) to set the price.

**NOTE:** You should not give a deposit or pay for an activity before receiving approval from the Treasurer/Finance Team.

## Publicize the activity

Activities are publicized in the AWC monthly newsletter, *London Bridge*, and the Weekly Update emails. You will submit your activity details in a Word document, using the **London Bridge Instructions** (Appendix 3).

## London Bridge

You must submit your activity write-up for the *London Bridge* by the 1<sup>st</sup> of the month, the month prior to the activity. For example, if your activity is on March 3<sup>rd</sup>, you **MUST** submit your write-up by February 1<sup>st</sup>, and should submit by January 1<sup>st</sup> if possible. Preferably, submit your write-up two months ahead for activities scheduled early in the month, particularly when a minimum must be met and there is an advance RSVP date.

As an Activity Leader, you will receive a reminder email one week before the *London Bridge* deadline every month.

To submit your activity write-up for the *London Bridge*:

1. Complete a Word document with all activity details using the **London Bridge Instructions** as your guide. Alternatively, if you cannot provide a Word document, you can send the write-up in the body of the email, as long as it is in the correct format.
2. Email your activity write-up to: [editor@awclondon.org](mailto:editor@awclondon.org) (cc: [awc@awclondon.org](mailto:awc@awclondon.org) and [activities@awclondon.org](mailto:activities@awclondon.org)).

**NOTE:** If you do not submit your write-up on time, your activity will not be included in the *London Bridge*.

## Weekly Update emails

The Weekly Update for activities is emailed to all AWC members once a week.

To submit activity updates:

1. Activity Leaders receive a reminder email every Monday to submit activity updates.
2. Email activity write-ups/changes to [weeklyemails@awclondon.org](mailto:weeklyemails@awclondon.org) by 9:00 am on Thursdays.
  - Activities can be publicized in the Weekly Update up to four weeks before the activity date.
  - The Editor may shorten your activity write-ups.

## TIPS:

Other ways to publicize your activity include:

- Promote your activity at New Member Coffees, Monthly Meetings, and other Club activities you attend.
- You may receive emails with the names of new members who have expressed interest in your activity. It is suggested to call or email the member and encourage her to attend your next planned activity.

## Member sign-up for the activity

### When money is collected in the AWC Office

The Office Managers create and maintain the sign-up sheet for activities if money is being collected by the office for an activity.

When money is collected by the AWC, the Office Managers will:

1. Create a sign-up sheet.
2. Arrange for a PayPal button to be added to the website for the activity.
3. Add member names to the sign-up sheet when the member's payment is received.
4. Email the Activity Leader the sign-up sheet on the RSVP deadline, or on the next day the AWC Office is open (Office Hours: Monday, Tuesday Thursday 10:00 am to 1:00 pm). Note: you may need to remind them.
5. Create a wait-list when the sign-up sheet is full. The wait-list can be used to fill spaces if a paid member must cancel.

### When money is NOT collected in the AWC Office

When activities are free or where each member pays for the activity on their own, (e.g., Theatre group where each member buys her own ticket), you can have members RSVP directly to your email or, if you choose, have members *just show up* with no RSVP.

When money is not collected in advance, the Activity Leader will:

1. Keep track of member RSVPs via email OR have members *just show up*.
2. Take Club donations from members on the day of the activity. A donation is suggested for office and general AWC maintenance.

## TIPS:

- You should not pay the vendor directly unless approved by the Treasurer/Finance Team.
- Member checks should NEVER be made out to you as Activity Leader.

## Monitor activity sign-up

Monitor the activity sign-up sheet when a minimum number of participants is required to run an activity.

To monitor activity sign-up:

1. Check with the AWC Office to determine if your activity has met the minimum number of participants.
2. If you do not meet the minimum number of participants, you will need to:
  - Generate more interest (preferred!) OR
  - Cancel your activity (avoid if possible!).
3. If it is too late to cancel without penalty, contact the Co-Directors of Activities and the Treasurer/Finance Team immediately to discuss options (e.g., participants paying more to cover empty spots, opening the activity up to other women's clubs).



## CHAPTER 2 –VENDOR CHECK REQUESTS AND REIMBURSEMENT

Payment arrangements vary according to your activity. Use the **Payment Request Form** (Appendix 4) to request payments to a vendor and to get reimbursement.

### Check requests

To submit a check request for payment to a vendor:

1. Complete the **Payment Request Form**.
2. Attach all relevant receipts and submit to the Treasurer/Finance Team TWO WEEKS before the check is needed.

### Reimbursement

If payment amount is not known until the activity occurs (e.g. Chinese New Year's Lunch), you may pay with your personal check or credit card.

To get reimbursed for an activity:

1. Complete the **Payment Request Form**.
2. Attach an itemized receipt showing VAT where applicable. If paying by credit card, the itemized VAT receipt is required (request at time of payment).
3. Submit to the Treasurer/Finance Team at least two weeks before you need your check.

**NOTE:** It may take up to two weeks to process a payment request.

## CHAPTER 3 – ACTIVITY FOLLOW-UP & REPORT

After the activity:

1. Ensure all parties are paid in full.
2. Submit any reimbursement requests to the AWC Office.
3. Complete the **Post Activity Report & Cost Summary** (Appendix 5) to record useful notes about the event for when you turn over leadership of the activity to someone else.

## CHAPTER 4 – CANCELLING AN ACTIVITY

An activity may need to be cancelled if a vendor is unable to make the commitment, or the activity has not met its required minimum by the RSVP date.

To cancel an activity:

1. Notify the following:
  - Vendor(s) to make appropriate cancellation arrangements.
  - AWC Office.
  - The Co-Directors of Activities.
  - Members on the activity sign-up sheet.
2. The AWC Office Managers will complete any necessary refund requests.

**NOTE:** If an activity is cancelled it costs the AWC approximately £1 per refund check – (65p bank charge per check + postage).

## CHAPTER 5 – MEMBER CANCELLATION POLICY

If a member cancels attending an activity that is continuing to run, the following applies.

A member may receive a refund IF:

- She notifies the AWC Office at least two weeks prior to the activity **AND**
- When no financial commitment has been made by the AWC towards her reservation (e.g., prepaid tickets, bus seats).

## CHAPTER 6 – SEEKING HELP

If you need help recruiting co-chairs for your activity or if you will be away on vacation please contact the appropriate person for assistance.

Please contact:

- Co-Directors of Activities:
  - If you are unable to recruit co-chairs for your activity.
  - If you have an emergency and cannot execute your activity.
- The AWC Editor, Co-Directors of Activities and the AWC Office to submit your *London Bridge* write-up before you leave if you are going to be away on the 1<sup>st</sup> of a month.

## CHAPTER 7 – RESIGNING AS ACTIVITY LEADER

When stepping down as Activity Leader:

- Notify the Co-Directors of Activities.
- Assist the Co-Directors of Activities in identifying candidates for your replacement.
- Document all activities you have planned.
- Turn over supporting materials (e.g., checklists, idea lists, Post Activity Reports, sample *London Bridge* write-up) to your active co-leader or to a Co-Director of Activities.

## APPENDIX 1

<b>Vendor Contact Checklist</b>	
ACTIVITY NAME: _____	
ACTIVITY DATE: _____ MINIMUM: _____ MAXIMUM: _____	
<b>Contact for Event Location</b>	
Name: _____	
Address: _____	
Phone: _____ Fax/email: _____	
Task	Status
Negotiate Price	
VAT Status (E exempt – vendors/guides, S standard-20% VAT included, Z zero rated- buses/trains)	
Set up payment arrangements (Deposit needed?)	
Cancellation deadline (What penalties are involved?)	
Send confirmation letter with details	
<b>Contact for Event Person (Guide, Speaker, etc.)</b>	
Name: _____	
Address: _____	
Phone: _____ Fax/email: _____	
Task	Status
Negotiate Price	
VAT Status (E exempt – vendors/guides, S standard-20% VAT included, Z zero rated- buses/trains)	
Set up payment arrangements (Deposit needed?)	
Cancellation deadline (What penalties are involved?)	
Send confirmation letter with details	
<b>Contact for Transportation</b>	
Name: _____	
Address: _____	
Phone: _____ Fax/email: _____	
Task	Status
Negotiate Price	
VAT Status (E exempt – vendors/guides, S standard-20% VAT included, Z zero rated- buses/trains)	
Set up payment arrangements (Deposit needed?)	
Cancellation deadline (What penalties are involved?)	
Size of coach (determine if bathroom is on board)	
Departure point and time	
Approximate arrival time back in London	
Send confirmation letter with details	

## APPENDIX 1A

### Day Trip Checklist Example

#### TRIP DETAILS:

**Destination:** \_\_\_\_\_  
**Date:** (OK date with Office Manager at [awc@awclondon.org](mailto:awc@awclondon.org). or call 020 7589 8292)  
**Time:** \_\_\_\_\_  
**Trip Leader/email/phone:** \_\_\_\_\_

#### TRANSPORTATION

##### Coach

- Galleon Travel: Phones: 020 8985 1117, 012 794 2870
- No deposit for trip, pay 1 week in advance
  - Have them mail contract to AWC Office

**Contact:** \_\_\_\_\_  
(request name and email address of person you will be dealing with)

**Request driver:** \_\_\_\_\_  
(current favorite drivers are Kirby/Lee; however, turn-over is frequent)

**Date of travel:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**# in group:** \_\_\_\_\_

**Pick up time:** \_\_\_\_\_

**Pick up point:** \_\_\_\_\_

**Return time:** \_\_\_\_\_

**Trip contact name, mail, telephone #:** \_\_\_\_\_

##### **Example email request:**

Hi Yvonne,  
I would like a price to hire a coach for The American Women's Club.  
Date of Travel: Saturday Oct. 25<sup>th</sup>  
Pick-up time: 8:30 am  
Pick-up point: Not sure-best spot to get out of London to go to Kent  
Destination: Dover Castle  
Number of people: 20-30  
Return time: leave Dover 4:00 pm –arrive back in London approx 6:00 pm  
Contact: YOU  
Contact email: YOUR EMAIL ADDRESS

##### Train

- After 9:30 am, buy 4 tickets for price of 2
- Activity leader will usually pay for tickets and get reimbursed

**Departure station:** \_\_\_\_\_

**Departure time:** \_\_\_\_\_

**Meeting time (1/2 hour before departure):** \_\_\_\_\_

**Meeting place:** \_\_\_\_\_

**Length of walk from station to point of interest:** \_\_\_\_\_

## APPENDIX 1A (CONT.)

### DESTINATION

#### **Tour**

Public or private guide: \_\_\_\_\_

Numbers needed before 2<sup>nd</sup> guide: \_\_\_\_\_

Private tour before general public?: \_\_\_\_\_

**Payment:** \_\_\_\_\_  
(check, direct deposit)

- WE DO NOT DEAL IN CASH
- Group leader retains receipt for reimbursement- it must be an itemized VAT receipt and gets a VAT form

**Cancellation policy:** \_\_\_\_\_

**#s tour can accommodate:** \_\_\_\_\_

**Maximum/minimum #s for tour:** \_\_\_\_\_

**Cost (per person or group rate):** \_\_\_\_\_

**Length of tour:** \_\_\_\_\_

**Audio guide?:** \_\_\_\_\_

**Lunch plans (on site or on your own):** \_\_\_\_\_

**What facilities open?:** \_\_\_\_\_

- Restaurant (lunch or tea options, accommodations?): \_\_\_\_\_
- Gardens (hours different from building): \_\_\_\_\_
- Other: \_\_\_\_\_

**Lunch options off site:** \_\_\_\_\_

**Time and meeting place for departure:** \_\_\_\_\_

### REMINDERS

- Finalize date with Office Manager at [awc@awclondon.org](mailto:awc@awclondon.org)
- Pricing for Trip
  - Entrance fee
  - Transportation fee
  - Guide fee
  - Lunch
- Email costs to the Treasurer/Finance team: [finance@awclondon.org](mailto:finance@awclondon.org).
- Format trip write-up for *London Bridge* and email: [editor@awclondon.org](mailto:editor@awclondon.org) (due the 1<sup>st</sup> of the month prior to the trip; trip in April, description due March 1<sup>st</sup>), [awc@awclondon.org](mailto:awc@awclondon.org) and [activities@awclondon.org](mailto:activities@awclondon.org)
- Reminder email sent out in Weekly Update Email: due Thursdays by 9:00 am to [weeklyemails@awclondon.org](mailto:weeklyemails@awclondon.org)

**Hand in receipts for reimbursement/VAT to the Treasurer/Finance Team. VAT receipts are essential for the AWC to receive proper refunds!**

## APPENDIX 2

### Pricing an Activity Form

(This form is to be submitted to Treasurer/Finance Team)

Activity Leader(s) Name: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

#### **COSTS TO AWC**

Entrance Ticket: \_\_\_\_\_

VAT status: \_\_\_\_\_

(E exempt – vendors/guides, S standard-20% VAT included, Z zero rated- buses/trains)

Food: \_\_\_\_\_ Service Charge: \_\_\_\_\_

Private Guide (yes/no): \_\_\_\_\_ Tip for guide: \_\_\_\_\_

Transportation included (yes/no): \_\_\_\_ If yes, type of transportation and cost

Coach (size): \_\_\_\_\_ Train/other: \_\_\_\_\_

Participants: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Tip for driver: \_\_\_\_\_

Other costs, or any discounts, based on number of participants:

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#### **CLASSES**

Instructor charge per class: \_\_\_\_\_ per student: \_\_\_\_\_

VAT status of instructor: \_\_\_\_\_

Participants: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

## APPENDIX 2 (CONT.)

### OVERNIGHT ACTIVITY

**Package purchased from a travel agent - including transportation and hotel**

AWC cost per person based on double occupancy £: \_\_\_\_\_

Single room supplement £: \_\_\_\_\_

Food £: \_\_\_\_\_

Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Discount £: \_\_\_\_\_ per person if more than: \_\_\_\_\_ participants

Tour Guide: Y: \_\_\_\_\_ N: \_\_\_\_\_

Tip for Tour Guide if not included in package purchased from travel agent £: \_\_\_\_\_

## APPENDIX 2A

### Dining Pricing Form

AWC charges the amount in the AWC Price column for restaurant quotes that include VAT and Service Charge.

Restaurant Quote	AWC Price	Meal	Service Charge	VAT Output	VAT Input	Profit/Loss
£18.00	£22.00	£16.00	£2.00	£3.67	£2.67	£3.00
19.00	23.00	16.89	2.11	3.83	2.81	2.98
20.00	24.00	17.78	2.22	4.00	2.96	2.96
21.00	25.00	18.67	2.33	4.17	3.11	2.94
22.00	26.00	19.56	2.44	4.33	3.26	2.93
23.00	27.00	20.44	2.56	4.50	3.41	2.91
24.00	28.00	21.33	2.67	4.67	3.56	2.89
25.00	29.00	22.22	2.78	4.83	3.70	2.87
26.00	30.00	23.11	2.89	5.00	3.85	2.85
27.00	31.00	24.00	3.00	5.17	4.00	2.83
28.00	32.00	24.89	3.11	5.33	4.15	2.81
29.00	33.00	25.78	3.22	5.50	4.30	2.80
30.00	34.00	26.67	3.33	5.67	4.44	2.78
31.00	35.00	27.56	3.44	5.83	4.59	2.76
32.00	36.25	28.44	3.56	6.04	4.74	2.95
33.00	37.25	29.33	3.67	6.21	4.89	2.93
34.00	38.25	30.22	3.78	6.38	5.04	2.91
35.00	39.25	31.11	3.89	6.54	5.19	2.89
36.00	40.25	32.00	4.00	6.71	5.33	2.88
37.00	41.25	32.89	4.11	6.88	5.48	2.86
38.00	42.25	33.78	4.22	7.04	5.63	2.84
39.00	43.25	34.67	4.33	7.21	5.78	2.82
40.00	44.25	35.56	4.44	7.38	5.93	2.80
41.00	45.50	36.44	4.56	7.58	6.07	2.99
42.00	46.50	37.33	4.67	7.75	6.22	2.97
43.00	47.50	38.22	4.78	7.92	6.37	2.95
44.00	48.50	39.11	4.89	8.08	6.52	2.94
45.00	49.50	40.00	5.00	8.25	6.67	2.92
46.00	50.50	40.89	5.11	8.42	6.81	2.90
47.00	51.50	41.78	5.22	8.58	6.96	2.88
48.00	52.50	42.67	5.33	8.75	7.11	2.86
49.00	53.50	43.56	5.44	8.92	7.26	2.84
50.00	54.50	44.44	5.56	9.08	7.41	2.82



## APPENDIX 3

### London Bridge Instructions

One week before the end of each month, the *London Bridge* Editor will send an email reminder to all Activity Leaders to submit their Activity write-ups. **The deadline is the 1<sup>st</sup> of the month for the following month (e.g., June 1<sup>st</sup> for the July newsletter).**

**Email the activity write-up, preferably as a Word document attachment, to [editor@awclondon.org](mailto:editor@awclondon.org) (cc: [awc@awclondon.org](mailto:awc@awclondon.org) and [activities@awclondon.org](mailto:activities@awclondon.org)).** The **subject** of the email should include the following: 'London Bridge' or 'LB'; the activity name (the category, not the specific event); and the month of publication. For the example below it would read: **London Bridge Day Trips June.**

Most activities will need to submit a write-up each month. Exceptions are activities for which information does not change (e.g. Bridge for Fun) and activities that keep the same basic information and change only the date (e.g. Theatre Day), which would only need to email the new date. **If you have no activity scheduled for the upcoming newsletter, send an email saying 'no activity.'** If you have **submitted a particular activity in the previous newsletter and it needs to be run in the current one as well** (e.g., a June activity run in the May and June newsletters), **you should email the write-up again.**

Your write-up consists of three parts, all of which should be in Times New Roman, Font 12:

- 1) the Activity Name, which is the title of your event (bold, all caps)
- 2) the Activity Header, which includes the date, time, place, station, cost, limit, RSVP date and contact, in that order, omitting any categories that do not apply (all bold)
- 3) the Activity Details, which is a short description (1-2 paragraphs, 100-150 words) of the Activity (not bold)

### London Bridge Sample Write-up

London Walks

#### LITTLE VENICE

**Date:** Tuesday, October 11  
**Time:** 10:15 am for a prompt 10:30 am start – 1:30  
**Place:** Warwick House, Warwick Avenue, SW1X 9PJ  
**Station:** Warwick Avenue (Bakerloo Line)  
**Cost:** £12 (or None, if no cost)  
**Limit:** Minimum 12, Maximum 24 (or None if there is no limit)  
**RSVP:** AWC Office by Tuesday, October 4  
**Contact:** Jane Doe [londonwalks@awclondon.org](mailto:londonwalks@awclondon.org) or 07771 234 567 (on the day)

Little Venice is the prettiest and most romantic spot in town – a combination of white stucco, greenery and water. It boasts the finest early Victorian domestic architecture in London and is an area with a Who's Who of famous residents (Sigmund Freud, Robert Browning, Joan Collins, David Ben-Gurion, and Annie Lennox to name but a few) and has a jewel of a village street. Not to mention its canals: Regent's Canal is one of the loveliest inland waterways in England. Part of the walk is along the canal towpath, which is a chock-a-block with houseboats. A beautiful walk with lots to see!

Tips for Activity Write-ups:

All Categories	Use American spelling, not British spelling (e.g., 'favorite' not 'favourite').
Date	Use American date format: day, month, date order (e.g., Thursday, June 20, not Thursday 20 June, not Thursday June 20 <sup>th</sup> ). Do not include the year unless it is not the same as the publication year.
Time	Use am or pm to initial time indicated (lower case, no periods). Use 12:00 Noon for 12:00 pm.
Place	Do not include directions; if these must be specified, put them in the Activity Details. Don't put a comma between the street and post code. If meeting at a rail station, be specific on where to meet (e.g. British Rail ticket counter).
Station	Be sure to include all underground lines in alphabetical order. If there are multiple lines, use the conjunction '&' before the last line.
Cost	Don't add 'per person' unless it is a couples event (since it is implied)
Limit	Use Minimum and Maximum to specify the limit.
RSVP	Note that RSVP is all caps (not rsvp or Rsvp). If you have a minimum or maximum, it is good practice to include a date (especially if you might have to cancel an event due to lack of participation). Capitalize 'AWC' and 'Office.' Phone numbers should be in the following format: 020 7589 8292, with no dashes. Mobile numbers should be in the following format: 07777 123 456.
Contact	Include leader(s) of event name, email address (use activity email address (e.g. Day Trips would be <a href="mailto:daytrips@awclondon.org">daytrips@awclondon.org</a> ) and activity leader(s) mobile number (on the day)

Tips for Activity Write-ups:

- Do not double-space.
- Use italics for book and magazine titles.
- Do not abbreviate (e.g. 'century' not 'c.'; 'Monday' not 'Mon.'; 'January' not 'Jan')
- If referring to a specific century, type the number followed by 'th' (e.g., 18<sup>th</sup> century)
- If referring to a specific decade, do not use an apostrophe (e.g. 1930s)
- Confirm the spelling of proper names, especially those that cannot easily be checked by the Editor (e.g. speakers' names)
- Use only one space between sentences
- Do not use underlining for effect
- Do not type letters for numerals (e.g., 'O' for '0')
- Type numbers as follows: for 1-10, spell out; for 11+ use numerals
- Include your mobile for people to contact you on the day of the event

**When in doubt, refer to the current newsletter as the best example of the current format!**

**Also, after your activity takes place, please send pictures to the AWC Editor [editor@awclondon.org](mailto:editor@awclondon.org) for inclusion in the *London Bridge*.**

## APPENDIX 4

### Payment Request Form

**Payment Request**       **Reimbursement Request**       **Activity Refund**

Date of request: \_\_\_\_\_ Requested by: \_\_\_\_\_

Payee: \_\_\_\_\_

Payee Address: \_\_\_\_\_

Amount £: \_\_\_\_\_

Reason and description (including activity name and date of event) for refund:

\_\_\_\_\_  
\_\_\_\_\_

#### **Bank Information**

Name on Account: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Approved by: two (2) Signatories:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Expense Category: \_\_\_\_\_

Expense Category: \_\_\_\_\_

## APPENDIX 5

### Post Activity Report & Cost Summary

**Event:**  
**Activity:**  
**Date:**  
**Leader:**

**Contacts involved** (Or attach Checklist for Activity Planning)

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*(Copy & paste more lines as needed)*

**Costs** (please indicate when VAT is included):

Entrance tickets: per person \_\_\_\_\_ total group \_\_\_\_\_  
Guide/Speaker/Tips: \_\_\_\_\_  
Transportation: \_\_\_\_\_  
Food (if included in event): \_\_\_\_\_  
Other: \_\_\_\_\_  
Minimum number of participants used to determine break-even point: \_\_\_\_\_  
Total cost per person: \_\_\_\_\_

*(Please indicate amount added for AWC administration)*

**After the Event:**

Things that went right on the day:

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*(Copy & paste more lines as needed)*

Things that we might want to do differently in the future:

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*(Copy & paste more lines as needed)*

**Summary:**

Total who attended: \_\_\_\_\_  
Total number people paid: \_\_\_\_\_  
Total cost of the event: \_\_\_\_\_  
AWC Income: \_\_\_\_\_