

# Overnight Excursion

## Resources

~Funding You Board Handbook.  
~Student Organization Handbook  
~Vice President of Finance  
~Director of Campus Involvement  
~<http://www.hiram.edu/campus-life/involvement>

### Pick a Date and Location for Excursion

- Knowing where and when you are going is the first step
- Plan as far in advance as possible (one month minimum)

### Calculate the costs

- Calculate the mileage costs
- Shop around for hotels and find get a quote for your stay there per night
- Consult the Funding You Board handbook for funding guidelines and restrictions

### Request Funding Based on Previous Section

- If you have funding (you already have a budget approved by the FYB) go to next step
- If you need funding for your event:
  - Make a Reserve Fund Request from the Funding You Board
    - Check out their website on how to do so: <http://www.hiram.edu/involvement/funding-you-board>
  - Go to the Funding You Board Meeting (there are several each year, approximately once a month) and they will let you know after they meet with you how much you were allocated.

### Reservations and Paperwork

- Fill out the Transportation Request Form
  - <https://hiram.wufoo.com/forms/hiram-college-transportation-request/>
- Your reservation will not be confirmed until you are approved by the Funding You Board
- Fill out a Check Request
  - For all costs, mileage (Transportation) and hotel (P Card)
- Meet with the Director of Campus Involvement to Reserve Hotel after submitting Check Request

### Find a Certified Driver

- Not just anyone can drive the college vans. You will need a certified driver who is either volunteering or whom you are paying
- Ask if anyone in your organization is willing to volunteer
- Volunteers are more likely if they get to participate in the excursion for free or at a discount

### Day of Departure

- Be sure to have someone (drivers recommended) pick up the Van keys from Physical Plant before 4:30 PM.
- Have a departure point that all attendees are aware of at least 1 Week in advance

### Day of Return

- Have the drivers park the vans back at the Physical Plant and return the keys to their appropriate location as well