

GUIDELINES FOR PLANNING WICHITA MODEL A CLUB TOURS
Revised 5/14/2025

1. **PURPOSE OF TOUR/EVENT** - To provide education, entertainment and fellowship.

2. **PLANNING A TOUR:**

A. Establish date, time and tour leader contact information for the activity.

B. Determine cost for members and non-members

- Consider fees for museums or a donation if there is no fee, meals that include gratuity and tax , activities, etc.
- The Board has budgetted money for the tours. If more money is required, members will be charged accordingly. The additional monies needed must be paid prior to the tour. Members include: individual(s) listed in the club roster, minor children of members and minor grandchildren of members.
- Non-members will have to cover the actual expenses. Inform members of cost to bring guests in your announcement, handouts, newsletter and/or email blasts.
- To use club funds, most anything goes, but it is not a good idea to give out cash.
- If you are going to need money for a tour, an advanced open amount check from the club treasurer may be requested. Complete form listing vendor, date check will be delivered to vendor and amount of check. (attachment 2).

C. Advertise

- Announce the tour at meeting and
- Put basic information in newsletter and/or
- Ask the newsletter editor to send out an Email blast.

D. Coordinate Sign ups (attachment 1)

- Have a sign up sheet available at the meeting a month or more before the tour.
- Consider providing a handout at the sign up table with dates, time, price for members and guests, the point where the tour begins, contact information and any hotel information for any overnights.
- Collect any monies due at the time of sign ups.

E. Establish a cut off date for sign ups if indicated.

- For some functions, if there are cancellations, there may not be a refund after the specified cut off date.

F. Starting point.

- When selecting a starting point for a tour pick a location that has enough room for the merchant's customers as well as our group
- If possible, select somewhere where you can make a right turn as tour begins.
- Determine points for rest/gas stops.
- Strive to patronize the merchants where we stop for breaks (gas, snacks, etc.).
- On a long tour, plan to include fuel and rest stops to within 30 miles of Wichita.
- Strive to pick an area that has several convenience stores and encourage the group to go to different ones.

G. Planning Meals

- Make arrangements to eat as a group for meals if club is paying.
- Factor in tax and gratuity in addition to the cost of the meal.
- Work with the restaurant to arrange an approximate time of arrival and number of attendees. Consider arriving before or after their busy lunch hours.
- Determine if attendees can order any selection off the menu with a specific dollar limit or if it is best to only offer 1, 2 or 3 meal options.
- If you are in a town with several fast food places and the group is on their own for the meal, just let everyone know what time to be back to a specific location.
- The club will not pay for alcoholic drinks nor any tax associated with it.

H. Overnight Stay

- Call the hotel and arrange for a block of rooms.
- Let members know the deadline for holding the block of rooms.
- Members will need to call the hotel and make their reservations.
- Communicate with the hotel by the deadline to check on the number of rooms reserved and cancel what you don't need.
- Ask the hotel if sending list of names/addresses before the tour would help to make check in easier.

I. Leading Tour

- Prepare tour group itinerary of tour plans.
- Prepare map of route and/or instructions.
- Favorite roads are paved county roads (not the dirt/gravel ones). Sometimes it is necessary to use these to get to a point of interest. Let the group know if there are any bad roads so they can make the choice on whether to take a different car.

- Avoid interstates if at all possible.
- On the average it takes 3 hours to cover 100 miles at a travel speed of approximately 42-45 mph. The time includes fuel/rest stops and short “A” stops so figure in additional time for meals and tour stops.
- Safety is a big concern - If you have more than 5-7 cars participating in a tour/event, consider if you need to break into groups that leave approximately 10 minutes apart. This will accommodate the flow of traffic more safely and smoothly.
- Plan your overnight tours so that you get back home by mid-late afternoon.
- For more on safety, see the “Driving Tips for Touring” at the Wichita A’s website www.wichitaas.com.

3. POST TOUR

- A. Complete expense report (attachment 3) and submit to treasurer.
All receipts and bills must be given to the treasurer.
 - In order for the treasurer to more easily track income and expenses for tours, monies collected from the members will be given to the treasurer (cash and checks made out to the Wichita A’s). Checks are to be given to the treasurer within a month of receiving them so they can be deposited in a timely manner. Holding checks for any longer than that can cause problems for the member, who wrote the check. Once the Tour Expense Report is given to the treasurer, the tour leader will be reimbursed for all expenses.
 - If you take a pre-trip prior to the tour in order to plan the tour, you may request reimbursement but must turn in gas receipts and other basic expense for reimbursement.
- B. Submit information on the tour to the club newsletter editor by the next newsletter deadline.

MODEL A TOURS ARE GREAT FUN! PLAN WELL SO YOU MAY ENJOY YOUR TOUR ALSO - THIS GROUP HAS FUN DOING ALMOST ANYTHING. IT HAS BEEN SAID THAT IT DOESN’T TAKE MUCH TO ENTERTAIN THEM. JUST GETTING TOGETHER AND DRIVING THE A’S IS FUN. REMEMBER TO BE FLEXIBLE AND SMILE. THANKS FOR VOLUNTEERING.

TOUR SIGN-UP SHEET

(TOUR NAME & DATE)

	Name	Number attending	\$ Paid
1			
2			
3			
4			
5			
6			
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REQUEST FOR CHECKS IN ADVANCE

Attachment 2

Fill out this form and present it to the club treasurer

The club treasurer will provide you with checks dated and made out to the vendor

Tour name

Tour date

Tour leader

Address

City, State, Zip

Phone number

[illegible]

TOUR EXPENSE REPORT

TOUR NAME: _____ TOUR LEADER: _____
 TOUR DATE: _____

RECEIPTS

Cash Received

Checks Received

Total Receipts

--

EXPENSES

TOTAL EXPENSE

--

Cost to Club

--

--

Number of Attendees

Cost to Club Per Attendee

--

--

 Days

Cost per Attendee Per Day

--

ATTACH - COPIES OF ALL EXPENSE RECEIPTS
COPY OF SIGN UP SHEET

REQUEST FOR REIMBURSEMENT TO TOUR LEADER**EXPENSES PAID BY TOUR LEADER**

TOTAL EXPENSE

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REIMBURSEMENT TO TOUR LEADER

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