



HANDBOOK

FOR

SIR BRANCH

TRAVEL CHAIRMEN

Version 12-01-07

HANDBOOK

for

SIR BRANCH TRAVEL CHAIRMEN

The purpose of this Handbook is to provide one publication that contains all the essential information a SIR Branch Travel Chairman requires to plan and execute a SIR Travel Event within the SIR Travel Code.

The SIR Travel Code consists of a series of Rules that are written specifically to cover SIR Travel Events. Every SIR Travel Event must comply with these Rules. The Travel Code Rules are included in a separate Section of the Handbook.

The Handbook may be downloaded from the SIR Website. <http://sirinc.org/> or **sirinc start page** .

It is the Travel Chairman's responsibility to maintain the Handbook with all updates. In the event the Travel Chairman vacates his position he must transfer the Handbook to his replacement. If a replacement has not been appointed he must transfer the Handbook to the Branch Secretary. Travel Chairmen are encouraged to make additional copies of the Handbook for Branch Travel Committee Members.

The SIR Manual contains other Rules that are not specifically written to cover travel. In this Handbook they will be referred to as Non-Travel Code Rules.

Excerpts of the Non -Travel Code Rules that contain information important to Travel Chairmen are included in a separate Section of the Handbook. The excerpts included in this Handbook are applicable to travel and other SIR functions. The SIR State Travel Committee will be responsible for updating that Section of the Handbook.

Why does SIR have so many Rules and why are they necessary? SIR, as with any other organization, business or government, must have rules or laws to function. Lack of organization results in disorganization

SIR has to comply with Federal and State Laws that cover Non-Profit Corporations, the requirements of the Internal Revenue Service, CA. State Board of Equalization and California State Laws covering travel.

The insurance carrier that covers SIR has a copy of the SIR Rules. It bases the insurance premium SIR pays on the risks involved in the various SIR activities. SIR Rules reduce these risks considerably and therefore, the premiums SIR pays are reasonable.

In the event that an incident occurs during a SIR activity which results in litigation and if SIR Rules were not complied with, the insurance carrier could deny coverage. You, your Branch Executive Committee and SIR could be held liable.

This Handbook should be used by all Travel Chairmen, novice or experienced. Following the procedures outlined in this Handbook should minimize the possibility of violating SIR Rules.

This Handbook was prepared and edited

by the

SIR State Travel Committee

Robert W. Perry, Chairman

September 24, 2002

Revised

December 1, 2007

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for
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to
SIR Travel

12-01-07

Section I
Cross Index
for
Rules Applicable to SIR Travel

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Section II

SIR Travel Code

Section II

Travel Code Notice

The SIR Travel Code consists of the Rules in the SIR Manual that control SIR travel events. The rules may be downloaded from the SIR Website. The address is:

<http://sirinc.org/>

or

sirinc start page

Then select SIR Manual

.Follow the instructions displayed, by the website, on your monitor to obtain the information you desire. You will need Adobe Acrobat Reader 3.0 or greater to download any data. The website provides instructions for downloading Adobe into your computer. .

The current Travel Code Rules commence with Rule 360 and end with Rule 454.

Travel Chairmen are advised to periodically check the website for Rule revisions.

Each page has a revision date at the bottom of the page.

Section III

Excerpts
from
Non - Travel Code Rules

Section III
Excerpts
from
Non-Travel Code Rules

The SIR Manual contains Rules that are not part of the Travel Code but are applicable to SIR Travel Events and other SIR activities. If you have any questions concerning Non-Travel Code Rules that apply to travel contact the SIR State Travel Committee.

Alcoholic Beverages:

Alcoholic beverages may be served or provided, whether or not for compensation only when there is full compliance with all federal , state and local laws, rules or regulations. (Ref: Rule 14)

SIR Logo

Display and use of SIR Logo. (Ref: Rule 20)

SIR Forms:

Forms provided through the State are controlled by the State Executive Committee. No creation or elimination of or amendment to, such a form shall be effective without being first approved by the State Executive Committee.(Ref: Rule 36, 36.2)

Participants in SIR Activities. (Ref: Rule 40)

Breach of Rules:

The breach of any Rule, By-Law or Regulation or refusal to conform thereto, may be cause for membership termination or suspension. (Ref: Rule 105,106,107,108)

Big Sir:

The Big Sir is an ex-officio member of all committees except the Nominating and Travel Committees on which he shall not serve in any capacity. (Ref: Rule 164)

Little Sir:

The Little Sir may be a member of any committee except the Nominating and Travel Committees in which he shall not serve in any capacity. (Ref: Rule 171)

Suspension of Activities:

The Regional Director has the authority, subject to an appeal to the President, to suspend any activity of a Branch within his Region which he finds to be in violation of the Corporate Articles of Incorporation, Corporate By-Laws, Standing Rules or the Branch By-Laws. (Ref: Rule 882)

Section IV

**SIR Qualified
Travel Agencies**

Section IV

Notice to Travel Chairmen

The list of SIR Qualified Travel Agencies is updated periodically by the SIR State Travel Committee.

The list is not enclosed in this website version of the Travel Handbook. Branch Travel Chairmen, with access to the Internet can obtain the most current list from the SIR Website. If they do not have access to the website they should contact their Branch e-mail Contact or Branch Secretary to download the latest list of Qualified Travel Agencies. Qualified

The address of the SIR Website is:

<http://sirinc.org/>

or

sirinc start page

To use this feature you must have Adobe Reader 3.0 or greater. If you do not have Adobe Reader look for the yellow Adobe Logo that reads “ Get Adobe Reader”. Read the instructions to download Adobe Reader..

The SIR List of Qualified Agencies provides a listing of the only travel agencies who may do business with SIR.

Do not give this list to any agency. The list is updated as necessary. If you have any questions concerning insurance matters contact the Chairman of the SIR Insurance Committee. His name, address and phone number is listed in the list of SIR Qualified Travel Agencies.

If the agency you want to use is not on the SIR Qualified list you, the Travel Chairman, must provide the agency with a copy of SIR Form 59A which is available from the SIR Website.

To be SIR Qualified a travel agency must have a California Seller of Travel License and Identification Number. (CST I.D. Number). SIR Rules require that travel agencies must have a CST I.D. Number for any SIR Travel Event. It is the Travel Chairman’s responsibility to obtain from the travel agency their CST Identification Number and include that number on the SIR Form 53, Request for Approval for a Travel Event, which he submits to his Branch Executive Committee.

Ref: (SIR Rules 380,381 and 405)

(California Seller of Travel Law Sec. 17550 et.seq., Calif. B & P Code)

Section V

Recommended Procedures
for
Travel Events

Section V

Recommended Procedures for Travel Events

The following procedures may be used as a sequential guide in the process of planning, promoting, conducting and accounting for a SIR Travel Event.

Step 1 Travel Agency Qualification.

When you decide you want to plan a travel event check the list of Travel Agencies that are SIR Qualified for insurance coverage and have a California Seller of Travel Certificate. The list is included in a separate Section of this Handbook. It is also available on the SIR Website, address:

<http://sirinc.org/> or **sirinc start page**

Do not give this list to any agency. The list is updated as necessary. If you have any questions concerning insurance matters contact the Chairman of the SIR State Insurance Committee. All the other requirements are under the control of the SIR State Travel Chairman. The SIR Qualified List contains their names, addresses, phone numbers and e-mail addresses.

If the agency you plan to use **is not** on the SIR Qualified list you, the Travel Chairman, must provide the agency with a copy of SIR Form 59A and the names addresses and phone numbers of the SIR Insurance Committee Chairman. and the SIR State Travel Chairman. Read Rules 374,375,376,380 and 381.

Do this during your first visit to or contact with an agency that is not qualified. It may take considerable time for the travel agency's insurance carrier to send the necessary documents to the SIR Insurance Committee Representative. You cannot do business with a travel agency until they are SIR Qualified. (Rules 380 and 381)

Give the agency the following information:

Copy of Rule 380 and 381

Copy of SIR Contract Form 50.

Copy of SIR Form 59A. Letter to travel agencies seeking to be SIR qualified.

Step 2 Planning a Travel Event.

If you are undecided about where or what kind of event would be of interest to you or your Branch members, go to the agency and pick up some generic brochures of various events and destinations they are promoting. Review them at home and pick out the brochures you think might be of interest to your Branch membership. Take them to a Branch meeting. Show them to the membership and determine which event received the most interest. You cannot at this point sign up or take any deposits from potential participants. If you are sure this is the event you want, go back to the agency. Obtain specific prices, itineraries, destination, duration and other details. You cannot make any commitments or agreements with the travel agency at this time. You must obtain approval for your proposed event from the Branch Executive Committee. Complete a SIR Form 53 Request for Approval of a Travel Event and submit it to your Branch Executive Committee for approval. If your request is approved proceed with the next step (Rules 405, 406)

Step 3 Contracts

SIR has contract Form 50 for use with travel agencies. When you have received approval of your Request Form 53 you should go to the travel agency to sign the appropriate SIR Contract Form. The SIR contract provides legal protection for you and SIR. It does not list all the details for the event. SIR Contracts cannot be altered in any manner. Only the SIR State Executive Committee has the authority to change or alter any SIR Form. (Rule 408)

You and the travel agency must sign the SIR Contract before you sign their contract.. There are various clauses in the SIR Contracts that the agency or company may be reluctant to sign. That could be a problem if you have already signed their contract and they refuse to sign the SIR Contract.

The travel agency will have its own contract that you will be required to sign. It should contain all the details of the event and costs. In some cases the per person cost of the event is based on achieving a specific number of participants. If that number is not achieved the agency has the option to increase the per person cost. In that type of event you should insist on a clause in the agency contract that specifies a deadline date by which you can cancel the event due to insufficient sign ups, without any financial penalties to you and participants who paid deposits for the event.

Ensure that everything you agreed to is in the contract. Before any brochures are printed or distributed proof read draft copies very carefully. Ensure that there are no differences in what is written in the brochure or flier and what is written in the contract.

Before the brochures or fliers are distributed, resolve any differences, in writing, if necessary. Do not distribute or authorize any brochures or fliers to be mailed if they do not conform to the contract. Ensure that the wording required by Rules 429, 430, 431, 432, 433, 434, 435, and 436 is included in the brochures or fliers.

Now you can sign up potential participants, solicit deposits and advertise the event. Read Rules 367 and 368. They define who may participate in SIR Travel Events.

The handling of all funds, deposits etc. shall be in compliance with Rules 420,421,422, 423 and 424.

Step 4 Mandatory Insurance Collection Fee for Foreign Travel

SIR pays an additional premium to provide insurance coverage for travel events outside the United States, its possessions and Canada. To help pay for this additional premium a fee must be added to the fare each participant pays for events that travel to foreign destinations. It is the responsibility of the Branch Travel Chairman to notify the travel agency / seller of travel, before he signs a contract, to include those fees in the advertised fare of each participant. The agency / seller of travel must then remit the insurance fees collected to the Branch Treasurer no later than the departure date of the event. The Branch Treasurer in turn must forward those fees to the SIR State Treasurer with a completed SIR Form 51. within 7 days of receipt of the fees. The current fee is \$5.00 per person. It is subject to change by the SIR State Board of Directors. (Rule 369 a 369 b.)

Step 5 Your responsibilities as a Travel Event Escort

Read the Guide for SIR Travel Escorts. It is in Section VI of this Handbook

Step 6 Financial Report Form 52

Upon completion of any travel event the Travel Chairman must submit a completed Financial Report Form 52 to his Branch Treasurer, Branch Secretary, Area Governor, Regional Director and Chairman of the State Travel Committee. This report must be submitted within 30 days of completion of the event. (Rule 424)

Additional Responsibilities

1 The Branch Travel Chairman must ensure that an adequate orientation meeting is held with the participants for travel events. He must provide a competent and qualified escort for each event.

2. The Branch Travel Chairman, with approval of the Branch Executive Committee, should participate in his Area Coordinating Committee. The advantages are:
 - a. Travel events which would not be feasible for Branches acting independently, may be arranged by an Area or Regional Travel Coordinating Committee.
 - b. Conflicting dates within an Area may be avoided
 - c. Avoid duplication of travel events.
 - d. Provide assistance in the selection of travel events.
 - e. Provide a forum to exchange information received from State Officers and review problems other travel chairmen have experienced.
 - f. Permit experienced travel chairman to tutor novice Committee Members in the various aspects of handling a travel event.
 - g. Provide an opportunity for Branches to list their travel program in an Area Travel Bulletin that is distributed to all Branches in their Area. This can attract additional participants who are interested in an event different from what their Branch is offering.
3. Smoking by participants should not be permitted when traveling in any type of commercial transportation or where the participants are closely grouped together.
4. Single participants paying for a double occupancy room must not be required to share a room with another participant. Single participants paying for a single room must not be required to share a room with another participant.
5. Medical Insurance. Participants in travel events to distant destinations should be encouraged to obtain Medical and Emergency Medical Evacuation Insurance.
6. Familiarization Trips (Fam Trips) All Fam Trips must be approved by the Branch Executive Committee, (Rule 370) They are offered by suppliers through travel agencies to recipients free or at reduced fare. The purpose of the Fam Trip is to promote their services. While accepting a Fam Trip may not impose a legal obligation on the part of the recipient it is difficult to avoid the moral obligation that may result. Travel Chairmen should not accept a Fam Trip unless there is a reasonable expectation that a request for a tour to that destination will be submitted to the Branch Executive Committee for approval.

Section VI

Guide
for
SIR Travel Escorts

Section VI

Guide for SIR Travel Escorts

One of the definitions of the word “escort” is a person who accompanies another person for protection, guidance and courtesy on a journey. You, as a SIR Tour Escort, have that responsibility. You as the leader of your group, have to be the secretary and treasurer who must keep records of everything that occurs on the tour and of all financial transactions that occur relating to the tour. You are the diplomat who must try to keep everyone on the tour happy and still deal with the tour operator, local guides, bus drivers, airlines, cruise lines, railroads, hotels, restaurants, customs and everything else that may occur.

This can be hard work. You may have to get up early in the morning and not go to bed until very late in the evening, but that is your job. Remember every Sir and his guests are your responsibility and that is the reason you are the escort. Take care of them as you would a family member, or a close friend, especially in difficult situations.

You never know what to expect when you begin a tour. Everything may go smoothly with no problems, but it can also have many problems. You will never know how you will react to problems until they happen. Make a list of things that could happen during a tour and plan what course of action you would take. If you find yourself in a situation where your plan doesn't work, be calm, use your best judgment and improvise. Talk to other experienced SIR Escorts about the problems they may have experienced, how they handled them, and if the results were satisfactory.

A word of caution in these times of turmoil throughout the world. Travel agencies usually do not discuss the safety of the destinations you are planning to visit. **If your tour destination is outside the United States it would be advisable for you to contact the State Department to determine if there is a travel advisory for the countries you plan to visit.**

Communication and Social Graces

Mix socially with your tour group. Do not show favoritism, treat everyone equally. Be tactful and courteous to your group and to everyone you have contact with. If there is a question or disagreement about something, be calm and use your best judgment. Do what you think is correct. Be firm in making your decision. Be polite when you explain the reason for your decision. Never lose your temper, be calm even though you may be irritated.

Leadership

You are the leader of your group. Be resolute and self-assured, do not let anyone else try to dictate how you should do things. To permit that would weaken your leadership. Be in firm control of your group but do not be over-bearing. Your group is composed of adults who have had varied careers, many with great responsibility, treat them accordingly. If things are not going according to schedule, and you are having problems, don't be pessimistic. Show optimism outwardly that you will solve the problem and this will be reflected in the attitude of your group. Remind your group that if they have any problems, they should contact you immediately.

General Information

1. Contract compliance. The tour escort must ensure that all the conditions of the tour as described in the contract and the travel event brochure are fulfilled . Take extra copies of the contract and tour brochures with you.
2. Guide books. Obtain guide books of your tour destinations to help you familiarize yourself with those areas. You may be asked questions about the tour destination by some of your participants. The information you obtained from the guide books will help you avoid the embarrassment of not being able to answer those questions.
3. Currency. Obtain information on the currency exchange rates for the countries you will be touring. You may wish to recommend a one time currency exchange for the entire group to save some exchange fees for all the participants.
4. Documents. Do not forget to take with you hotel confirmation letters and other documents you may need for restaurants, theaters, local tour operators etc. You may need them to settle errors, omissions and disputes.
5. Telephone numbers. Obtain from the travel agency handling your tour, a list of his 24 hour hot line telephone numbers for both domestic and foreign destinations.

The agency should also provide you with the names addresses and telephone numbers of every hotel, bus company, local tour operator, airlines and any other parties you will have contact with during the tour. If you have any problems you cannot resolve with them do not hesitate to phone the travel agency back in the United States.

6. Log book. Maintain a log of everything that occurs during the tour such as the quality of hotel accommodations, quality of service, condition of buses, knowledge of local tour guides, caliber of the bus driver, airlines, railroads etc. This information will be critical in settling any disputes over those things that were not in conformance with the contract.
7. Financial records. Keep accurate financial records of any amount of money that you spend related to the tour. You will have to account for it on SIR form 52. If you have a problem where you have to pay for something that was supposed to be included in the contract you will need your records and receipts to resolve the financial dispute when you return home.

8. Lost passports. They are a problem. Attempt to determine where the participant may have lost his passport. Have him backtrack his actions to where he had been, hotel, restaurants, bus, theater etc. If he is unsuccessful in retrieving the passport contact the nearest American Embassy or Consulate. They may require a proof of loss statement from the police and a witness statement from a person with a valid passport who was on the tour with him. This will probably be you. This could take a full day to resolve. It is a good idea to have a copies of your passport, credit cards and any other important documents in your baggage. They will help prove that you had a passport in the event it is lost or stolen.

9. Tickets should never be left in baggage. Tickets should be kept by the participant at all times unless he chooses to put them in the hotel safe at the front desk. Upon departing from the hotel, remind the participant to retrieve anything he may have put in a hotel safe.

10. Lost or stolen articles. Cash, credit cards and travelers checks are the individual's responsibility. Those participants who have travelers checks should keep the check numbers list separate from the checks. Credit card companies each have an 800 or international collect call phone number to report lost or stolen cards. Those phone numbers and the card number, should be kept separate from the card.

11. Lost baggage or severely damaged baggage can be a serious problem. You must assist any of your participants in preparing a claim with the carrier, hotel or other entities responsible for the loss or damage. Try to obtain some form of monetary compensation to carry the participant over until his baggage arrives or a final settlement made. Make your baggage unique, mark it with colored tape, it will be easier to identify.

12. Illness. Participants are expected to provide their own medical coverage. Medicare does not cover those who have an illness or accident outside the United States. Many private health insurance companies cover their members in foreign countries. Medical evacuation insurance is usually available through the travel agency you contracted with to do the tour. This option usually must be selected at the time of signing up for the tour. If someone in your group becomes ill while at a hotel or on board a ship a doctor can be contacted quickly. On an airplane or train contact the chief steward or the conductor, they will contact the necessary people. If illness happens on a bus, head for the nearest hospital. If the participant needs hospitalization the tour escort should accompany him., and rejoin the tour group later.

13. Death. There is no standard procedure for handling the death of a tour member. Every country has different laws governing the disposition of a deceased person. Those laws are subject to change, and what may have been acceptable last year, may not be acceptable now.

Cruise lines do not want to discuss their policy for handling deaths. There are several possibilities that might be available for disposition of the deceased. Burial at sea, keeping the body on the ship in cold storage or transfer to an airplane at the next port of call.

Aircraft. If death occurs in an airplane the pilot will radio ahead, to the nearest airport, to notify authorities.

Responsibility. When death occurs in a foreign country, the tour escort should contact a doctor and notify the American Embassy or Consul. The Embassy or Consulate Official will discuss with you or the spouse/companion of the deceased, the required procedures for disposition of the body and contacting next of kin, etc. If the next of kin request the body be shipped back to the United States by air, they will be charged for priority freight. This, plus a sealed coffin and other services required by that country's government, can be very expensive and must be paid for in advance. Perhaps the least expensive and least complicated method of getting remains back to the United States is to opt for cremation.

14. Tips / Gratuities. This is a necessary part of travel. They are rewards for good or outstanding service. Do not over tip. You are spending your participants' money. Spend it wisely. If your group does not receive the level of service expected, then you should not provide the normal tips. Tip what you think is appropriate.

Tips should always be included in the cost of an event. Whether you are dealing with a travel agency or just chartering a bus, always include the tips in the cost each participant pays for the event.

The participants, not the travel agency, pay for the tips. If the event is advertised as including tips the travel agency adds this to the cost each participant pays for the event. The agency then provides that money directly to the service provider or to the tour escort to use for that purpose. You could have a combination of both methods. If you have the agency add extra money for special activities that you, not the agency, plan on providing to the participants, include money for the necessary tips in the cost of your extra activities.

Keep tip money separate from funds the travel agency provides for you to pay for specific purposes such as a Step On Guide. You must have a clear understanding with the travel agency as to who must be paid for specific purposes and the exact amount of money that is to be paid in each case. Require the travel agency to include in its contract, that if the service is substandard, you will use your own discretion in the awarding of tips. Any surplus tip money shall be returned to the participants in compliance with SIR Rule 423.

You have to consider how many people you will have to tip and what amount to give to each person for the service received. The number of people you tip depends on your destination, the duration of the event, the modes of transportation, the type of accommodations, tour buses, step-on guides, baggage handlers at depots, station, airports, hotels and other unexpected services.

The following figures will give you a basis for tipping. Use it as a guide, but remember the actual amounts will vary depending on destinations and services rendered:

- a. Tour bus events:
 - Bus driver \$2.50 - \$3.00 per person /day
 - Step on Guide \$20.00 per day or \$2.00 per person/ day depending on number of passengers.
- b. Cruise Ships:
 - Refer to the Cruise Line's policy regarding tips.
 - On cruise ships or in hotels there is no need to tip the headwaiter / maitre d' unless he provides some special service.
- c. Baggage handling: \$2.00 per bag
- d. Bus events: 1-day \$2.00 per person per day to bus driver

15. Check list. Use this check list when preparing for your tour. Change it to fit your needs based on your experience. The check list provided with this guide will provide you with a routine you can follow to avoid problems.

Travel Event Check List

1. Prepare a roster of all the participants in your tour. Provide a copy of the roster to each participant during the tour orientation meeting or mail it to those who could not attend the meeting.
2. Prepare a "Reminder Sheet" that should be mailed to all participants prior to departure of the tour. This sheet should have any special instructions you or the travel agency discussed at the orientation meeting. It should also have at the beginning of the sheet, two important reminders:
 - a. Do not pack your tickets , passport, money and credit cards in the baggage you will be checking in at the airport.
 - b. In your carry on baggage you should pack those items you would need to have with you for an overnight stay in the event your checked baggage is lost or delayed. This should include prescription medicine, extra eye glasses , electrical plug adapters etc.

3. Distribute a “ Medical Information Sheet “to each participant. Explain to participants that it is not mandatory to fill out the sheet. You are requesting the information. It will only be used in the event of illness or an accident and would only be provided to medical personnel if they requested it. Assure them that it will be kept confidential and destroyed after the tour is completed. Keep those sheets in your possession. Keep them confidential. Destroy them at completion of the tour.
4. Confirm and reconfirm the dates, times and the location of all transportation events, bus, train, airline etc. In the event that bus transportation or a local tour guide does not arrive within 15 minutes of the scheduled time, phone them immediately to determine what has happened.
5. Use your roster to take a head- count of your tour group before you depart from any location and again when you reassemble your group at the next stop.
6. When baggage handling is involved, use your roster to log in the number of pieces of baggage each participant has checked in at the start of the tour. Do a baggage check every time the baggage is handled on or off a mode of transportation. Insist that participants notify you if they add or dispose of any checked baggage. This will avoid confusion in the total baggage count.
7. Never leave baggage unattended. If you have to attend to other duties, ask one of the participants to guard the baggage.
8. If baggage is lost, stolen or damaged assist the participant in filing a claim as required by the carrier. Help him obtain an allowance for personal needs pending return of his baggage or final claim settlement.
9. Upon arrival at an airport, ensure that everyone gets checked in. Advise them to check their tickets to be sure that the ticket clerk did not remove the wrong ticket.
10. On any local bus tour take a seat directly behind the driver where you can communicate with him and have access to the announcing system microphone.
11. Before leaving any common carrier, inform the participants of a meeting place.
12. At each stop on the tour, locate and advise the group of the location of the rest rooms.
13. Upon arrival at a hotel where the group will be staying overnight or when boarding a ship, obtain a list from the desk clerk of each participant’s room number. Provide each participant with your room number. When checking in at hotels have the group stay in a designated place while you obtain the room assignments and keys. Advise the group of the location of the hotel restaurant and the time and place of any meals included in the tour. Issue the room keys and advise the participants of the evening schedule and the next day’s schedule. If you have printed schedules distribute them to the group.
14. When entering another country, advise the group of the procedure for going through Customs and immigration. Inform the group of a place to meet after clearing customs and immigration.
 - a. Count heads and baggage.
 - b. Contact a porter to handle the baggage.
 - c. Count baggage each time it is loaded and unloaded.
 - d. Contact bus company and local guide if they are not there waiting to take your group to the hotel.

15. Advise the group to contact you if they have any problems.
16. At the end of each day's activities, when you are returning to the hotel, brief the group on that evening's event if any is scheduled and of the schedule for the next day. If you have a printed schedule distribute copies to the group.

Section VII

SIR Website

Section VII

SIR Website Information

The address of the SIR Website is:

<http://sirinc.org/>

or

sirinc start page

You can download anything in the SIR Manual, all the SIR Rules, .SIR Forms, latest revision to the list of SIR Qualified Travel Agencies and other useful information.

To use this feature you must have Adobe Reader 3.0 or greater. If you do not have Adobe Reader look for the yellow Adobe Logo that reads “ Get Adobe Reader” Read the instructions to download Adobe Reader.

This address may be given to anyone who may be interested in joining SIR.

Section VIII

SIR Forms

Section VIII

SIR Forms

You can download SIR Travel Forms 50, 50B 51, 52, 53,53B,59 and 59A from the SIR Website.

<http://sirinc.org/>

or

sirinc start page

If you cannot access the website contact your Branch Secretary or the Branch e-mail contact. Ask them down load the forms or data you need.

Travel Chairmen are advised to periodically check the website for revisions to Travel Event Report Forms 50,50b51,52, 53, 53B, 59, 59A.

To use this feature you must have Adobe Reader 3.0 or greater. If you do not have Adobe Reader look for the yellow Adobe Logo that reads "Get Adobe Reader". Read the instructions to download Adobe Reader.

When you have Adobe Reader installed your can click on " Forms" to select and download the forms you desire.

Section IX

Travel Advisories

Section IX

Travel Advisories

The SIR State Travel Committee is responsible for issuing Travel Advisories that may have effects on existing or planned SIR Travel Events.

Advisories are submitted to the SIR President for approval and are e-mailed to all Branch Travel Chairmen, Branch Secretaries and Branch E-Mail Contacts.

If you have any questions concerning information on existing Travel Advisories contact the Chairman of the State Travel Committee

Page 9-2 is an example Travel Advisory issued 1-18-03.



Travel Advisory

June 18, 2003

To: All SIR Branch Travel Chairmen.

Please be advised that SIR Branch Travel Chairmen or Designated Members authorized to sign a contract with a travel agency for a SIR Travel Event are prohibited from accepting a paid commission from the travel agency for sponsoring the travel event.

Complimentary passages are acceptable.

Collette Vacations is currently offering a 10 % commission or one (1) complimentary passage for every ten (10) full paid participants in the travel event.

You cannot accept any commission option. Any contracts signed with Collette Vacations that provide a commission must be renegotiated to include complimentary passages in lieu of a commission. Failure to comply with this requirement will result in cancellation of the event.

For further information contact the Chairman of the State Travel Committee.
e-mail robperry@cmc.net Phone (415) 883-4677

James G. Faverman
President, SIR, Inc.

Robert W. Perry, Chairman
State Travel Committee

cc: State Exec.Com., Regional Dir., Area Gov., Branch Big Sirs, State Advisor

Section X

Miscellaneous Information