Ski, Snowboard and Social Club Trip Deposit Form 2009-2010

Please read the "Trip Policy" and "Trip Cancellation / Refund Policy" carefully. NOTE: Club membership is required

*Trip signing up for (Separate form for each trip)	*Trip Date
*Member Name (as shown on license or passport)	*E-Mail Address
*Emergency Contact Name	*Emergency Contact Phone Numbers (provide at least one) Cell: Home: Work:
Roommate Preference	Room – Smoking Preference ☐ Smoking ☐ Non-smoking ☐ No Preference

Work Address (3M Employees Only) ***Home Address (ALL fields required)**

Department Name	Street Address
Mail Stop	City State Zip Code
Work Phone	Home Phone (including area code)

TRIP POLICY

1. Sign up for trips will be at the scheduled Trip Sign Up meeting. Date and location is announced through the Hootline newsletter or, at www.hootline.com. A completed trip deposit form, required deposit and signature agreeing with club policies are required to secure a place on a trip. If the trip oversells at the meeting, a lottery will be held to determine trip participants and waiting list order. Deposits are required to retain a place on the waiting list. Deposit refunds for those on the waiting list can be attained at any time upon written request, and will result in forfeiture of position on the waiting list.
2. All decisions pertaining to business aspects during trips (events, places, agenda, rooming, etc.) are the responsibility of the trip leader(s).
3. All damage to the room or its contents is the responsibility of the persons occupying the room. Report any pre-existing room damage to the trip leader immediately after check-in.

TRIP CANCELLATION / REFUND POLICY

1. A cancellation request must be provided in writing to the trip leader(s).
2. If a cancellation is received more than 30 days or fewer before departure, all monies minus a $25 cancellation fee and any unrecovered costs will be refunded after completion of the trip. If a cancellation is received less than 30 days or fewer before departure, all monies minus a $50 cancellation fee and any unrecovered costs will be refunded after completion of the trip.
3. The details set forth in the By Laws will govern all decisions made on cancellations/refunds.
4. Any person may come before the Executive Committee and review his/her case.

I have read and understand the above trip and cancellation policies and agree to comply with them. I am going on the _____ Trip and this deposit will apply to this trip only.

* Signature: _____ *Today's Date: _____

Use this section to send your trip payments to the trip leader or board member

☐ Full Payment ☐ Sign up Deposit ☐ 1st Payment ☐ 2nd Payment ☐ 3rd Payment ☐ 4th Payment

*Amount Enclosed: $_____*Check Number: _____ *For Trip: _____

*Received on: _____ *Received by: _____
(Trip leader or board member)

NOTES: An asterisk * Indicates a required area of the form. Required fields are also indicated in form boxes with thicker borders.