

# Ski, Snowboard and Social Club Trip Deposit Form 2017-2018 Please read the "Trip Policy"

and "Trip Cancellation / Refund Policy" carefully. NOTE: Club membership is required. An \* Indicates a required area of the form.

*Trip signing up for (separate form for each trip)	*Trip Date
*Member Name (as shown on license or passport)	*E-Mail Address
* Gender	* Date of Birth
*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
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.
4. Additional expenses due to unforeseen circumstances (e.g. weather delays, etc.) are the responsibility of the trip participant. We recommend individual trip insurance.

### 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 90 days before departure, all monies minus a \$50 cancellation fee and any unrecovered costs will be refunded after completion of the trip. If a cancellation is received 90-60 days before departure, all monies minus 5% of trip cost plus unrecoverable costs (minimum \$50) will be refunded after completion of the trip. If a cancellation is received less than 60 days before departure, all monies minus 10% of trip cost plus unrecoverable costs (minimum \$50) will be refunded after completion of the trip. Exception for local trips.
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.

\* Signature: \_\_\_\_\_ \*Today's Date: \_\_\_\_\_

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**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)