

Trip Policy

Adopted November 1, 1994

Revised February 5, 2003

Cancellations

1. Any cancellation must be submitted in writing to the Trip Leader.
2. In the event of a cancellation, a person forfeits the larger of the following:
 - a. All unrecoverable funds* caused by the cancellation. This amount will normally increase the closer the cancellation comes to the trip date.
 - b. The minimum cancellation penalty, which is 10% of the total cost of the trip.

*Unrecoverable funds are defined as non-refundable amounts paid to a vendor in anticipation of the person being on the trip, whether the actual payment was made before or after notification of the cancellation. Assessments of appropriate amounts are made on an individual basis. The Trip Leader will make a reasonable effort to minimize unrecoverable amounts.

3. In order to minimize unrecoverable amounts, a person may on his or her own secure a gender appropriate replacement after verifying with the Trip Leader that no waiting list exists and only if the following conditions are met:
 - a. Approval of the Trip Leader
 - b. The replacement meets all other trip eligibility requirements
 - c. The replacement submits the required liability release waiver to the Trip Leader.
 - d. The club bears no responsibility for cost reimbursement to the canceling party.

Waiting List

1. After the trip is filled, a member can submit their name to the Trip Leader to be added to the Waiting List.
2. A deposit of \$25 and the submission of the appropriate trip sign-up documents must accompany the request. The deposit is refundable in full to the member in the event the trip does not become available to them.
3. Cancellations from the Waiting List may be made at any time with no penalty and the deposit will be refunded as soon as possible.
4. Those on the Waiting List will be called in the order of sign-up, and according to gender of the canceling party. Once a member on the Waiting List agrees to go on the trip, he/she assumes all the responsibilities and deadlines established by the Trip Leader.

Refunds

1. Any cancellation refunds will be made following the trip after submission of the trip financial report.
2. Surplus funds accrued on the trip are rebated to participants in the following manner:
 - a. Only full dollar amounts of \$2 or more are paid.
 - b. Amounts kept as cancellation penalties are not included in the rebate pool.
 - c. Cantees who have received a refund of any amount are not entitled to any rebate from the surplus.
 - d. Rebate checks are to be picked up in person, or by other arrangement at the Trip Leader's discretion.
 - e. If a person who is to receive a rebate does not respond within three (3) months after announcement of its availability, the rebate reverts back to the club treasury.