



# Travel Committee Trip Disclosure Form

**Incomplete forms will NOT be processed!**



This form clarifies the policies of ILR and the commitment of the trip participant(s)

## The ILR Richmond Stained Glass and Tacky Light Tour

**ILR Day Trip: Tuesday, December 6, 2022**

**Sign-up Deadline: Thursday, September 1, 2022**

***One Bus: Minimum 30 participants; Maximum 40 participants***

If interested in this outstanding trip, do not wait until the sign-up deadline to submit paperwork. Spaces are filled in the order of receipt and completion. Once the maximum (40) is reached, a numerical *wait list* is kept based on the submission date of **completed** paperwork. If you are traveling with a friend, make certain that your paperwork is submitted simultaneously, otherwise travel for both is not guaranteed

**To secure your reservation/s** for this ILR Member Trip, return this signed **Trip Disclosure Form, Traveler Questionnaire Form and Check, payable to ILR.** (*online registration is not available*)

**Please initial each statement below. If a couple (i.e. husband and wife) are traveling together, both need to initial and sign this document.** Copy for your records.

\_\_\_\_\_ ILR reserves the right to cancel a trip if the minimum numbers are not met. Money will be refunded.

\_\_\_\_\_ If a member cancels after the Sign-up Deadline (09/01/2022), and a replacement from the *wait list* is secured, a refund is issued, minus a \$2 administrative fee.

\_\_\_\_\_ If a member cancels after the Sign-up Deadline (09/01/2022), and there is **NO waitlist**, ILR does not issue refunds; however, the member may secure his/her replacement with an ILR member, making financial arrangements with the replacement and notifying the ILR office no later than November 1, 2022.

\_\_\_\_\_ **Wait-List Policy:** If you are on the *wait list*, ILR will notify you as cancellations are received. Those who are still on the *wait list* at the time of the trip will be issued a full refund check.

\_\_\_\_\_ Primary communication with trip participants will be by E-mail.

**Signature/s: PLEASE PRINT LEGIBLY AND SIGN**

**PRINTED NAME**

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRINTED NAME**

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Submit with the Traveler Questionnaire!!**

**Office Use Only:** Date Rec'd \_\_\_\_\_ Trip \$ Pd \_\_\_\_\_ Ck. No. \_\_\_\_\_