

Sign up procedure for Terrace Inn Ski Trip

At the Thursday, November 10 Cross-Country Kick-Off Meeting

Important Information:

- **Please have your contract filled out before you sign up.** You can download it [here](#). We will have contracts available.
- Terrace Inn has many different room types and 6 different prices.
- The club will use a **sign-up list** to establish the order that applicants will be processed.
- These people will be given first choice of accommodations: **Trip Leader**, followed by **Board of Directors**, then **people who volunteer** to help at the meeting via [signup genius](#). All others will be taken in the order of the sign-up list.

Timeline:

7:00 pm **Board Members sign up and turn in contracts and checks**

7:15 pm **Volunteers sign up and turn in contracts and checks**

7:00 pm **Doors open: Others may put their name on the sign-up list**

7:30-7:45 pm **All others sign up – You must have your completed contract ready, with your checkbook ready to complete.**

1. Everyone on the sign-up list gets in line, based on their number from the sign-up list.
2. We will begin processing trip applicants-- acceptance of the signed contract, your check and return of receipt of payment.

We will stop processing contracts at 7:45.

7:45-8:15 pm **Meeting – no sign-ups taken during this time**

8:15 pm* **Sign up processing continues**

1. Everyone remaining on the sign-up list gets in line, based on their number from the sign-up list.
2. We will begin processing trip applicants-- acceptance of the signed contract, your check and return of receipt of payment.

*Or after the end of the formal meeting

As people arrive, they may continue to add their names to the bottom of the sign-up list.

- Terrace Inn contracts and checks mailed-in after the meeting will be processed in order of postmark date.
- If the trip fills, a wait list will be started.