

TRIP APPLICATION MEMBER INSTRUCTIONS

Implementation: March 2023

Given the popularity of WSC trips, Council believes it is important to establish a clear trip application process in order to make the process fair for all members. This process will also provide our trip leaders with a consistent process. Please carefully review the information below.

Instructions to submit an application for a WSC trip.

Definitions:

- A) Date Trip Opens: The first day a trip is available for signups and the earliest date an application can be postmarked for Continuous Members.

- B) Postmark: The envelope date the application is marked as received by the US Post office or the date when an application is given to an express delivery service (such as FedEx).

- C) Completed Application Constitutes:
 - the specific trip application form that is completed and signed
 - check for trip deposit amount
 - legible copy of government issued ID (e.g., driver's license or passport)
 - passport with coded lines required for international trip
 - a scanned or text of the ID document to trip leader may also be acceptable
 - membership application & separate dues check if membership has not yet been renewed for year of the trip
 - mailed to Trip Leader's address per instructions (All applications must be postmarked.)
 - Important: An incomplete submission may delay or disqualify your application for the trip.

1) Options To Submit a Completed Application – “Date Trip Opens” Is Earliest

- a) Mail at post office

- b) Use an express delivery service such as Fed Ex. (“Date Trip Opens” is earliest date to submit to an express delivery service)

2) Application Received Date

- a) Based on Postmark (earliest acceptable date is “Date Trip Opens”)

- b) Notification to Members
Trip Leader will wait one week before notifying members that they are on the trip since other earlier postmarked applications may arrive before later postmarked ones.

- c) Single Travelers with Roommate Request
For single travelers who have a roommate preference, recommendation is to mail applications together or on the same date. This is because as a single

sign up the person could be assigned to room with another person if the application of the roommate requested is Postmarked later.

d) Out of Town Members

Applicants who are Out of Town on the “Date Trip Opens”

- Have a family member, neighbor or friend mail the application so the postmark is the “Date Trip Opens”

e) Applications Postmarked Early Penalty

- All applications Postmarked early will be treated at Postmarked 2 days after the “Date Trip Opens”. For example:

Day 0 – “Date Trip Opens”: May 15

Day 1 – May 16th

Day 2 – May 17th - Date early applications are deemed as Postmarked.