

Trip Deposit Receipt

Received from: _____

Date Received: _____

Amount Received: _____

Trip Location: _____

Trip Date: _____

Total Cost: _____ Balance Due: _____ By: _____

Trip Coordinator: _____

Trip Coordinator Phone: _____

TRIP GUIDELINES

If you are unable to go on the above trip, it is your responsibility to fill your spot if there is not a waiting list. Contact the Trip Coordinator immediately. Deposits and or payment in full will be refunded when your spot is filled or due to a death in the immediate family. Trip insurance is not included in the price of the trip, and should be considered on a personal basis.

Travel arrangements must not be made by participants without the Trip Coordinator's approval.

Make all checks payable to the Trip Coordinator.

The detailed Lockheed Martin Dive Club Trip Policy Statement is included on the back of this form.

Policy Statement

Due to the nature of the Club as a non-profit, tax-exempt, ethically minded organization, personal gains in excess of the Trip Coordinator subsidy will not be permitted on Club trips. All Lockheed Martin Dive Club sanctioned trips will be required to conform to this policy. This policy will be printed on the back of the Trip Deposit Receipt form.

If a participant wants to cancel involvement in a trip, it is his or her responsibility to fill the spot if there is not a waiting list. He or she must contact the Trip Coordinator immediately. Deposits and or payment in full will be refunded when the spot is filled or due to a death in the immediate family.

Every reasonable effort will be made to carry through the planned trip activities as approved by the Board of Directors. If, due to unforeseen circumstances (e.g., storms, airline reservation cancellation, etc.) beyond the Club's control, trip activities may need to be re-planned, and additional costs may be incurred and passed on to participants. The Club does not guarantee a refund. Participants are encouraged to evaluate the benefits of commercial trip insurance.

Travel arrangements are not to be made by participants without approval by the Trip Coordinator.

The following rules will apply to all LMDC-sanctioned trips unless otherwise approved by the Activity Committee:

The Trip Coordinator subsidy will be limited to half of the cost of one individual for that trip. Additional discounts will be applied to the costs shared among all trip participants. Excess funds will be returned to the Club treasury no later than 2 weeks after the return date. Shortfalls will be reimbursed from the Club treasury funds upon approval by the Board of Directors.

The Trip Coordinator must submit a financial outline to the Activity Committee for approval before the trip can be advertised to the membership.

The Trip Coordinator will check participating divers for Club membership against a current membership roster available from the Membership Chairman.

A trip report with full financial disclosure and waivers will be submitted to the Treasurer no more than two weeks after the return date. A format for this report will be supplied to the Trip Coordinator prior to the trip.