



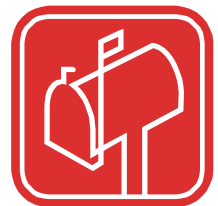
## TRIP SIGN UP PROCEDURE

In order to keep group sizes reasonable and comply with current wilderness area regulations, a sign-up system has been in place since 1998. Participants may join day trips the morning of the trip simply by showing up, but we recommend advance sign-up to avoid disappointment if the trip happens to be full. Additionally, advance sign-ups help us gauge demand for a particular trip and add a trip if necessary.

1. A counselor will be available in the ATIS Room from **8 AM to 10 AM** and from **4 PM to 5 PM** Monday through Friday and may be contacted in person or by phone at **576-9157** to sign up. See the trip schedule for the "office hours" during counselor break at the end of July.
2. Sign ups will be taken for up to two hiking days in advance starting in the morning two days before the trip (e.g. on Monday, sign ups will be taken for Tuesday & Wednesday ..... on Thursday, sign ups taken for Friday & Monday....). The exception is that you may register Thursday's trips as of Monday night at Capture the Flag.
3. The ATIS phone has an answering machine. Requests for trip sign-ups may be left on the machine. You will be called back to confirm your place on the trip. Additionally, the counselor on duty in the afternoon will update the answering machine message before leaving at 5 PM. Evening callers will thus be able to learn the availability of places on the following day's trips and may leave a message to sign up for any open trip. We will then retrieve these messages and call back to confirm your spot. The goal will be for the counselor to call back 45 minutes to an hour before the trip is to leave. The only exception will be trips leaving at 6 or 7 AM.
4. If a trip becomes full and we are not able to organize an additional trip, participants will be placed on a waiting list in the order in which they register. The counselor on duty will try to call those who have "moved up" onto the trip, but the final responsibility rests with those on the waiting list to call ATIS.
5. Those who show up on the porch without advance registration will be accommodated if there is room - provided they have a "Health Information and Permission to Treat" form on file.
6. Those registered who are forced to cancel at the last minute should call the ATIS number so that the space can be filled. Last minute cancellations and no-shows are a distinct nuisance to deal with and often unfair to others who wanted to go on the trip. Sign up only for trips you know you want to do.

### **SPECIAL MAIL PRE-REGISTRATION FOR AA, ROCK CLIMBING, AND OVERNIGHT TRIPS**

1. To make sure that everyone has received the trip schedule and has had time to respond, all pre-registrations postmarked up to June 7 will be treated equally. In the rare cases where a trip has filled up as of that date, we use a "draw" to assign places. If you include an e-mail address, we will confirm your registration that way as of June 11 or 12. Otherwise, postcards will be mailed the week of June 15 informing you of your status. If it's really crucial to know of your status earlier, call as of June 15.



2. **Pre-registration must include payment for overnights.**
3. After the program starts in July, you may sign up for any open "AA" or overnight with the counselor in the ATIS Room.
4. In order to allow as many children as possible to go on an Alderdice overnight, please sign up for only one each month. You may include the John's Brook trip on July 6<sup>th</sup> as Alderdice-type trip. However, you *may* put your name on the *waiting list* for more than one trip each month.