

# AMERICAN LEGION AUXILIARY – BADGER GIRLS STATE UNIT RESERVATION FORM - 2010

Deadline for Reservation & Delegate Fee: *Friday, January 29, 2010*

Office Use Only
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**Fee: \$240.00 per Delegate – Make check payable to: ALA BGS – Mail To: P.O. Box 140, Portage, WI 53901**

I HAVE READ THE LATE PAYMENT & COMPLETED THE REVISED REFUND POLICY SECTION ON BACK OF THIS FORM

**Unit # \_\_\_\_\_ Unit location (city) \_\_\_\_\_ District # \_\_\_\_\_ County \_\_\_\_\_**

**Unit BGS Chairman/contact person \_\_\_\_\_**

**Phone #(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_**

**Total # of delegates sponsored: \_\_\_\_\_ @ \$240.00 each = Total amount enclosed: \$ \_\_\_\_\_**

\*PLEASE NOTE: IF YOU SPONSOR DELEGATES FROM MORE THAN THREE (3) SCHOOLS OR HAVE MORE THAN THREE (3) CONTRIBUTORS, PLEASE SUBMIT INFORMATION ON ADDITIONAL RESERVATION FORMS. (MAKE COPIES OF THIS SHEET)

SCHOOL NAME	SCHOOL LOCATION (City)	NAME OF SCHOOL CONTACT PERSON	# OF DELEGATES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**CONTRIBUTORS: (Who is Paying the Delegate Fee)**

NAME: (Contributor)	ADDRESS: (Contributor)	SCHOOL	# OF DELEGATES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

## **NEW:** Revised Refund Policy for 2010

The following REFUND POLICY will be followed:

*(All cancellations must be submitted in writing either by USPS mail to ALA BGS, PO Box 140, Portage, WI 53901 or e-mail: bgsadmin@badgergirlsstate.org)*

***FULL REFUND – 100% Back!*** A full refund of the delegate/alternate fee will be issued to sponsors who notify Department Headquarters of the cancellation and request the refund **prior to April 1<sup>st</sup>, 2010.** So don't hesitate to send in your reservation by January 29<sup>th</sup>!

Cancellations and refund requests **postmarked/mailed April 1<sup>st</sup> – 30<sup>th</sup> 2010,** will be assessed a \$50 processing fee for *each* delegate/alternate reservation cancelled, resulting in a partial refund issued to the sponsor.

***No refunds*** will be issued for cancellations **postmarked/mailed after May 1, 2010.** Please select one of the following two options if you wish to have your contributor fee redirected:

- Please transfer our contributor fee to sponsor a delegate from another school and provide us with her information.
- Please donate our portion of the non-refundable contributor fee to the Badger Girls State Scholarship Fund

If you do not make a selection, your non-refundable delegate fee is used to help offset expenditures of the Badger Girls State program.

***Please note: Communication is the key to having a successful Badger Girls State session!***

- If your Unit will not be participating in the 2010 Badger Girls State program, you must notify the schools you sponsor. They rely on you to contact them before you make the reservation and pay the delegate fee.
- If your Unit is unable to pay the delegate fee, please try to find another contributor. Approach your Post, other civic organizations in your community or the school itself.
- Auxiliary Department Headquarters office does not notify a school when an Auxiliary Unit does not pay a reservation fee.
- Reservation forms and fees must be sent to Department Headquarters office by Friday, January 29<sup>th</sup>, 2010 by the sponsoring Auxiliary Unit – not the school itself.