



## RESERVATION FORM - 2019

### Deadline - January 28, 2019

District # \_\_\_\_\_

Unit # \_\_\_\_\_

Unit Location (city) \_\_\_\_\_

County \_\_\_\_\_

Unit Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Total # of delegates: \_\_\_\_\_ @ \$350.00 each

Total amount enclosed \$ \_\_\_\_\_

Note: A \$25.00 fee will be charged for any check returned by the bank.

**Fee: \$350.00 per Delegate - Make check payable to: ALABGS**  
**Mail To: P.O. Box 140, Portage, WI 53901**

School Name	School Contact Person	How many Delegate(s)?

**CONTRIBUTORS (BUSINESS/CLUB/ORGANIZATION):**

Business/Club/Organization Name & Contact Person	Address, City, State & Zip	School	How many Delegates?

**NOTE: ATTACH ADDITIONAL SHEETS IF YOU SPONSOR DELEGATES FROM MORE THAN 5 SCHOOLS OR HAVE MORE THAN 5 CONTRIBUTORS**

# Refund Policy for 2019

## **The following REFUND POLICY will be followed:**

(All cancellations must be submitted **in writing** either by USPS mail: ALABGS, PO Box 140, Portage, WI 53901 or e-mail: [bgsadmin@badgergirlsstate.org](mailto: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 **by April 15<sup>th</sup>, 2019.** So, don't hesitate to send in your reservation by January 28<sup>th</sup>!

Cancellations and refund requests **postmarked/emailed on or after April 16<sup>th</sup> 2019,** 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/emailed on or after May 1, 2019.** 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
- Please donate our portion of the non-refundable contributor fee to the ALA BGS Scholarship Fund

**Please Note: If you do not select an option, your non-refundable delegate fee is used to help offset expenditures of the ALA Badger Girls State program.**

- If your Unit is unable to pay the delegate fee, please try to find a contributor. Approach your Post, other civic organizations, and businesses in your community or the school itself.
- If your Unit will not be participating in the 2019 ALA Badger Girls State program, you must notify the school(s) you sponsor. They rely on you to contact them before you make the reservation and pay the delegate fee.
- 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 January 28, 2019 by the sponsoring Auxiliary Unit.
- Make a copy of your completed reservation form for your record

Communication is the key to having a successful ALA Badger Girls State session!