

FSU Campus Recreation OUTDOOR PURSUITS

Customized Trip Request Form

This form must be submitted to the FSU Outdoor Pursuits Office at
The Florida State University Reservation, via:

MAIL:

FSU Reservation
3226 Flastacowo Road
Tallahassee, Florida
32310

EMAIL:

outdoorpursuits@admin.fsu.edu

FAX:

850.644.9852

A minimum of three weeks is required for scheduling.

Submitting this form **does not guarantee** confirmation of your trip.

Call 850.644.2449 for further information.

Organization/Department/Group:

Requested date, time & location of trip:

_____, _____, _____

Request trip type:

Day Paddle Day Hike Other: _____
 Overnight Paddle Overnight Hike

Number of nights out: _____

Group category:

FSU Student Organization* Non Profit Agency
 Other FSU groups & Gov. Agencies Corporate Agency
 Other _____

*Please note: having FSU Students in your organization, does not necessarily qualify you as a "Student Organization."

Contact person & relationship to group:

Phone numbers: [Day] (____) ____ - ____ [Night] (____) ____ - ____
[Fax] (____) ____ - ____

Email address: _____

Pre-Trip

All overnight trips run through FSU Outdoor Pursuits conduct mandatory pre-trip meetings which are held at least 3 days before your trip and for your group's benefit to plan and prepare. Please specify your group's preferred date and time.

Date: ___/___ **Time:** __:___ **Location:** The Rez or FSU Campus (circle one)

Questions To Understand Your Needs Please be specific! Write out answers on additional sheet of paper if needed.

- 1) Why did your group decide on this program?
- 2) Do you have goals for your group participating in this program?
- 3) Is participation in this course mandatory or voluntary for your participants?
- 4) Is your organization or department paying for the participants?
- 5) Will the group's supervisors be attending the day's event and actively participating?
- 6) Please list any special needs or accommodations a participant in your group may have.

Additional Information

Declaration of Attendance: (number of confirmed participants)

Each participant **must** complete an individual trip registration form and be at least 18 years of age. The minimum number of participants for a trip is **six**.

Please list confirmed participants by first and last name.

- | | |
|----------|-----------|
| 1. _____ | 10. _____ |
| 2. _____ | 11. _____ |
| 3. _____ | 12. _____ |
| 4. _____ | 13. _____ |
| 5. _____ | 14. _____ |
| 6. _____ | 15. _____ |
| 7. _____ | 16. _____ |
| 8. _____ | 17. _____ |
| 9. _____ | 18. _____ |

Billing Address

Attention to: _____
Street Address: _____ Suite/Apt #: _____
City: _____ State: _____ Zip: _____

Contact Person's Signature:

Signature indicates formal agreement to all above terms.

Printed Name: _____ **Date:** _____

Please make sure that the Request Form is filled out, **in its entirety, before submission**. Incomplete Forms will not be processed and will result in not having programming for your group on the requested date.

Billing Information

(Please keep for your own information.)

At least two weeks prior to your program you **must declare** the number of participants who will be in attendance (minimum of 6). This declaration of attendance is necessary to schedule staff and program trip.

Fees are **due a week before the trip date** unless the program coordinator has made other arrangements with your group. Fees are based on number of participants and trip location. A flat fee may be quoted however price per person may vary according to number of declared participants. You will receive a confirmation letter that will list your confirmed price which will be the amount billed. **Unless you cancel in writing (via email or fax) at least 2 weeks in advance, you will be billed for the above mentioned fees!**

Payment Options:

*Cash, Check, FSU card, Visa, or MasterCard in office.

*Participants can pay individually or payment can be made as a group.

*Unless you sign up in the office you will receive your receipt at the pre-trip meeting.

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