

# Special Journeys Trip Signup Form

I'm ready to go and all set for vacation! I've verified that:

- This form will be received before the trip signup deadline passes. I understand that Special Journeys encourages me to fax or scan/email this form to hold my spot as mail can take 3 to 7 days to be received.
- I meet the "Criteria for Travel" found at [www.specialjourneys.org](http://www.specialjourneys.org)
- If I need 1:1 staffing, I understand that I will need to send this 1:1 staff
- If I use a wheelchair, I have verified there is space available on the trip

Traveler's Name \_\_\_\_\_

City and State \_\_\_\_\_

**Step 1: Select Your Trip:** Write in the name of the trip(s) that you are signing up for:

Spend Down or Pre-Payment: I want to pre-pay for a trip that will be selected later \_\_\_\_\_

## (OPTIONAL) Step 2: Travel Insurance

Travel insurance is not included in the trip cost and is not sold by Special Journeys. You can learn more about this type of insurance on our website at [www.specialjourneys.org](http://www.specialjourneys.org)

## (OPTIONAL) Step 3: Additional Staffing Needs

One-on-one staff is needed for this traveler (additional expense required) \_\_\_\_\_

Name of the staff who will be sent with the traveler \_\_\_\_\_

(Note: A 1:1 Travel Companion Details document must be completed for this person)

## Step 4: Payment Information (See our website for Payment Deadline information)

\_\_\_\_\_ Deposit Included      \_\_\_\_\_ Partial Payment Included      \_\_\_\_\_ Full Payment Included

## Step 5: Details document and Traveler Release Agreement

- ❖ New Travelers – Both a Traveler Details document and a Traveler Release Agreement must be completed before the document deadline date. These documents are available in electronic and handwritten versions at [www.specialjourneys.org](http://www.specialjourneys.org)
- ❖ Existing Travelers – We keep both Traveler Details documents and Traveler Release Agreements on-file for five years before they need to be resubmitted. If you have significant changes or new contact information since your last trip, be sure to contact our office.