

# 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: I want to pre-pay by purchasing Vacation Vouchers for a trip to 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

\_\_\_\_\_ Apply from Vacation Vouchers already purchased

## **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.