

PSOP Activities & Travel

Reservation form

Yes, sign me up for the

trip/activity.

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Emergency contact _____ Emergency contact phone _____

Pick-up Point _____

Traveling with _____

**For more
information:**
Melissa
618-234-4410,
ext. 7042

Nancy
618-234-4410,
ext. 7020

Jean Ellen
618-234-4410,
ext. 7021



Activities & Travel Reservation & Cancellation Policy

If you call to have a spot (or spots) saved, you will be given seven (7) days to complete this form and return it to the Activity & Travel Office along with payment. ***Any payment not received within 7 days will result in your "saved spot(s)" being cancelled.***

If a cancellation is received after the reservation deadline, and a replacement is found, then a full refund less a \$5 processing fee will be given.

If no replacement is found, no refund will be given. Special cancellation policies may apply if the trip involves the purchase of non-refundable components or have special cancellation policies.

Make checks payable to PSOP and send reservation with payment to:

PSOP Activities & Travel
201 N. Church St.
Belleville, IL 62220