



Renewal in the Wilderness
 3242 Thayer, Evanston, Illinois
 847-869-5885; fax, 847-589-4085
 info@renewalinthewilderness.org
 www.renewalinthewilderness.org

Renewal in the Wilderness Trip Registration Form

HOW TO REGISTER

Please print a copy of this form, complete the information and mail it with your check or money order to:

Renewal in the Wilderness
 3242 Thayer
 Evanston, IL 60201

If you have any questions, please call 847-869-5885.

PERSONAL INFORMATION

First name: _____

Last name: _____

Street address: _____

City: _____

State: _____ Zip Code: _____

Phone number: _____

E-mail address: _____

Fax number: _____

Age: _____ Gender: _____

For Clergy Only

Denomination: _____

Position: _____

Years in ministry: _____

TRIP SELECTION

Use the "Trip #" listed on the "Trips" page of our web site: www.renewalinthewilderness.org/trips.html.

First Choice

Trip number: _____ Trip date: _____

If my first-choice trip is full I'd like to take:

Second Choice:

Trip number: _____ Trip date: _____

IMPORTANT: BEFORE YOUR TRIP

Upon receipt of your Registration Form, we will send you a detailed packet of registration materials, including a medical form that your health care provider must fill out and return us before your trip.

Until all necessary forms have been signed and returned to Renewal in the Wilderness, we will be unable to guarantee your spot in the trip of your choice.

PAYMENT INFORMATION

Trip fees include food, site permits, sites, Renewal in the Wilderness staff, up to two instructors and most equipment. Fees do not include personal clothing and other personal gear or transportation to and from the outfitter

**Select the appropriate options below.
 Write in the trip fee and total amounts.**

PAYMENT IN FULL
*See Trips page on our web site.
 Non-refundable Registration Fee
 included. Write fee amount here: \$ _____*

OR

DEPOSIT ONLY
*Non-refundable Registration
 Fee (\$75), plus trip deposit (\$125). \$ 200*

GROUND TRANSPORT FEE
*Required ONLY on trips for which
 a third-party outfitter is required.
 Fee covers round-trip ground
 transportation from destination
 airport to and from base camp. \$ 95*

TOTAL ENCLOSED \$ _____

Personal Equipment Expenses

Your expenses for personal items should be fairly minimal. Personal equipment includes footwear and clothing. We'll supply you with a list of items you need.

WEEK-LONG TRIPS

REGISTRATION POLICY

The following items are due fifty (50) days before the trip begins to hold your reservation:

- Full payment
- A completed medical form and
- Any van fees for transportation from the airport to our outfitter's basecamp and back. Although the rate may vary, plan for \$95 for this service.

If you apply fewer than fifty (50) days before trip start, full payment is due upon registration. If you register fewer than thirty (30) days before the trip begins you may incur a \$15 overnight delivery charge for admission materials

Registering for a trip fifty (50) or more days prior to the trip requires a total down payment of \$200: a \$125 Deposit which is applied to the trip cost and a \$75 nonrefundable Registration Fee. Your \$75 Registration Fee is refundable only if:

1. You are wait-listed and a space does not open for you;
2. We cancel a trip; or
3. You apply for and do not receive the amount of financial aid you requested.*

**Please note that at this time Renewal in the Wilderness is not able to offer financial assistance, except for UCC clergy.*

TRANSFER POLICY

Once you are registered for a trip you may transfer to another trip without any additional expense as long as the transfer is made at least thirty (30) days prior to your original trip's starting date. If you transfer less than 30 days before the start of your original trip penalties may apply.

CANCELLATION POLICY

Our policies are based on investment in staff, training, course planning and food and equipment purchases in preparation for your trip. We cannot cover our expenses if you cancel less than 50 days before your trip begins. In addition, short notice cancellations often prevent others from attending. In order to protect our investment or lost revenue, we retain a portion of the full payment according to the following Cancellation Schedule:

50+ days prior to trip	= \$ 75 retained
30–49 days prior to trip	= 25% of full fee retained
15–29 days prior to trip	= 50% of full fee retained
<15 days prior to trip	= 100% of full fee retained

Cancellations may be made by phone but must be confirmed in writing. If you cancel, Renewal in the Wilderness retains your \$75 Registration Fee, except as noted earlier. If you take public transportation, please ask your travel agent about trip cancellation insurance (or check the internet for trip cancellation insurance), which will cover the transportation if Renewal in the Wilderness must cancel the trip after you've bought your tickets.

ONE- TO THREE-DAY TRIPS

REGISTRATION POLICY

See "Trips" page on the website for registration deadlines.

- Full payment is requested at time of registration for one-day trips.
- \$200 deposit is requested at time of registration for three-day trips.

REFUNDS

Refunds — except for a \$75 registration fee — are available up to one (1) week prior to the trip. The amount of refund will depend on expenditures Renewal in the Wilderness has made on your behalf that we cannot recoup.

EARLY DEPARTURE POLICY FOR ALL TRIPS

Once your trip begins there are no refunds for voluntary withdrawal, withdrawal for motivational reasons, or for "no show." If a medical or family emergency prevents you from completing your trip, you may receive pro-rated credit towards the cost of a future trip.

