

Refund Policy for 2025

The following REFUND POLICY will be followed:

All cancellations must be submitted **in writing** either by USPS mail: ALABGS, PO Box 140, Portage, WI 53901 or e-mail: alabgs@amlegionauxwi.org.

FULL REFUND – 100% Back! A full refund of the delegate fee will be issued to sponsors who notify Department Headquarters of the cancellation and request the refund **by April 15, 2025**. So, don't hesitate to send in your reservation by January 31st!

Cancellations and refund requests postmarked/emailed after **April 15, 2025**, will be assessed a \$50 processing fee for each delegate reservation cancelled, resulting in a partial refund issued to the sponsor.

No refunds will be issued for cancellations **postmarked/emailed on or after May 1, 2025**. Reservation fees will not be rolled over to the following session.

➤ Select one of the following options:

- Please transfer our Delegate fee to sponsor a delegate from another school
- Please donate our portion of the non-refundable Delegate fee to the ALABGS General Fund

Note: If you do not select an option, your non-refundable Delegate fee is used to help offset expenditures of the ALA Badger Girls State program.

If your Legion family is unable to pay the delegate fee, please try to find other clubs or businesses to help defray costs. Approach your other civic organizations and businesses in your community or the school itself.

If you will not be participating in the 2025 ALA Badger Girls State program, you must notify the school(s) you sponsor by January 31, 2025.

Auxiliary Department Headquarters office does not notify a school when a sponsor does not pay a reservation fee.

Reservation forms and fees must be sent to Department Headquarters office by January 31, 2025.

Make a copy of your completed reservation form for your record

Communication is the key to having a successful ALA Badger Girls State session!