



RESERVATION FORM - 2021

Deadline - January 29, 2021

District # _____

Unit # _____

Unit Location (city) _____

County _____

Unit Contact Person: _____

Address/City/State/Zip: _____

Phone: _____

Email: _____

Total # of delegates: _____ @ \$350.00 each

Total amount enclosed \$ _____

Note: A \$25.00 fee will be charged for any check returned by the bank.

Fee: \$350.00 per Delegate - Make check payable to: ALABGS
Mail To: P.O. Box 140, Portage, WI 53901

| School Name | School Contact Person | How many Delegates(s)? |
|-------------|-----------------------|------------------------|
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CONTRIBUTORS:

| Business/Club/Organization Name & Contact Person | Address City/State/Zip | School Name | How many Delegate(s)? |
|--|------------------------|-------------|-----------------------|
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NOTE: ATTACH ADDITIONAL SHEETS IF YOU SPONSOR DELEGATES FROM MORE THAN 5 SCHOOLS OR HAVE MORE THAN 5 CONTRIBUTORS

Refund Policy for 2021

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: bgsadmin@amlegionauxwi.org)

FULL REFUND – 100% Back! A full refund of the delegate/alternate fee will be issued to sponsors who notify Department Headquarters of the cancellation and request the refund **by April 15, 2021**. So, don't hesitate to send in your reservation by January 29th!

Cancellations and refund requests postmarked/emailed on or after **April 16, 2021**, will be assessed a \$50 processing fee for each delegate/alternate 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, 2021**. Please select one of the following two options:

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

Please 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 Unit is unable to pay the delegate fee, please try to find a contributor. Approach your Post, other civic organizations, and businesses in your community or the school itself.
- If your Unit will not be participating in the 2021 ALA Badger Girls State program, you must notify the school(s) you sponsor. They rely on you to contact them before you make the reservation and pay the delegate fee.
- Auxiliary Department Headquarters office does not notify a school when an Auxiliary Unit does not pay a reservation fee.
- Reservation forms and fees must be sent to Department Headquarters office by January 29, 2021 by the sponsoring Auxiliary Unit.
- Make a copy of your completed reservation form for your record
- Communication is the key to having a successful ALA Badger Girls State session!