**11/2011 Form G**

**STANDARD OUTING MESSAGES**

OUTING APPLICATION RECEIPT

Hello! Your application for the \_\_ (name) \_\_\_ Outing has been received and is being reviewed

by the Outing Leader. You will be informed by \_\_\_ (date) \_\_\_ regarding the status of your

application.

OUTING CONFIRMATION

Welcome to the \_\_ (name) \_\_\_ Outing! Your application has been accepted and you are

confirmed as a participant on the outing, which will occur on \_\_\_\_\_\_ (dates) \_\_\_\_\_\_\_.

The balance of your outing payment is $\_ (amount) \_ and it is due on \_\_\_\_ (date)\_\_\_\_. Your

check should be made payable to Trails Club of Ore. and should be submitted to:

Trails Club of Oregon

P.O. Box 1243

Portland, OR 97207

A pre-outing meeting has been scheduled for \_\_\_\_ (date) \_\_\_ at \_\_\_ (time) \_\_ at \_\_\_ (location

name and address) \_\_. It is vitally important that all participants attend this meeting to receive

detailed information about the outing and to make final travel plans. If you are unable to attend

the pre-outing meeting, please contact the Leader at \_\_\_ (phone number and/or email) \_\_\_ to

make arrangements to receive the information.

If you need to cancel your outing participation, please contact the Leader as soon as possible so

your space can be filled by someone else.

OUTING CONFIRMATION (ALTERNATE LIST)

I’m sorry to inform you that the \_\_ (name) \_\_\_ Outing is full. You have two options:

(1) You can ask that your application and deposit be held and that your name be placed on the

Alternates Roster. Experience has shown that participants do change their minds after initially

being confirmed on an outing. If you choose to have your name placed on the Alternates

Roster, your application and deposit will be held until the outing commences. If, at any time,

you wish to be removed from the Alternates Roster, you can request that your application and

deposit be returned and your name will be removed from the Alternates Roster.

(2) You can decline to have your name placed on the Alternates Roster. Your application and

deposit will be returned immediately.

OUTING DENIAL

I’m sorry to inform you that your application has not been accepted for the \_\_ (name) \_\_\_

Outing. Upon review, it has been determined that your participation would not be compatible

with the Trails Club’s expectations for the outing. Your application and deposit are being

returned to you.

Written by Susan Saul, Outings Coordinator