**SIGN-UP FORM DIRECTIONS**

**SPRING TRIPS 2020**

**SIGN-UP DEADLINE: January 3, 2020**

**Directions: Please review carefully**

* Fill in your names (s) one person per line, phone number for each person if there is a difference, and an email for each person. **Please be careful when writing your email being sure to include capitals, underscores, numbers, etc. clearly.** Remember that some email addresses may be case sensitive.
* **Write a separate check to SINHG for EACH PERSON AND FOR EACH TRIP, and include the trip number in the memo section of the check. Presently SINHG is working on automating this process.**
* Mail checks (payable to SINHG) and the completed sign-up form to: Flo Gilson, PMB 612, 130 Gardners Circle, Johns Island, SC 29455. Please mark your envelope TRIPS. THESE MUST BE POSTMARKED by January 3rd, OR EARLIER! ALL Requests received after the January 3rd deadline will be processed after all other requests.
* See Example that follows. Please review the SINHG cancellation policy.
* Sample: HOW TO FILL OUT THE SIGN-UP FORM

John Owens wants to go on three trips. The Bohicket/Edisto River Cruise (1) is his first choice, Gullah Tour (2) is his second choice, and Calhoun Mansion (3) his third choice. Peggy Owens wants to go on five of these trips, with her first choice of Bohicket/Edisto River Cruise (1), second choice of Calhoun Mansion (2), third choice of Gullah Tour (3), and additional request of Bird Migration Walk & Talk (x) and College of Charleston Observatory (x). The Owens would fill out the form as shown below. They would then send the form with eight checks (ONE CHECK FOR EACH PERSON FOR EACH TRIP) payable to SINHG to Flo Gilson, Trip Coordinator, PMB 612, 130 Gardners Circle, Johns Island, SC 29455. NOTE: If a couple wants to go on a trip together, both individuals should rate the trip with the same priority. In this example, the Owens are indicating that they want to go on the Bohicket/Edisto River Cruise together (same priority) but not the Gullah Tour (different priorities).

Name: A: John Owens Phone: 768-3167 Email: Jowens@gmail.com

Name: B: Peggy Owens Phone: 768-3167 Email: powens@comcast.net

A B # Trip Date Time Cost Leader

2 3 1 Gullah Tour of Charleston Feb. 10 10:00 – 2:00 $24 Cindy

1 1 2 Bohicket Creek/Edisto Feb. 13 4:15 – 6:45 $40 Ed

 River Cruise

 3 Charleston Gardens Feb. 14 8:30 – 1:00 $22 Jan

 X 4 Bird Migration Walk & Talk Feb. 15 7:00 – 10:00 $26 Carol

 X 5 College of Charleston Feb. 19 6:30 – 10:00 P $11 Ellen

3 2 6 Calhoun Mansion Feb. 21 9:00 – 1:00 $54 Rich