



## RESERVATION FORM

### Deadline - January 31, 2023

**Sponsor Info:**

District \_\_\_\_\_  Unit  Post  Squadron # \_\_\_\_\_  
 Riders

Location (city) \_\_\_\_\_ County \_\_\_\_\_

(First & Last) Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Total # of delegates:** \_\_\_\_\_ @ \$400.00 each

**Total amount enclosed** \$ \_\_\_\_\_

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

**Fee: \$400.00 per Delegate - Make check payable to: ALABGS**  
**Mail To: P.O. Box 140, Portage, WI 53901**

School Name	School Contact's Name	How many Delegates(s)?

**CONTRIBUTOR:**

Business/Club/Organization Name & Contact Person	Address City/State/Zip	School Name	How many Delegate(s)?

**NOTE: IF NEEDED ATTACH A SEPARATE SHEET TO LIST ADDITIONAL SCHOOLS AND SPONSORS**

# Refund Policy for 2023

## **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](mailto:alabgs@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, 2023.** So, don't hesitate to send in your reservation by January 31<sup>st</sup>!

Cancellations and refund requests postmarked/emailed on or after **April 15, 2023**, 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, 2023.** 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 American Legion Post/SAL Squadron, American Legion Riders, other civic organizations, and businesses in your community or the school itself.

If your Unit will not be participating in the 2023 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 31, 2023.

Make a copy of your completed reservation form for your record

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