

# PSOP Activities & Travel Reservation form

Yes, sign me up for the  trip/activity.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

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

Emergency contact \_\_\_\_\_ Emergency contact phone \_\_\_\_\_

Pick-up Point \_\_\_\_\_

Traveling with \_\_\_\_\_

**For more  
information:**  
**Melissa**  
618-234-4410,  
ext. 7042

**Nancy**  
618-234-4410,  
ext. 7020 or  
314-436-3218,  
ext. 7020

**Jean Ellen**  
618-234-4410,  
ext. 7021

## To make a reservation:

Call 618-234-4410, ext. 7059, and leave your name, phone number and how many spots you require. Payment in full is required within seven days.

## Activities & Travel Cancellation Policy

If a cancellation is received seven days or less before the trip, and a replacement is found, then a full refund less a \$5 processing fee will be given. If no replacement is found, no refund will be given.

*\*Certain trips may have special cancellation policies; check with Activities & Travel office.*



Make checks payable to PSOP and send reservation with payment to:  
**PSOP Activities & Travel**  
201 N. Church St.  
Belleville, IL 62220

**SWIC**  
**SOUTHWESTERN  
ILLINOIS COLLEGE**