

June 14, 2020

### **Policy for Filling Spaces on CVOA Trips or Events**

- CVOA offers a variety of outings, trips, ski trips, and other events every year. Trip announcements will be published in our monthly newsletter or by mid-month emails. For trips or events that have a limited number of spaces, reservation forms will be made available at appropriate times.
- All reservation forms must be submitted by US Postal Service to the address on the application, generally to the CVOA Trip Leader. If relevant to the trip, the mail must not be postmarked prior to the date specified on the form; forms received prior to that date will be returned.
- Filling spaces on trips:
  - The postmark dates of the mailed forms will determine the date of receipt. Priority for filling spaces will be based on date of receipt, on a daily basis.
  - If on any day at any time in the process there are more reservations received than there are spaces, a blind drawing will be held to determine priority for awarding the available spaces, and priority for the remainder on a subsequent waiting list.
- For the first three days of receipt of reservation forms, tenured members (those who were paid members 60 days or more before the initial reservation date) have priority over newer members.
- After the initial three days, any current member may fill an available space, again with postmark dates determining priority.
- A couple or two people who sign up to share a room will be considered as one reservation.

Approved at the June 14, 2020 Board Meeting