

**THE VILLAGE BIRDERS CLUB**  
**SPECIAL EVENTS GUIDELINES**

Revised January 15, 2019

1. A Special Event is any event scheduled by The Village Birders Club that requires registration prior to the occurrence of the event. Some Special Events will be fee-based.
2. Special Events are offered on a “member first” sign up basis and participation is on a first-come, first-served basis.
3. A Coordinator will be established for each Special Event and the Coordinator will be responsible for collecting registrations for non-fee and fee-based Special Events.
4. For fee-based Special Events, a check made payable to *The Village Birders* is the preferred method of payment, but cash will be accepted. In the event a check is returned for insufficient funds, a fee equal to the bank charge for returned checks will be assessed to the member.
5. To the extent possible, members will be notified of the start of the registration period for all Special Events 30 days prior to the date of the event. Notification will consist of the name of the Coordinator, mailing address, telephone number, e-mail address, and the fee if it is a fee-based event. Announcement will be made through e-mail and posting on the web site: [www.villagebirders.org](http://www.villagebirders.org). Members without e-mail should retain a copy of the Calendar of Events and contact the President prior to the 30-day sign up for the Coordinator’s name address, etc.
6. Payment in full for all fee-based Special Events must be made at the time of registration.
7. Placement on the confirmed list will be done in the order payment is received for fee-based events and receipt of registration for non-fee events. Any request for registration after the Special Event is filled will be placed on a “Standby List” in the same order the request or payment was received.
8. Within five (5) business days after all available spots are filled and confirmed for Special Events, those on standby status shall be informed of their place on the Standby List. In the case of fee-based events, they will have the option of leaving their monies on deposit and retaining their place on the Standby List OR they can request that their monies be refunded with the understanding that they will be moved to the end of the Standby List.
9. The Village Birders will attempt to have people on a Standby List for all Special Events in the event of a member cancellation. In the case of fee-based events, registration fees will be refunded only if that place can be filled from the Standby List. It **MUST BE CLEARLY UNDERSTOOD** that all funds paid are “at risk.” While it is the intent of The Village Birders to have a sufficient number of people on the Standby List, there is no guarantee that we will be able to fill vacant spots on 48-hours notice.
10. If any fee-based Special Event is not 100% filled and funded at least 15 days prior to such trip, the event may be cancelled and all collected monies refunded in full.
11. If any Special Event is postponed or cancelled for any reason, those confirmed for the trip shall have “right of first refusal” if the trip is rescheduled.
12. Cancellation Policy: In the event that a member must cancel participation in a Special Event, notification must be made to the Event Coordinator no less than 48 hours prior to the Special Event. As stated above, registration fees will be refunded only if that place can be filled from the Standby List.