



## Trip Sign-Up Process

### Effective 6/1/26

To make our trip sign-ups more fair and efficient, we are introducing a new **lottery-style** signup system beginning THIS MONTH.

#### How It Works:

1. On the **last Tuesday of each month** participants will **CALL** the Center between **9am and 11am** to sign up for trips
2. You can ask to speak to the Activities Coordinator or leave a voicemail with your **2 preferred trips and 1 alternate trip** (in case your top 2 picks are full, we will need a 3<sup>rd</sup> option)
3. The Activities Coordinator will create a list of everyone who calls between **9am and 11am** assigning each name a number.

#### Trip Selection/Assignment Process

Beginning at **12:00 PM**, names/numbers will be selected using a lottery system.

Participants will be placed onto trip lists based on:

1. Their trip preferences
2. Availability at the time their name/number is randomly selected (if a trip is full, they'll be added to the alternate list for that trip)
3. If one of your top 2 trip picks are full, you'll automatically be put on your 3<sup>rd</sup> choice trip.
4. In the unlikely event BOTH your top 2 picks are full, you will be placed on the list of your 3<sup>rd</sup> choice trip and you will be called for another trip option prior to proceeding to the next lottery selection.

Once all names have been drawn on Tuesday, lists will be posted on the "Upcoming Day Trips" board at the Center (in the lobby, next to the showcase) and can be found at reception the following day.

If pre-payment is required for a trip, it must be made by Wednesday of that week to secure your spot. **\*No exceptions.**

We hope this new process creates a smoother and more inclusive sign-up experience for everyone. Thank you for your patience and understanding as we make this necessary change.