

Misawa Outdoor Recreation

Custom Adventure Request Form

Requester Name: _____ Date: _____

Requester Phone Number: _____ Requester DSN: _____

Requester Government Email: _____

Requester Personal Email: _____

Requested Departure Date: _____ Secondary Choice: _____

Requested Departure Time: _____ Requested Return to Base Time: _____

Requested Destination:

Intent of the adventure (team building, physical fitness, general morale, etc.):

Requested Activity(s): _____

Number of Anticipated Participants: _____

Type of funding:

UNITE

Squadron Funds

Personal Funds

Price range that you'd like to stay within:

Custom Adventure Trip Policies

1. **Advance Request Requirement:** All requests for custom adventure trips must be submitted no less than one (1) month prior to the scheduled departure date. Requests submitted after this deadline may be declined at the discretion of Outdoor Recreation (ODR).
2. **Confirmation and Payment Deadline:** Confirmation of services and full payment must be completed no later than two (2) weeks prior to the departure date. Failure to provide timely confirmation and payment may result in cancellation of the reservation.
3. **Itinerary Modifications:** Once confirmation and payment have been received, the itinerary shall be considered final. No changes may be made unless initiated by an ODR staff member. Any participant-requested modifications after confirmation may result in additional fees.
4. **Refund Policy – 1-Day Custom Adventures:**
 - o **10 or more calendar days prior to departure:** Eligible for a full refund.
 - o **5–9 calendar days prior to departure:** Eligible for a 50% refund.
 - o **0–4 business days prior to departure:** No refund will be issued.
5. **Refund Policy – 2+ Day Custom Adventures:**
 - o **15 or more calendar days prior to departure:** Eligible for a full refund.
 - o **9–14 calendar days prior to departure:** Eligible for a 50% refund.
 - o **0–8 calendar days prior to departure:** No refund will be issued.
6. **UNITE Trip Refunds:** Refunds for UNITE-affiliated trips are determined solely at the discretion of the designated UNITE representative and are not governed by ODR refund policies.
7. **Pricing Structure:** Pricing for custom adventure trips is calculated based on factors including, but not limited to, destination, selected activities, labor requirements, group size, and the complexity of pre-coordination necessary to facilitate the trip.

I _____ understand and agree to the above Custom Adventure Policies.

Signature of Requestee

Date

To be filled out by Outdoor Adventure Program Director or Outdoor Recreation Director

Approved

Disapproved

Assigned Staff Member POC:

Date: