



City of Burbank Park, Recreation and Community Services Department

BURBANK ADULT CENTER DAY TRIPS

LOCATED AT:

The Joslyn Adult Center
1301 West Olive Avenue
Burbank, CA 91506-2217

MAILING ADDRESS:

Joslyn Travel Desk
P.O. Box 6459
Burbank, CA 91510-6459

Spring 2010 (April, May, June)

IMPORTANT: Please read ALL information including * residency requirements.

*** Checks or Money Orders are the ONLY method of payment. NO CASH.

Please note \$1 additional fee per trip without a current Burbank Senior Activity Card (BSAC)

Day trips are organized through the Joslyn Adult Center for those 55+. We invite our participants to submit ideas for new, interesting excursions to our Day Trip Office. Our Trip office hours are Monday through Friday 9 - 11:00 am and 12 noon - 2:00 pm. Any questions or information regarding day trips will be answered during these hours only at (818) 238-5353

TRIP POLICIES

PARKING AND DEPARTURES -

All day trips depart from the north end of the Joslyn Adult Center parking lot (near corner of Clark Ave. and Griffith Park Drive), unless trip description mentions otherwise. It is required that people attending day trips park their cars at the north end of the parking lot, and not close to the Joslyn Building. We must leave the Joslyn area open for the daily Center participants.

PASSENGERS ARE NOT PERMITTED TO LEAVE THE TOUR PARTY under any circumstances. If a person does not intend to remain with the group for the duration of the trip, he/she should not go on the tour.

SPECIAL NEEDS PARTICIPANT – To adequately plan for a successful and rewarding experience, please notify us before registration days. We try to accommodate everyone who wishes to participate. Ample time is needed to determine accommodation needs.

REGISTRATION DATES -

WALK-IN..... *BURBANK RESIDENTS ONLY Monday, Mar. 15 at 9 am. BURBANK RESIDENTS must have identification with your name and Burbank address (utility bill or driver's license).

WALK-IN.... OPEN REGISTRATION Tuesday, Mar. 16 at 9:00 am - 10:15 am

REGISTRATION INFORMATION

Registration on **Mon., Mar. 15 and Tues. Mar. 16** will be held at the Joslyn Adult Center, 1301 West Olive Avenue, from 9:00 - 10:15 am. • **On Monday only, official priority numbers will be pulled from a box, lottery style, by registrars at 8:00 am as you walk through the Joslyn Parking Lot Entrance. Immediately following, regular numbers will be handed out in numerical order until 10:15 am.** You will be asked to wait until your number is called. • **YOU MAY ONLY REGISTER FOR YOURSELF AND ONE OTHER - PLEASE TAKE ONLY ONE NUMBER FOR BOTH OF YOU!** • If you give your number to anyone other than a staff person you may lose your opportunity to register. • If you are signing up for a friend the first day, **you must** bring their Burbank I.D. with name and Burbank address.

Tuesday, Mar. 16 after walk-in registration the Travel Office will be selling the remaining available seats from 12:00 noon – 2:00 pm.

Regular Office Hours are Monday through Friday, 9:00 - 11:00 am and 12 noon - 2:00 pm ONLY.

PAYMENT IN FULL is the only means of securing your reservation. Payment is due at the time of registration. Please do not write check amount in advance. **SEATING FOR EXCURSIONS** are assigned when you register, which is on a first-come, first-served basis.

• **MAIL-IN REGISTRATION** will be accepted starting **Tues., Mar. 16** after 12 noon. In the event a trip is filled, your name will be placed on our waiting list. For MAIL-IN payment, please make out a separate check for each trip. (Mail-in registrations will be assigned seats in the order received.) Please include your full name, address, phone number and emergency contact person along with **full payment on individual checks for each trip.**

PAYMENT POLICY

Trips must be paid in full at the time of registration. Check or Money Orders payable to the "CITY OF BURBANK" is the ONLY method of payment. Please do not write check amount until you have registered for all trips.

• **CANCELLATION & REFUND POLICY• PLEASE READ!!!** There is a **\$5** per trip cancellation fee. A minimum of one week notice is required to qualify for a refund, less the \$5 cancellation fee. If less notice is given, a refund will be issued only if the Trip Office is able to find a replacement from our waiting list. Trips are not automatically transferable. You may not give your seat to anyone else, unless prior arrangements have been made with the Trip Office. This is for security reasons and possible special qualifications of participants. We reserve the right to deny access on the bus to those without prior reservations. If you need to cancel last minute always call Joslyn Center. Our hours are 8:00 am - 9:30 am Mon -Fri. and 9:00 am - 4:30 pm on weekends.

• **UNFORTUNATELY NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS OR NO-SHOWS ON THE DAY OF THE TRIP.**

• **JOSLYN IS NOT RESPONSIBLE FOR TRANSPORTATION TO OR FROM YOUR HOME. (Call Burbank Transportation Services (818) 238-5360 for availability information.)**

TIPS for the driver are not included in the trip fee. You may be asked to give a voluntary contribution towards the driver's tip. Please consider contributing a small amount if you feel his/her service warrants it. **REGISTRATION FORMS** with emergency information **must** accompany each trip that you register for. Save time by filling out forms in advance.

Questions? For more information call (818) 238-5353