

Vacation Policies and FAQ's

Vacation Information

Each traveler must turn in a trip specific deposit with their Vacation Request Form. (**This deposit is refundable, less a 20% return fee until the final payment due date**). Under the trips description will be the final payment due date. These dates are subject to change if certain trips require earlier payment or booking. Should this happen, changes will be confirmed with each traveler on that vacation.

LEEP will make every attempt at placing travelers in their first choice vacation option, however due to the large numbers of participants who travel with LEEP, it is not always possible. If a traveler's first choice trip is filled, their second choice trip will be honored and so on. *Deposits will move with travelers should this happen.*

Deposit Required

A deposit is required to reserve a space on any LEEP vacation. Deposits will be required as follows:

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| ▪ Driving trips: | \$250 |
| ▪ Flying trips within the 48 contiguous states: | \$500 |
| ▪ Hawaii, Alaska, International trips, or Cruises | \$750 |

Final Payment Due Dates

Under each trip description a Final Payment Due date is listed. This is the required due date for all travel fees included with trip. Without prior written approval, all fees not paid in full will result in removal from registered trip. Travelers will be responsible for all fees associated with said trip. **A late fee of \$50 will occur if payment is not received in full by this date.** Traveler will be unable to participate in LEEP vacations and/or programs, including Fall Elegance until balance is paid in full.

Cancellation Policy

If a participant chooses not to go on the trip originally requested and cancels **before the final payment due date**, travelers will receive their deposit back, less a 20% return fee. Deposits and/or full payment will not be refunded after the final payment due date has passed.

Fees

Unless otherwise noted, LEEP will require full payment for trips 60 days prior to departure date for any trips within the 48 contiguous states. Any trips outside of those states such as Hawaii, Alaska, International Destinations or a Cruise will require full payment for their trip, 90 days prior to departure. Travelers will not have a confirmed spot on a trip until the appropriate deposit, paperwork, and full payment have been received. Please ask LEEP about optional trip insurance for flying trips. We encourage the purchase of this through a travel agent to protect you from unforeseen medical emergencies.

Required for Travel

Once a traveler's vacation has been determined, each person will receive a packet with trip information, payment and paperwork due dates and documents required for travel. Copies of the following forms are included in this vacation package unless otherwise noted. If you need more forms you can visit the LEEP website www.mankatoleep.org/vacations and print another copy. **Late forms will incur a \$50 fee.**

1. Traveler Information Form

- Be as specific as possible when completing this form. LEEP staff will use the information to better serve each traveler. Form must be completed each time a traveler takes a trip with LEEP to ensure that we have the most updated information.
- This form must be submitted to LEEP at least 30 days prior to vacation departure.

2. LEEP Membership Form

- If a traveler does not have a current LEEP Membership Form on file at LEEP, one must be completed and returned 30 days prior to trip departure.
- Photo release: must be checked yes in order for travelers to have their photos taken on a LEEP Vacation. If "no" is selected, travelers will not be allowed to have their photos taken. Travelers will receive a vacation journal without photos of themselves or their face will be blurred/ blacked out.

3. Medication Release Form

- This form must be completed by staff, guardian or individual and turned in at the time the medication is handed over to the LEEP Staff. This form will be included with the informational letters that get mailed out to all travelers. Travelers ARE allowed to administer their medications independently if desired and no form is required.
- LEEP is not a primary care giving organization. LEEP Staff are not medication administration certified. All medications that LEEP staff must administer during the vacation must be pre-packaged in individual envelopes or containers and given directly to LEEP staff. LEEP staff must take physical possession of any medication they are assisting with.

4. Current Photo of traveler

- All travelers are required to provide LEEP with a current photo of them due 30 days prior to vacation departure.
 - If you are unable to print a new photo, a digital copy can be emailed to info@mankatoleep.org and it will be added to the traveler's file. *(Please include traveler's name and vacation destination within the email)*

Occupancy

Double occupancy is the standard accommodation for travelers. If a traveler is interested in single occupancy, please note this request on your Vacation Request Form. Fees will be adjusted to meet these accommodations.

Rooming Requests

If two people wish to room together, please indicate this at time of registration on Vacation Request Form. LEEP will make every attempt to meet your requests, however cannot guarantee this.

Supervision during the Night

Travelers must be able to go unsupervised during the hours of 10:00pm – 8:00am while in their hotel rooms. LEEP Staff will always be available if they are needed. LEEP Staff do not share rooms with travelers. Those requiring an awake staff during normal hours of sleep cannot be accommodated on LEEP Vacations. Normal hours of sleep are between 10:00 p.m. and 8:00 a.m. These times may be adjusted due to arrival and departure times. Smoking is never allowed in the hotel rooms.

Personal Care Staff

LEEP Staff are unable to provide one to one care for travelers due to the extent of our vacations. If a traveler would like to have a residential/personal staff travel with them, they may do so. Both the traveler and their staff would have to pay the fee for a double occupancy room.

Legal Identification Required

When traveling with LEEP all travelers are required to bring their legal photo identification card or official passport. You will not be allowed on the vacation without it. If you forget your identification card or passport, LEEP will not be held responsible. You will not be able to board the airplane and you will not receive a vacation refund. Each traveler's identification will be checked numerous times throughout the vacation so be sure to carry it in a safe place or have LEEP staff hang on to it. All travelers will be required to have an official passport to travel to any destination outside of the United States which includes Canada and Mexico.

Helpful Hints

- Check with your medical insurance provider that you will be covered while traveling to various parts of the country or out of state.
- Travel Insurance can be purchased through a travel agent for an additional expense. Please contact LEEP at 507-387-5122 with any questions about this prior to the trip's final payment due date.
- Once the vacation is officially booked, each traveler will receive specific information for the vacation in the mail. This information will include the hotel location, departure and arrival times, what to pack for the trip, final payment due and anything else relevant to the trip.
- Vacation photo books and journals will be completed and sent to all travelers within 45 days of returning from their LEEP vacation.