

**OLDER PERSONS' COMMISSION
POLICY
ACTIVITY SIGN-UP**

1. **No names** are put on any list **until money** for any activity (trip, program, health & wellness, art & crafts, etc) **is paid**.
2. After activity is filled, member wishing to be placed on waiting list may do so only with the amount of that activity paid in full. It will be refunded if they are not able to participate because the activity is at capacity.
3. If any OPC Leisure Travel trip only (all other activities is OPC members only) is filled, and more persons from the Rochester, Rochester Hills, or Oakland Township want to go and the deadline date has not passed, any person 50+ living out of the Cities of Rochester, Rochester Hills, Oakland Township, (not a paid out of area members) will be taken off and money refunded or they will be put on the Waiting List if they wish. This above statement does not apply after the deadline date.
4. After the deadline date, no money will be refunded until all the tickets have been sold and then if we can fill that vacancy by another senior, then they will be refunded their money.
5. No tickets can be sold to another person, unless they check with the office first, as a person on the Waiting List comes first.
6. Tickets for any activity are first come, first served. Sign-up for any activity is at the OPC financial office, 650 Letica, Rochester MI 48307 Monday through Friday, 8:30 a.m. – 3:30 p.m.
7. When signing up for an activity that meets more than once, a person cannot sign-up for fewer classes than advertised. Exception is: If they come in after the first, second, third, etc., class has already been started; they can participate from that point (check with department that activity is offered first as the activity may not accept persons after the activity has started) on through the end of the activity, and pay for remaining classes only. (There may be some exceptions and if so, it will be spelled out in newsletter article on that activity only).