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[Recipient name]  
[address]  
[city, state, zip]

[Date]

Dear [recipient's name]:

Sierra Club Outings and [purchaser's name] are pleased to present you with the enclosed gift certificate in the amount of \$XXX.XX, which is good toward the purchase of any Sierra Club outing during the next three years.

To find a trip that you might be interested in taking, please look over the enclosed 2004 Trip Guide, which lists all of our trips for the year, or visit our website at [www.sierraclub.org/outings/national](http://www.sierraclub.org/outings/national). On our site you can read trip brochures, check up-to-the-minute space availability, and register for a trip,\* or you can call me at the number above, and I'd be happy to help you in person. If you'd like to sign up for a trip via U.S. mail, simply fill out the reservation form on the reverse side of this letter, and return this entire page to the address shown on that form.

To travel on one of our trips, you must be a current Sierra Club member. If you are not a member, you may join at the time that you make your reservation. In addition to other benefits, all members automatically receive six copies a year of *Sierra* magazine; our outings are listed in five of those six issues. You don't need to be a member to receive our trip guide, however; we're happy to send you our latest copy if you request it.

When you find a trip, and you're ready to sign up and apply your gift certificate to that trip, you will be subject to our standard registration and leader approval procedures, and our standard reservation and cancellation policies will apply.

This certificate expires on 12/31/2006.

Thank you for supporting Sierra Club Outings. We look forward to seeing you on a trip in the near future!

Sincerely,

Dennis O'Connor  
Operations Manager

\* Please note: If you register online, you will still need to send in your official gift certificate with the seal (enclosed) in order to put that amount toward a trip. You will also need to provide a Visa or MasterCard number to complete your online reservation. If the amount due for the trip is less than the amount of your gift certificate, we will credit back any money overpaid once we receive the official gift certificate from you.

This certificate will not be refunded in cash and is non-transferable. The person(s) to whom this certificate is issued must appear on the reservation. Please keep the original certificate, as photocopies will not be accepted and we cannot send additional copies. The original certificate must show the embossed seal in order to be valid. This certificate expires on XX/XX/XXXX.

# Outings Reservation Form

MEMBERSHIP NUMBER		TRIP NUMBER	TRIP NAME		DEPARTURE DATE
YOUR NAME			YOUR HOME PHONE ( ) ( )	YOUR WORK PHONE ( ) ( )	
STREET ADDRESS			E-MAIL ADDRESS		
CITY	STATE	ZIP	IS THIS A NEW ADDRESS? YES <input type="checkbox"/> NO <input type="checkbox"/>		PLEASE USE A SEPARATE SHEET TO LIST ADDITIONAL PARTY MEMBERS' ADDRESSES
PLEASE PRINT YOUR NAME AND THE NAMES OF OTHER PEOPLE IN YOUR PARTY			PER PERSON COST	MEMBERSHIP NUMBER	BIRTHDATE (Month/Day/Year)
1.					RELATIONSHIP SELF
2.					
3.					
4.					
TOTAL AMOUNT OF DEPOSIT \$		TOTAL MEMBERSHIP AMOUNT ENCLOSED (IF ANY) \$		TOTAL PAYMENT ENCLOSED \$	

**FULL AMOUNT OF TRIP FEE DUE IF RESERVATION IS MADE LESS THAN 90 DAYS PRIOR TO TRIP DEPARTURE.**

- Check
- Money Order
- VISA
- MasterCard

CARDHOLDER NAME										SIGNATURE									
CARD NUMBER										EXPIRATION DATE									

Please complete and mail this form to:

**Sierra Club Outings**  
**Attn: Gift Certificates**  
**85 Second St., 2<sup>nd</sup> Floor**  
**San Francisco, CA 94105**

If you pay by check or money order, make payable to **Sierra Club**.

**Please note:**

**If you pay by credit card, we automatically charge that card for the final payment 90 days before the trip starts.**