

**Section 1: to be completed by the person issuing the trail permits, remitting money or returning trail permits**

	Trail Permit Number		Quantity								
	Start #	End #	Unused Permits	Optional Insurance	Primary	Secondary	Additional Decal	Child	Senior	Non-Rider	Replacement Decal
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

	A	B	C	D	E	F	G	H
<b>Calculation</b>		X \$14 each	X \$9 each	X \$9 each	X \$5 each	X \$5 each	X \$8 each	X \$5 each
<b>Sub Total</b>								
<b>Section 1 → Membership Total</b>								

**Section 2 →**

<b>CGL</b> Add b,c,d,e,f =	
<b>Multiply</b>	X \$20 each
<b>Total</b>	\$

**Section 3 →**

<b>Opt. Liability</b> Column A =	
<b>Multiply</b>	X \$70 each
<b>Total</b>	\$

**Total of Sections 1, 2 & 3 →**

<b>Sub Total</b>	\$
<b>Deductions</b>	-\$
<b>Grand Total</b>	\$

→ **Deductions – check all that apply:**  
 Credit Cards    Credit    Cheque

Print Name		Club Name			
Mailing Address			City		Prov.      Postal Code
Email				Club Email	
Phone	Signature			Date	

## Directions

This transaction record will serve three purposes:

- 1.) Issuance and Receipt of trail permits.
- 2.) Remittance of money and trail permits.
- 3.) Return of unused trail permits.

### Trail Permit Number

When submitting Trail Permit forms and payment: enter the first number in the Trail Permit consecutive number series on the first line of the "Start No." column. Enter the last number of the Trail Permit consecutive number series of the first line of "End No." column. (If there is only one Trail Permit, enter the Trail Permit number again in the "End No." column.

### Quantity

For remittance of Trail Permit forms, enter the quantity for each of the Optional Insurance, Primary Members, Secondary Members, Additional Machine Decals, Child, Senior, Non-Riders and Replacement Decals needs to be filled out. These sections need to be entered for each series of consecutive numbered Trail Permits.

### Section 1

#### Membership Total

Add up each column to get the total number of each type of member. Multiply each column by their membership price (provided in the box below) and write this figure into the corresponding Sub-Total box. Next, add up all of these totals and mark it in the TOTAL MEMBERSHIP box.

### Section 2

Your club has been assessed at a Level 3 CGL Insurance. Add the totals from columns B,C,D,E and F together and multiply it by \$20. This is your CGL total, mark it down in the appointed box.

### Section 3

#### Optional Liability Total

Take the total figure from column A and multiply it by \$70. Mark this figure down in appointed box.

**After you have a Total Membership, a Total CGL and a Total Optional Liability, add the three figures together and this is your total money to be submitted. If you have any deductions off of the total for Visa, Mastercard, BCSF credits or personal cheques made out to us, please check the boxes that apply and deduct the amount from the money to be submitted.**

#### Definition:

CGL- Commercial General Liability in other words your club operations insurance

*Replacement Decals and Non-Riders do NOT pay the CGL insurance but all others do.*

*The white and gold copies should be sent to the BCSF, clubs get the yellow copy and customers get the pink copy.*

*\*BCSF membership prices are inclusive of 5% GST, insurance is not subject to GST.*