

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS**

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ADDITIONAL TRAVEL CLUB REGISTRATION GUIDELINES

1. For item #1 on the registration application, provide the physical street address where the company conducts business. A postal or private mailbox is a mailing address, not a business address.
2. Application items #9 and #11 require that you attach the **original** Travel Club Surety Bond or Letter of Credit and the **original** Travel Club Fidelity Bond (Escrow Bond) using the bond forms provided by the Office of Charitable and Regulatory Programs found on the VDACS Web site www.vdacs.virginia.gov/food-travel-clubs.shtml. Each bond must be written by an insurance company that is authorized to transact business in Virginia and have the insurance company's power of attorney attached. A Letter of Credit, written by an FDIC-insured bank, may be substituted for the Surety Bond (but not for the Fidelity Bond). Cash is an acceptable substitute for either or both bonds.
3. Application item #12 requires that you attach a copy of your travel services agreement, which must contain all required disclosures pursuant to §59.1-448 of the Virginia Travel Club Act, and any members kit and literature which explains your offering.
4. The **"Buyer's Nonwaivable Right to Cancel"**

This required disclosure in the membership agreement should read, in part, as follows:

"...WRITTEN NOTICE, OR SEND A TELEGRAM TO

_____ at _____
(name of seller) (address of seller's place of business)

"... NOT LATER THAN MIDNIGHT OF THE SEVENTH DAY AFTER RECEIPT OF THIS DISCLOSURE: _____
(Date disclosure was received)

I hereby cancel this transaction.

Purchaser's signature: _____

Date of cancellation: _____

5. Application item #13 requires that you attach a copy of your Public Offering Statement which must contain all required disclosures pursuant to §59.1-448.1 of the Virginia Travel Club Act, including a statement, expressed in terms of a percentage, of the number of purchasers who applied for accommodations from the travel club during the preceding year in contrast to the total number of purchasers who actually received such accommodations for the same preceding year. Such statement shall be prepared by an independent certified public accounting firm.

The Office of Charitable and Regulatory Programs is the regulatory agency which has been empowered to administer this law, make all determinations regarding applicability, and to review all requests for exemption from registration. Any claims of non-applicability (exemption) must be made in writing and accompanied by all documentation which the applicant feels supports their claim.

Registration forms that are not completely and properly filled out and signed will be considered deficient and not be effective. Registration forms missing any of the attachments listed on the form will be considered deficient and not be effective.

If you are no longer operating or selling contracts in Virginia, including through an agent, you must notify our office in writing of the date such operations or selling ceased.