

YOUTH RALLY/MID-WINTER RETREAT

REGISTRATION POLICIES

Please contact the Northeast Area Office if you have any questions about the following policies.

Early Bird Discounted Registrations

Registration Forms

*All forms must be **completely** filled out and received (not postmarked) in the Northeast Area Office via mail, hand delivery, E-mail, or fax on or before the early bird deadline date.

*If registering via fax, please send only the first page of the Registration Form.

*If registering via fax, E-mail, or with Xerox copies, the originals must be received (not postmarked) in the Northeast Area Office no later than 4:00 pm seven (7) business days prior to the event.

*Adult sponsors must complete all six (6) pages of the Staff Registration Form for each event they will be attending and they **DO** pay a registration fee.

*Staff Registration Forms need to be in the Area Office at least two (2) weeks prior to the event so that the Area Staff has time for the authorization process.

Payment

*Payment in full must be received (not postmarked) in the Northeast Area Office no later than 4:00 pm seven (7) business days prior to the event.

*We ask that payment be made via check from the sponsoring church, please do not forward personal checks to the Northeast Area Office.

Final Registration Deadline

Call the Northeast Area Office for all registrations less than three weeks prior to the event. We don't want to tell anyone that they can't attend but we do need a close count of these registrations to insure that the Event Director/Facility can make sufficient preparation for everyone.

Please understand that the full regular registration fee will be due if all items are not received within the Early Bird Registration Guidelines.

God bless, Annelle

FORMS HAVE CHANGED!!! DO NOT USE LAST YEAR'S FORMS!