

Registration Form Instructions

You can fill out the form on a computer using Excel, or complete a paper copy of the form. The Excel form will insert and calculate costs based on your family’s composition and your meal and accommodation choices. On the paper form, you will need to enter the correct costs and add them up yourself.

- A. Contact information. In this section, list the name, address, telephone number, and e-mail address of the family or group registering together. Warren Wilson University requires the name and phone number of an emergency contact person not attending SAYMA.
If filling out the form using Excel, please put the date you expect to mail the form to SAYMA in the space marked “Date” in Section E now so the fees will calculate correctly. If that date is after May 22, please use the date you expect the form will arrive at SAYMA’s office instead.
- B. Info about attenders.
1. List the first and last names of each person attending SAYMA. *If filling out the paper form, copy this information to corresponding lines in sections C and D.*
 2. Please supply the gender and age of everyone attending; include school grade of all Junior Yearly Meeting (JYM) and SAYF participants.
 3. Please indicate if this is the first time at SAYMA for this person.
 4. Please indicate if this person will participate in worship sharing. If “yes,” you will receive your worship sharing group number and location at registration.
 5. Choose workshops from the list in the advance program and write down their numbers.
 6. If attender is an adult and will have a cell phone while attending SAYMA, please provide the number for emergency contact during the meeting.
 7. If the registrant is guest (Wider Quaker Organization or speaker), staff, or full-time Friendly Adult Nurturer (FAN) for the SAYF program, note under “special registration.”
 8. *If filling out the paper form, look up the registration fee in the table below. Write the amount in the “Registration” column.*

Date	Fee per adult and child >11	Fee for child <12
Postmarked before May 22	First three in household: \$45 each	Free
	Each additional registration: Free	Free
Postmarked May 22 or later and received by June 2	First three in household: \$55 each	Free
	Each additional registration: Free	Free
Received after June 2 and no later than June 12	First three in household: \$75 each	May not register
	Each additional registration: \$20	May not register

- C. Housing
1. If attender will be staying over night, choose a dormitory (General, SAYF, Simple Supper Option [SSO], Young Adult Friends [YAF]). If not staying overnight, choose “DAY” for dormitory.
 2. Overnight attender should also indicated the sleeping space desired. See table below for sleeping space description and rate.

Sleeping Space	Description	Rate per day or night
DAY	If not staying overnight	Age>11: \$7 Age <12: Free
BED	Single bed in shared room	Age>11: \$32.50 Age< 12: \$25.50
ROOM	Private room	\$62
FLOOR	Sleep on floor in parents’ room	Age < 12: Free

3. If requesting a shared dorm room (accommodations=BED), please fill in roommate's name. SAYMA may assign a roommate of the same gender if you leave this space blank.
4. Write down the first and last day the registrant will be on campus, for example Thu and Sun. *If using Excel, use drop down box. Otherwise write days in space provided.*

If filling out on paper:

5. *Compute the number of nights on campus (if staying overnight, or number of days on campus otherwise). The number of nights on campus does not include the first day, but the number of days on campus does. For example, Thursday through Sunday is 4 nights but 5 days.*
6. *Look up the rate for the accommodations chosen in the table above and put it in the rate column.*
7. *If the attendee wants to rent linens, put \$20 in the Linens column.*
8. *Multiply the rate by the number of days or nights, add linens if requested, and put the total in the Cost for Each Person column.*
9. *Add the housing costs for each person and put the total under Total Housing/Campus Use Fees. Carry this total up to Section E.*

If using Excel:

10. *Enter \$20 in the Linens column if registrant wants to rent linens.*

- D. Meals: Please indicate which meals each registrant will eat by putting a mark in the appropriate column.

If using Excel

1. *Put a '1' in each column corresponding to a meal.*

If filling out on paper:

2. *Use 'A' to denote a meal for a person age 12 and older, and 'C' to denote a meal for a child age < 12.*
3. *Count the number of adult breakfasts for all registrants and write the number under Paid Meal Counts/Breakfast. Do the same for lunches and dinners.*
4. *Multiply the number of breakfasts, lunches, and dinners by the cost per meal shown, and write the totals under Meals Cost. Be sure to include only meals for adults and children over 11.*
5. *Add the costs for all meals and put under Total Meals Cost. Carry this total up to Section E.*

- E. Summary of Fees

1. *If using Excel, be sure the date of mailing or receipt is entered in the Date space and that it is correct. Forms arriving later than the date entered may incur additional charges.*
2. *If filling out on paper, check that you have carried totals up from B, C and D.*
3. *If you want to contribute to the Scholarship Fund, please indicate the amount you wish to add.*
4. *If filling out on paper, add the total charges (B, C, D and scholarship).*
5. *Decide how much you will pay in advance, and enter it under Check Enclosed.*
6. *If your monthly meeting is supporting your attendance financially, put the amount under Scholarship from Monthly Meeting.*
7. *If you need additional support from SAYMA to afford attending, write the amount you are requesting under Request for SAYMA Scholarship. Guests and Staff should write the amount of fee waiver they request here.*
8. *If filling out on paper, subtract the amounts paid by check, by your monthly meeting, and your scholarship request from the Total Charges. Write the amount as Balance Due at Check-In.*

- F. Go down to Section F and note any special requests or needs that you may have. Place an 'x' or a check mark in boxes indicating things you will need or activities for which you want to volunteer. Use the large blank space to include any other notes to the registrar. Indicate by 'Yes' or 'No' whether it's ok for SAYMA to use images of you or your family on the website. If you don't answer this question, we will assume the answer is 'No.'

You're finished. Write the check, send in the form, and we'll see you at SAYMA.