

2019 SAYMA Registration Form Instructions

These instructions assume you are filling out a paper form. If you are using Excel or registering on line, the calculations will be automatic, so you can skip steps marked with an asterisk (*). Little of the information SAYMA needs for registration has changed from last year. These instructions are intended to answer questions you might have about specific items in the registration.

This year, the registration form is in two parts. Each registration consists of a household form as well as an individual form *for each person coming to SAYMA*.

- A **Household** form tells us whom to contact about the registration and provides space for summarizing fees for registration, meals, and housing. On this form, 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.
- An **Individual** form for each person in the household tells us each person's characteristics and needs for program planning, as well as desired meals, accommodations, workshops, and worship sharing. *We suggest completing individual forms for each household member before filling out the household form.*

Complete the Individual form(s)

1. Please put the name of the household in the upper left of the form in case the forms get separated.
2. Fill in the registration type. This determines fees and program offerings. Registration types are Adult, SAYF (teenage Friends), JYM (children age 0-12), YAF (young adult Friends), and special categories: Guest (invited visitor), Staff, WQO (official representative of a wider Quaker organization), and FAN (Friendly adult nurturer for the SAYF participants)
3. Provide name
4. Indicate gender. Options are M(male), F(female), X(other), and blank. Supplying gender information is not required. It may be helpful pairing roommates and planning activities for children.
5. As appropriate, provide age (if under 20), school grade in the fall, e-mail address, and cell phone number.
6. Indicate if this is the first time at SAYMA
7. Choose workshops from the list in the program, and write numbers in the boxes for each day.
8. Check if the person wants to participate in worship sharing.
9. List the days of arrival (Wed-Sun) and departure. Choose accommodation type (Bed: single bed in shared room; Room: single room; Floor: Child sleeping on floor in parents' room; Day: sleeping off campus). If staying on campus, choose a dormitory type (General; SAYF: teenagers; YAF: Young adults; SimpleSupper: shared simple evening meal with others in dorm). Tell us if you have a preferred roommate, if you chose a shared room. Check the box if you wish to rent linens.
- *10. Calculate the cost of accommodations by multiplying the number of days (for those not staying overnight) or nights on campus by the appropriate rate. Rates are:

Accommodation type	Cost	Unit description
Day rate, if you are not staying overnight on campus	\$7.50	Per day you are on campus. Include the first and last day of a range of days.
Bed in a shared dormitory room	\$35.00	Per night you stay on campus.
Private dormitory room	\$66.50	Per night you stay on campus
Child sleeping on floor in parents' room	No charge	N/A

11. Check the meals you want to have in the cafeteria.

- *12. Count the number of breakfasts, lunches, and suppers requested, and calculate the cost of meals for persons age 12 and older using the calculation grid by multiplying the count by the cost for each meal. Bring the total to the Total Meals box.

Meal	Cost
Breakfast	\$6.75
Lunch	\$8.50
Dinner	\$10.50

13. Check any special needs, and add particulars under “notes.” If you have a bathroom preference, indicate it here. The Yearly Meeting Planning Committee is in discernment as to the labels/signs for bathrooms/showers. We will do our best to accommodate your preference. If you indicate a gender, but not a bathroom preference, we will make reasonable assumptions based on stated gender.
14. Check the ways you would be willing to help at Yearly Meeting.

Complete the Household form

1. Enter the date on which you expect to mail the registration or submit it by e-mail. See #10.
2. 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.
- *3. In the fee calculation grid, list the name of each household member. If the person is a teenager or adult, write the registration fee (\$57.00). There is no fee for Junior Yearly Meeting (JYM) registrants.
- *4. Copy the cost of accommodations from each individual form into the Accommodations column.
- *5. Copy the cost of meals from each individual form into the Meal Cost column.
- *6. If the individual wants to rent linens, enter \$21.00 in the Linens column.
- *7. Total the costs across each line and put in the Total column. This is only necessary for individuals who have fee waivers but might be helpful to check your addition if you do it for every household member.
- *8. If an individual is eligible for a fee waiver (Staff, WQO, Guest, FAN), copy the total cost to the FeeWaivers column. If you are eligible for a fee waiver and want to decline it, you may contribute the amount to support Yearly Meeting (see #11 below).
- *9. Total the costs in each column to the Total row, and carry the amounts to the appropriate boxes in the Fee Summary section. The maximum registration fee for a household is \$171.00. If the total calculated fee exceeds that amount, put \$171.00 in the Registration fees box.
- *10. If you expect to mail the registration after **May 4, 2019**, then put a late fee of \$30.00 in the Late Fee box.
11. If you would like to make an extra contribution to support Yearly Meeting, put it in the Extra Contribution box. Extra contributions are used to support scholarships to Yearly Meeting; if there are more donations than scholarship requests, the balance is used to defray costs of Yearly Meeting.
- *12. Total the amounts under Fee Summary to calculate total amount due.
13. Write the amount you will pay with this registration, and put it under Payments. Note whether you are sending a check, or if you want us to bill you by e-mail using Pay Pal by putting “Check” or “PayPal” in the Form of Payment box.
14. If you expect a scholarship from your monthly meeting, put the amount in “Monthly Meeting Scholarship.”
15. If you are requesting a SAYMA scholarship, put the amount in the SAYMA Scholarship Request box.
- *16. If any individuals in your household are eligible for fee waivers, bring the total to the Fee Waivers box.
- *17. Add the total payments.
- *18. If the total is less than the Total Due, enter the difference as Balance Due at Yearly Meeting. You can pay on arrival by cash or check. *We do not accept credit cards for registration payments on site.*

You’re finished. Send in the form to **SAYMA, 1702 Pratt Avenue NE, Huntsville, AL 35801** or e-mail it to **SAYMAOffice@gmail.com**. Please note that *SAYMA’s mailing address has changed since last Yearly Meeting*. Enclose a check for your deposit, forward one separately, or wait for us to send you a statement by e-mail with PayPal instructions. We’ll see you at Yearly Meeting.