

# CAMP ECHO REGISTRATION PROCEDURES

Please contact the Program Support Office at 847.475.7400 x236 with any questions about registration procedures.

## YOUTH REGISTRATION FORM INSTRUCTIONS

### Section A: Personal & Family Information

Please print neatly and include all applicable information. Be sure to note the person we should contact regarding any enrollment or payment issues.

### Section B: Camp Registration

When you mail in your camp registration, you may be registered for a program, or you may be placed on a wait list, depending on space available. Program registration requires a \$100 program deposit. A space on a wait list requires a \$50 deposit. **All deposits are applied to the total camp fee.**

When filling out your registration form, you have the option to list a 1st and 2nd choice for each \$100 program deposit you send. If you give us one choice, and you don't get in, we automatically place you on the wait list. If you give us two choices, we try your first choice first. If it's full, we try your second choice. If you want to be wait listed for your **first** choice even if you get in to your **second** choice, you must mark the appropriate box on the registration form and pay an additional \$50 deposit. (If paying by credit card, we will automatically charge the appropriate amount. If paying by check, please add an extra \$50 to your check amount. If the extra \$50 is not needed for a wait list spot – i.e. if you get in to your first choice – it will simply be applied to the total camp fee for your first choice program.) If you list two choices and don't get in to either one, we will wait list you for both.

If you are registering for multiple sessions or programs and you have any special instructions that will help us as we process your registration, attach a separate sheet with details. Sorry, we cannot accommodate requests to be placed in programs with specific friends during the registration process. Please see page A for our transfer policy.

### Section C: YMCA Membership

Whether you are a member of the McGaw YMCA or another YMCA, members qualify for member rates on Camp Echo programs. If you wish to purchase or renew a membership at the McGaw YMCA, check the appropriate box on the registration form and include full payment with your camp deposit. (To arrange to pay membership fees monthly via automated draft to a checking account or credit card, please visit the McGaw YMCA Member Services Office in person.) If you are a member of another YMCA, please enclose a copy of your membership card. **Membership must be kept current throughout the camping season.** Please refer to the registration schedule in the next column for information about when McGaw YMCA members, members of other YMCAs, and non-members may register.

### Section D: Payment

Please indicate the total amount enclosed and the method of payment. If you are applying for a scholarship, continue with Section E.

### Section E: Scholarship

Scholarships are limited and available on a first-come, first-served basis. Scholarships are awarded based on household income and the number of people in the household. For example, a family of 4 with a household income of less than \$73,000 would qualify. McGaw YMCA membership is required. Scholarships are awarded for only one session of summer camp per camper. Scholarships are also available for family camp, and families may apply for family camp scholarships even if one or more children in the family receive a scholarship for summer camp.

If you wish to apply, please complete these three steps: 1) check the box on the registration form that says "I am applying for a scholarship," 2) enclose 50% of the regular camp deposit, and 3) include a copy of your most recent federal 1040 tax form. (If you are currently paying reduced membership rates and have provided a copy of your 1040 in the last 6 months, you do not need to include another copy.) If you do not have a copy of your 1040, are not sure whether you need to enclose your 1040, or have any other questions, please contact the Program Support Manager at 847.475.7400 x270.

You will receive separate notification by mail about your enrollment status and scholarship award. If the scholarship awarded is not sufficient to enable your child to attend, we will refund your deposit. You must notify us by the due date specified in your scholarship confirmation letter in order to be eligible for a refund of your deposit.

### Section F: Waiver, Photography Release, & Required Signature

Be sure to read the waiver and photography release, and sign the registration form at the bottom.

## REGISTRATION SCHEDULE & LOTTERY SYSTEM

Because of the popularity of some sessions and programs, especially those for teens, we use a phased registration process that allows returning campers and their siblings to register before new campers. Some phases use a lottery system, which we believe is the fairest way to give everyone an equal chance. In each lottery, envelopes **are opened in a random order**, and are treated equally as long as they are received by the afternoon listed in the appropriate section below. Returning camper registrations may be mailed starting immediately. Starting December 3 for returning campers, January 3 for McGaw Y members, and January 10 for non-members, registrations in sealed envelopes may also be dropped off at the McGaw YMCA front desk during business hours. All dropped-off envelopes received by 12 noon will be treated the same as that day's mailed-in envelopes. **To ensure timely registrations, all envelopes, mailed or dropped off, should be labelled as indicated below.**

### Phase 1. Returning Campers from 2006 or 2007 and Siblings

Starting immediately, returning campers from 2006 or 2007 may register as YMCA members or non-members. (Please see section C to the left for more information about membership.)

#### **a. Returning campers entering 9th grade or younger**

Please write "Returning/Younger" on your envelope. Envelopes will be opened and processed daily. If the registration is for an entering 10th, 11th, or 12th grader, the envelope will be re-sealed and held for the January 3 lottery. If only one sibling qualifies for early registration (due to age), only the applicable registrations will be processed; the envelope will then be re-sealed and held for the January 3 lottery. If this applies to you and you are paying your deposit by check, please include separate checks for each program.

#### **b. Returning campers entering 10th, 11th, or 12th grade and Family Camps**

Please write "Returning/Older" on your envelope. All envelopes will be held for the Phase 1b lottery, which begins on the afternoon of Thursday, January 3.

### Phase 2. New Campers - McGaw YMCA Members

Starting January 3, new campers who are McGaw YMCA members may register. Please write "McGaw Y Member" on your envelope. The Phase 2 lottery begins on the afternoon of Thursday, January 10. You must be a member of the McGaw YMCA to register during the McGaw YMCA member registration period. You may join the McGaw YMCA by filling out Section C and including the annual membership fee with your registration.

### Phase 3. New Campers - Members of Other YMCAs and Non-Members

Starting January 10, members of other YMCAs and non-members who are not returning campers may register. Please write "Non-Member" on your envelope. The Phase 3 lottery begins on the afternoon of Thursday, January 17.

### Phase 4. In-person Registration and Online Registration

Starting February 1, you may mail in or drop off your registration; register in person in the Program Support office; or, for some programs, use the McGaw YMCA online registration system at [www.mcgawymca.org](http://www.mcgawymca.org).

### Sibling Registration

Families who are registering more than one child may enclose all registration forms in the same envelope. To be considered family members, registrants must reside at the same address. Registrations from the same family in the same envelope will be processed together during the appropriate lottery phases. Please note that this does not ensure all children a space in their first choice program. For siblings who desire the same session, but are split between registration phases 1a and 1b due to age, please see our transfer policy on page A.

### Registration Confirmation

Within three weeks of the start of each phase of the registration process, you will be notified by mail of your camper's registration status. Please do not call the YMCA for confirmation before this time. Please review your confirmation letter and note program(s) and session(s) for which your child is registered. (Please see page A for balance due dates for each session.)