

CAMP ECHO PAYMENT & ENROLLMENT POLICIES

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

Payment Policies

You will receive a statement in the mail which includes your balance and due dates. Due to the high number of children who want to attend camp, **PAYMENT MUST BE RECEIVED** by the due date. If we do not receive your payment, we will attempt to contact you by phone as a courtesy, but if we are unable to reach you, your registration will be cancelled, your deposit forfeited, and your place given to a camper on the wait list. Payment plans may be available on a case-by-case basis after a thorough review of special circumstances, and must be set up with the Program Support Manager by March 17.

Payment Due Dates

Balances can be paid online at www.mcgawymca.org

February 25	\$500 transportation deposit due for: Backpacking in the Rockies Pacific Northwest Adventure
March 24	All High School Adventure Trips Memorial Day Family Camp
April 14	Sessions 1, 2, and 3
May 12	Sessions 4 and 5
July 14	Adult and Family Camps in August/September

If you register for a program on or after the payment due date, full payment is due at the time of registration.

Wait Lists

Wait lists require a \$50 deposit. If your child is on a wait list and you want to qualify for a refund of your deposit, **you must notify the registrar when you are no longer interested in having your child attend that session.** If we contact you about an opening and you decline it, you forfeit your \$50 deposit. If we do not offer you an opening and you remain on the wait list until the camp session begins, your deposit is refunded by check within three weeks of the start of that camp session.

Transfer Policy

You may transfer a program registration to a different session and/or program at no charge until February 15, 2008. After this date, each transfer requires a \$25 fee. The fee is charged even if the change is within the same session, or the same program but to a different session. If the program or session you transfer into has a higher or lower fee, your balance due will be adjusted accordingly. Transfers must not reduce the number of registered sessions; if you drop a session, it is treated as a cancellation and the refund policy applies. The cut-off date for all transfers is three weeks before your session begins. Transfers will be processed on a first come, first served basis and are subject to availability in the desired program.

Billing & Informational Mailings

Invoices, parent information packets, and other informational mailings will be sent to the camper's address provided on the registration form. (They will also be available on the Echo website.) Unfortunately, we are unable to accommodate requests to send mailings to multiple addresses. Split families should plan accordingly.

Refund Policies

All deposits are non-refundable, unless the McGaw YMCA cancels a program or if the camper is on a wait list. Please call the Program Support Office if you would like to cancel from a wait list as soon as possible because if we offer you a spot in camp, and you decline the offer, you forfeit your \$50 wait list deposit.

For the Adventure Trips requiring commercial transportation, **no refunds** of the \$500 transportation deposit will be made after it has come due. Please note the \$500 transportation deposit is separate from the \$100 camp deposit.

For all other Camp Echo programs, after the payment due date has passed, the refund of the fee you have paid (less the deposit) will be prorated based on the date you notify us that you want to cancel. For example, if you tell us 7 weeks before the 1st day of a session that you want to cancel, we issue a 70% refund (less the deposit). The only exception to this prorated policy occurs if we are able to fill your spot with someone from the current wait list. In this case, we issue a full refund (less deposit).

To qualify for the maximum refund you must notify the Program Support Office as soon as possible.

No refunds of camp fees will be given to campers who are sent home, or who leave camp voluntarily, due to homesickness, behavior problems, family emergency, or a medical condition that arises once the camp session has begun, regardless of the length of the camper's stay at camp.

Refunds due to last minute illness, injury, family tragedy, or other hardship situations that make it impossible for the camper to attend camp may be granted at the discretion of the Camp Director, pending appropriate documentation. To apply for such a refund, mail or fax a letter to the Program Support Office. Explain the situation and attach appropriate documentation (such as a doctor's note). **Please note:** summer school assignment does not qualify as a hardship situation.

Required Forms & Signatures

Attendance at Camp Echo is contingent upon your submission of all completed camp forms, **with required signatures**, at least **four** weeks prior to the start of your child's session at camp. Forms will be mailed in March or April (and will also be available at www.ymcacampecho.org), and include the following:

Health Form: Every camper is required to submit a health history form with a photocopy of the health insurance card, and to have a physical exam by a licensed health care provider within 24 months (2 years) of the start of the session they are attending. This form requires the signature of the licensed health care provider. This form also includes statements of permission to participate in Camp Echo, permission to treat in the event of a medical emergency (or a signed waiver), acceptance of financial responsibility for medical bills.

Waiver of Liability Form: This form requires a signed assumption of risk, general release, waiver of claims, permission to search belongings if deemed necessary, and a waiver regarding camper-camper and camper-staff communications after camp.

Other Forms: personal history with letters from parent and camper to the counselor, trading post form for the camp store, cabin request (for bunking with friends), and drop off / pick up / layover form with release-specific instructions. Campers with required medications and campers participating in adventure trips may require additional signed forms.

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.

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.)

Camp Echo 2008 Programs By Session

Session 1* June 14-20	Session 2* June 21-July 3	Session 3 July 6-18	Session 4 July 20-Aug 1	Session 5 Aug 3-15
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Program content is the same across sessions. Price incentives help equalize enrollment.

Pathfinders 3rd-5th gr \$630/525 1PATH	Pathfinders 4th-5th gr \$1,180/985 2PATH	Pathfinders 4th-5th gr \$1,120/935 3PATH	Pathfinders 5th gr \$1,270/1,060 4PATH	Pathfinders 5th gr \$1,210/1,010 5PATH
Main Camp 6th-7th gr \$660/550 1MC	Main Camp 6th-9th gr \$1,240/1,035 2MC	Main Camp 6th-8th gr \$1,180/985 3MC	Main Camp 6th-8th gr \$1,330/1,110 4MC	Main Camp 6th-8th gr \$1,270/1,060 5MC
		Voyagers² 9th gr \$1,240/1,035 3VOY	Voyagers² 9th gr \$1,390/1,160 4VOY	Voyagers² 9th gr \$1,330/1,110 5VOY
	Teen xTreme 10th-11th gr \$1,685/1,435 2TXT	L.I.T. 10th gr \$1,270/1,060 3LIT	L.I.T. 10th gr \$1,420/1,185 4LIT	L.I.T. 10th gr \$1,355/1,135 5LIT
Lifeguard Plus¹ 11th-12th gr \$250/150 1LIFE	C.I.T. 11th gr \$625/520 2CIT	C.I.T. 11th gr \$595/495 3CIT	C.I.T. 11th gr \$665/555 4CIT	C.I.T. 11th gr \$635/530 5CIT
Take Your Choice 8th-9th gr \$690/575 1TYC	Explorers² 8th gr \$1,360/1,135 2EXP	Explorers² 8th gr \$1,300/1,085 3EXP	Explorers² 8th gr \$1,450/1,210 4EXP	Explorers² 8th gr \$1,390/1,160 5EXP
Rangers w/Devils Lake Rock Climb 9th gr \$1,685/1,435 12RANGE		Rangers 9th gr \$1,300/1,085 3RANGE	Rangers 9th gr \$1,450/1,210 4RANGE	Rangers 9th gr \$1,390/1,160 5RANGE
	Girls Trailblazers 7th-8th gr \$1,315/1,095 2TB	Boys Trailblazers 7th-8th gr \$1,315/1,095 3TB	Georgian Bay 10th-11th gr \$2,045/1,795 4KAYAK	Michigan Bike 9th-10th gr \$1,435/1,195 5MIBIKE
	Minnesota Canoe 8th ³ -9th gr \$1,845/1,595 2MINN	Porcupine Mtns. 8th ³ -9th gr \$1,435/1,195 3HIKE	Backpack Rockies 10th-11th gr \$2,145/1,895 4ROCK	Minnesota Canoe 8th ³ -9th gr \$1,845/1,595 5MINN
		White Water Canoe 10th-11th gr \$1,545/1,295 3WWC	Pacific Northwest Adventure 12th gr \$3,245/2,995 45NORTH	

Layover 1-2 \$95/80 **No Layover 2-3** Layover 3-4 \$130/110 Layover 4-5 \$130/110

Fee Explanation: The second fee listed for each program is the discounted fee for members of any YMCA.

If you register for contiguous Sessions we automatically register and bill you for Layover. No Layover 2-3.

You can withdraw from Layover up to 3 weeks before the session begins and have the Layover fee refunded.

¹To enroll in Lifeguard Plus you must have been an Echo C.I.T. in 2007 or be enrolled as an Echo C.I.T. for 2008.

²Voyagers and Explorers may choose the Ranchers option (extra fee \$450/375, enrollment limited to 5 per session).

³To enroll in Minnesota Canoe, or Porcupine Mtns. as an 8th grader, you must have been an Echo Trailblazer in 2007.

* Sessions 1 & 2 begin on a Saturday; Sessions 3, 4, and 5 begin on a Sunday.

Scholarships are limited, first-come, first-served, and awarded for one session per camper. The amount is determined according to our sliding scale. For example, a family of 4 with a household income of \$72,900 per year would qualify for a 15% adjustment.

CAMP ECHO YOUTH REGISTRATION FORM

See instructions for this form on page B. Please use a separate registration form for each camper. Photocopies are acceptable.

Section A: Personal & Family Information

Camper's Name: _____
School: _____
Is the camper: Returning camper from 2006/07
Address: _____
Parent/Guardian Name: _____
Evening Phone: _____
Parent/Guardian Name: _____
Evening Phone: _____
May we contact either parent/guardian regarding payment? Yes No, contact _____
Is either parent/guardian a McGaw YMCA staff member? Full-time Part-time Supervisor: _____
Emergency Contact: _____
 Male Female Date of Birth: _____
Grade in September 2008: _____
 Sibling of a returning camper New camper
City: _____ State: _____ Zip: _____
Day Phone: _____
Email: _____
Day Phone: _____
Email: _____
Phone: _____

Section B: Camp Registration

PLEASE SEE INSTRUCTIONS ON PAGE B AND USE THE PROGRAM CODES FROM PAGE C.

BE SURE TO INCLUDE SESSION NUMBERS ON EACH CODE – ATTACH A SEPARATE SHEET FOR MORE DEPOSITS.

First \$100 Deposit

1st Choice _____

2nd Choice _____

*Wait List? **Horse Lessons?

***Ranchers?

Second \$100 Deposit

1st Choice _____

2nd Choice _____

*Wait List? **Horse Lessons?

***Ranchers?

Third \$100 Deposit

1st Choice _____

2nd Choice _____

*Wait List? **Horse Lessons?

***Ranchers?

Fourth \$100 Deposit

1st Choice _____

2nd Choice _____

*Wait List? **Horse Lessons?

***Ranchers?

*Mark this box if you list two choices, and you want to be wait listed for your 1st choice even if you get in to your 2nd choice (extra \$50 deposit).

Be sure to read the information on Wait Lists on page A.

**Mark one box if you want horse lessons (\$69 extra billed later), which are an option for Pathfinders, Main Campers, Voyagers, and Explorers.

Mark both boxes if you want to be put on a list of campers interested in taking horse lessons both weeks (additional \$69 extra, billed later).

***Mark this box if you are registering for Explorers or Voyagers and you want the Ranchers option (extra \$450, 375 for Y members, billed later)

Section C: YMCA Membership

See instructions on page B. Annual membership rates are listed below, with the rate for new members listed first and renewing members second (e.g. \$237/192).

Current Membership Status: McGaw Y Member Member of Other Y (please enclose copy of card) Non-Member

To renew or purchase a McGaw Y membership, please check: High School (\$423/348) Youth (\$237/192)

Section D: Payment

Total Amount (include deposits & membership fees if applicable):\$ _____ Method of Payment: Check Visa MC Discover

Please make checks payable to McGaw YMCA. CC Account #: _____ Expiration: _____

Section E: Scholarship I am applying for a scholarship. (Please see instructions on page B.)

The United Way requests that we collect the following information for statistical purposes only:

Race: Caucasian African-American Latino Asian Multiracial Other: _____

Household Income: < \$7,500 \$7,500-\$14,999 \$15,000-\$24,999 \$25,000-\$34,999 \$35,000-\$49,999 \$50,000-\$74,999 >\$75,000

Section F: Waiver, Photography Release, & Required Signature

In applying for YMCA membership and/or program participation, I agree to cooperate with others in supporting the YMCA mission, goals, and objectives and to abide by the policies and procedures set forth by the McGaw YMCA Board of Directors. I do hereby agree to hold free from any and all liability the YMCA and its officers, employees, and members, and do hereby myself, my heirs, executors, and administrators, waive, release, and forever discharge any and all claims for damages which I may incur, or which hereafter accrue to me, arising out of or connected with my participation in any of the activities of the YMCA. I understand that membership dues are non-refundable and membership privileges may not be transferred from one individual to another. I give my permission and consent to the use of any photographs, videotapes, or other media record of my participation at the McGaw YMCA for any lawful purpose, without compensation to me or on my behalf. If I choose not to be photographed, videotaped, or in other recorded media, it is my responsibility to inform the photographer and/or remove myself from the picture.

Parent/Guardian Signature (required) _____

Date _____

Mail completed form with non-refundable deposit(s) to Camp Echo Registration, McGaw YMCA, 1000 Grove St, Evanston, IL 60201

For Office Use Only

Date _____ Deposit _____ Staff Initials _____ Discount _____ Wait List _____

CAMP ECHO ADULT/FAMILY REGISTRATION FORM

See instructions for this form on page B. Photocopies are acceptable.

Personal & Family Information

Camper's Name: _____ Male Female Date of Birth: _____

For family and adult camps, "camper's name" must be a YMCA member if you are registering during the member registration period. All mailings are directed to the person named above at the address listed below. Split families should plan accordingly.

Is the camper: Returning camper from 2006/07 Sibling of a returning camper New camper
Address: _____ City: _____ State: _____ Zip: _____
Adult Contact's Name: _____ Day Phone: _____
Evening Phone: _____ Email: _____
Emergency Contact: _____ Phone: _____
Is the adult a McGaw YMCA staff member? Full-time Part-time Supervisor: _____

Camp Registration

Adult Programs - \$100 deposit required

Women's Adventure Weekend (September 4-7)

Family Camps - \$100 deposit required per program

Memorial Day Weekend Family Camp (May 23-26)

First choice: camper cabin peak cabin

Second choice: camper cabin peak cabin

Family Camp Week 1 (August 17-22)

First choice: camper cabin peak cabin original staff cabin

Second choice: camper cabin peak cabin original staff cabin

Family Camp Week 2 (August 23-28)

First choice: camper cabin peak cabin original staff cabin

Second choice: camper cabin peak cabin original staff cabin

Labor Day Weekend Family Camp (August 29-September 1)

First choice: camper cabin peak cabin original staff cabin

Second choice: camper cabin peak cabin original staff cabin

If you do not indicate a second choice and your first choice is full, you will be placed on the wait list for your first choice.

If you have any special instructions that will help us as we process your registration, write them here:

If you are registering for any family camp, please complete the section below. You will be billed based on this information.

If your numbers have changed by the time you receive your bill, call us to make an adjustment.

Number of adults age 19+ _____ Number of youth ages 6-18 _____ Number of youth ages 1-5 _____

YMCA Membership

Current Membership Status: McGaw Y Member Member of Other Y (please enclose copy of membership card) Non-Member

If you wish to purchase a McGaw YMCA membership, please go to www.ymcacampecho.org to download a membership application form or visit the Member Services Office at 1000 Grove Street, Evanston, IL.

Payment

Total Amount: \$ _____ Method of Payment: Check Visa MC Discover

Please make checks payable to McGaw YMCA. CC Account #: _____ Expiration: _____

I am applying for a scholarship. (Please see instructions on page B.)

Signature (required)

Date

Mail completed form with non-refundable deposit(s) to Camp Echo Registration, McGaw YMCA, 1000 Grove St, Evanston, IL 60201

For Office Use Only

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Date _____ Deposit _____ Staff Initials _____ Discount _____ Wait List _____