

CAMP ECHO PAYMENT & ENROLLMENT POLICIES

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

Payment Options

When you register for camp, you will pay a deposit, which is applied to the camp fee; deposits are non-refundable unless the McGaw YMCA cancels your program or if the camper is on a wait list. At the time of registration, you may select **Single Payment of Balance Due** or the **Monthly Draft Plan**; however, if you register for a program on or after the payment due date, the full payment is due at the time of registration.

Single Payment of Balance Due

If you select this option, you will receive a statement in the mail, which includes your balance and due date. 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 and email 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. The due dates are as follows:

February 20	\$500 transportation deposit due for: California Bike, Rockies, and Taste of British Columbia
March 19	Memorial Day Family Camp
April 9	Sessions 1, 2, and 3
May 7	Sessions 4, 5, and 6
July 9	Family Camps in August/September

Monthly Draft Plan

With this plan, the balance due will be automatically drafted from your checking account or credit card (whichever method you use for your deposit) in equal payments, starting on the first business day of the month after your deposit is processed, and ending on May 1st. No monthly statements will be sent. With this plan, there is no separate transportation deposit due for California Bike, Rockies, or Taste of British Columbia - the monthly drafts will be in equal payments as with all other programs.

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 Program Support Office 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 10, 2012. 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 transfer fee increases to \$50 three weeks prior to your session, and \$100 one week prior. Transfers will be processed on a first-come, first-served basis and are subject to availability in the desired program.

Billing & Informational Mailings

Invoices and confirmations will be sent to the camper's address provided on the registration form. 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. To cancel from a wait list, call the Program Support Office as soon as possible. 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 tickets have been purchased. Note that 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 for behavior problems, or who leave camp voluntarily due to homesickness, 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.

Partial 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).

Note: Summer school 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 posted to the Echo website at www.YMCACampEcho.org in March or April and parents will be notified by email. Forms 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), and 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: 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, visit the McGaw YMCA Front Desk in person.) If you are a member of another YMCA, enclose a copy of your membership card. **Membership must be kept current throughout the camping season.** 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 C: Camp Registration

When we process 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 top and alternate choice for each \$100 program deposit you send. If you give us only a top choice, and you don't get in, we automatically place you on the wait list. If you give us an alternate, we try your **top** choice first. If it's full, we try your alternate choice. If you want to be wait listed for your **top** choice even if you get in to your **alternate** 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, 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.** See page A for our transfer policy.

Section D: 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 per year 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, 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, 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 E: Payment

Indicate the total amount enclosed and the method of payment.

Section F: Waiver, Photography Release, & Required Signature

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

REGISTRATION SCHEDULE

Phased Registration

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. **For each phase, envelopes are opened in a random order by day, and are treated equally as long as they are received by noon in the appropriate section below.**

Start of Registration

Starting immediately, registrations may be mailed or dropped off in sealed envelopes at the McGaw YMCA front desk before, during, or after business hours. Processing of the envelopes for returning campers and their siblings will begin on the afternoon of Wednesday, November 16. All envelopes received from November 13 through 16 will be treated equally. All other envelopes will be held for the appropriate phase, and treated equally as "Day One" of that phase.

All dropped-off envelopes received by 12 noon will be treated the same as that day's mailed-in envelopes. **To ensure timely registration, all envelopes, mailed or dropped off, should be labeled as indicated below: "Returning", "Returning-Sibling", "McGaw Y Member", or "Non-Member".**

Monthly Draft Plan

This option allows automatic draft payments from a credit card or bank account in equal, monthly installments. The first draft takes place at the beginning of the month after you are registered, and the final draft payment is taken in May. The number of payments in your draft plan depends on when your registration and deposit are processed.

Registration Phases

Phase 1: Returning Campers from 2010 or 2011 and Siblings

Please write "Returning" or "Returning-Sibling" on your envelope. Returning campers from 2010 or 2011 may register as YMCA members or as non-members. (Please see Section B to the left for more information about membership.) **Registrations for all returning campers, including adventure trips and family camps, will be processed daily.**

Phase 2: New Campers - McGaw YMCA Members

Please write "McGaw Y Member" on your envelope. Envelopes received prior to December 5 will be held for Phase 2, which begins on the afternoon of Monday, December 5. 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 B and including the annual membership fee with your registration.

Phase 3: New Campers - Members of Other YMCAs, Non-Members

Please write "Non-Member" on your envelope. Envelopes received prior to December 19 will be held for Phase 3, which begins on the afternoon of Monday, December 19.

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 phase. Please note that this does not ensure all children a space in their first choice program.

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. Review your confirmation letter and note program(s) and session(s) for which your child is registered.

2012 PROGRAMS AT MCGAW YMCA CAMP ECHO

SESSION 1 June 10-16 Sunday - Saturday	SESSION 2 June 17-29 Sunday - Friday	SESSION 3 July 1-13*, Sun-Fri *Fireworks show on July 4	SESSION 4 July 15-27 Sunday - Friday	SESSION 5 July 29-August 10 Sunday - Friday	SESSION 6* August 12-17 Sunday - Friday
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PROGRAM CONTENT IS THE SAME ACROSS SESSIONS. PRICE INCENTIVES HELP TO EQUALIZE ENROLLMENT.
NON-MEMBER PRICES ARE LISTED FIRST, FOLLOWED BY THE DISCOUNTED FEE FOR MEMBERS OF ANY YMCA.

Pathfinders 3rd - 5th gr \$805/670	Pathfinders 4th - 5th gr \$1365/1135	Pathfinders 4th - 5th gr \$1245/1035	Pathfinders 4th - 5th gr \$1365/1135	Pathfinders 3rd - 5th gr \$1185/985	Pathfinders 4th - 5th gr \$805/670
Main Camp 6th - 7th gr \$835/695	Main Camp 6th - 8th gr \$1425/1185	Main Camp 6th - 8th gr \$1305/1085	Main Camp 6th - 8th gr \$1425/1185	Main Camp 6th - 8th gr \$1245/1035	Main Camp 6th - 8th gr \$835/695
			Voyagers at Village 9th gr \$1365/1135	Voyagers at Village 9th gr \$1245/1035	
Take Your Choice 8th - 9th gr \$775/645	Explorers 8th gr \$1135/945	Voyagers at Outpost 9th gr \$1245/1035	Explorers 8th gr \$1135/945	Adventurers 10th gr \$1510/1260	Take Your Choice 8th - 9th gr \$775/645
Voyagers at Birches 9th - 10th gr \$495/395	Rangers 9th - 10th gr \$895/745	Rangers 9th - 10th gr \$1245/1035	Rangers 9th - 10th gr \$1365/1135	Rangers 9th - 10th gr \$1245/1035	Voyagers at Birches 9th - 10th gr \$775/645
	L.I.T. 10th gr \$955/795	L.I.T. 10th gr \$1390/1160	L.I.T. 10th gr \$1510/1260	L.I.T. 10th gr \$1510/1260	* Campers returning to Session 6 from Sessions 1, 2, 3, or 4 will receive the following discounted rates for Session 6: Pathfinders: \$625/520 Main Camp: \$655/545 Take Your Choice: \$595/495 Voyagers at Birches: \$595/495
				W.I.T. 10th - 11th gr \$1075/895	
Lifeguard Plus 11th - 12th gr \$295/195	C.I.T. 11th gr \$710/590	C.I.T. 11th gr \$650/540	C.I.T. 11th gr \$710/590	C.I.T. 11th gr \$620/515	
Horseback Riding Lessons \$75 / Sessions 1-5 \$60 / Session 6 Ranchers \$195 / Session Sessions 2-5 Sailing Camp \$295 / Session Sessions 3 & 5 Only	Girls Trailblazers 7th - 8th gr \$1595/1345	Boys Trailblazers 7th - 8th gr \$1595/1345	Porcupine Mts. 8th - 9th gr \$1795/1545	Porcupine Mts. 8th - 9th gr \$1795/1545	
	Minnesota Canoe 8th - 9th gr \$2295/2045	Georgian Bay 10th - 11th gr \$2495/2245	Georgian Bay 10th - 11th gr \$2495/2245	Minnesota Canoe 8th - 9th gr \$2295/2045	
			Backpack Rockies 10th - 11th gr \$2695/2445	Michigan Bike 9th - 10th gr \$1795/1545	
	California Bike Extravaganza 10th - 11th gr \$3845/3595		Taste of British Columbia 11th - 12th gr \$3845/3595		
Layover 1-2 \$120/100	Layover 2-3 \$180/150	Layover 3-4 \$180/150	Layover 4-5 \$180/150	Layover 5-6 FREE!	

2012 FAMILY CAMPS & FALL CAMP

(see website for cabin minimum fees)

Memorial Day Weekend May 25-28 (Fri-Mon) \$195 A, \$130 Y, \$45 PS	Family Camp Week 1 Aug 19-24 (Sun-Fri) \$450 A, \$300 Y, \$100 PS	Family Camp Week 2 Aug 25-30 (Sat-Thurs) \$375 A, \$250 Y, \$85 PS	Labor Day Weekend Aug 31-Sept 3 (Fri-Mon) \$195 A, \$130 Y, \$45 PS	Echo Extravaganza Sept 7-9 (Fri-Sun) 3rd - 11th gr \$195 NM, \$155 M SIGN UP IN AUGUST
(Adult) = 19 years old and older Y (Youth) = 6 to 18 years old PS (Preschooler) = 1 to 5 years old				

2012 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: _____ Male Female Date of Birth: _____

School: _____ Entering grade: _____ in September 2012 (Next school year)

Is the camper: Returning camper from 2010/11 Sibling of returning camper New camper

Address: _____ City: _____ State: _____ ZIP: _____

Parent/Guardian Name: _____ Day Phone: _____

Evening Phone: _____ Email: _____

Parent/Guardian Name: _____ Day Phone: _____

Evening Phone: _____ Email: _____

May we contact either parent/guardian? Yes No, contact _____

Is either parent/guardian a McGaw YMCA staff member? No Yes: Full-time Part-time Supervisor: _____

Emergency Contact: _____ Phone: _____

For new campers, how did you hear about Echo? Echo Camper Word of Mouth Internet Search Print Ad Other: _____

The McGaw YMCA works to ensure that its programs reflect the diversity of the community it serves. Please mark the boxes that best reflect the ethnicity and race of your camper. Providing this information is voluntary, and it will be used for statistical purposes only.

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Hawaiian/Pacific Islander | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Not of Hispanic Origin | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native American/Alaska Native | <input type="checkbox"/> Multi-Racial |

Section B: YMCA Membership

See instructions on page B. Annual membership rates are listed below.

Current Membership Status: McGaw YMCA Member Member of other YMCA (Enclose copy of card) Non-Member

Purchasing or renewing a McGaw YMCA membership: High School (\$471 new / \$396 renewing) Youth (\$285 new / \$240 renewing)

Section C: Camp Registration

	TOP CHOICE		ALTERNATE CHOICE (optional)		ADDITIONAL OPTIONAL CHOICES FOR DESIRED PROGRAM
Deposit	Session	Program	Session	Program	See explanation of each choice below:
\$100					<input type="checkbox"/> Wait List <input type="checkbox"/> Horse 1 <input type="checkbox"/> Horse 2 <input type="checkbox"/> Ranchers <input type="checkbox"/> Sailing Camp
\$100					<input type="checkbox"/> Wait List <input type="checkbox"/> Horse 1 <input type="checkbox"/> Horse 2 <input type="checkbox"/> Ranchers <input type="checkbox"/> Sailing Camp
\$100					<input type="checkbox"/> Wait List <input type="checkbox"/> Horse 1 <input type="checkbox"/> Horse 2 <input type="checkbox"/> Ranchers <input type="checkbox"/> Sailing Camp

Attach a separate sheet, or another copy of this form, if you are registering for more than three sessions of camp.

Example	2	Main Camp	3	Main Camp	<input type="checkbox"/> Wait List <input checked="" type="checkbox"/> Horse 1 <input checked="" type="checkbox"/> Horse 2 <input type="checkbox"/> Ranchers <input type="checkbox"/> Sailing Camp
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- Waitlist = To be wait listed for your top choice if it's full and you get into your alternate choice; add \$50 deposit (\$150 deposit total).
- Horse 1 = For 1 week of lessons (Pathfinders, Main Camp, Explorers, Voyagers). Fee is \$75 (\$60 Session 6), no refund if camper withdraws at camp.
- Horse 2 = For a second week of riding lessons, if there is space available after camp starts; we will call you during camp to confirm; fee is \$75.
- Ranchers = Main Camp only, Sessions 2-5 only. Fee is \$195.
- Sailing Camp = Main Camp only, Sessions 3 & 5 only. Fee is \$295.

Section D: Scholarship

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

Section E: Payment Check one: Single Payment of Balance (Due dates on page A) Monthly Draft Plan (Details on page A)

Total Deposits (including membership fees if applicable): \$ _____ Method of Payment: Check Visa MC Discover AMEX

Paying by check helps Camp Echo by significantly reducing bank fees.

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

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 _____

D

2012 CAMP ECHO FAMILY CAMP REGISTRATION FORM

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

Personal & Family Information

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

"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 2010/11 Family member 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 listed above a McGaw YMCA staff member? No Yes: Full-time Part-time Supervisor: _____

YMCA Membership

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

To purchase a McGaw YMCA membership, visit Member Relations at 1000 Grove Street in Evanston, 847.475.7400 x286.

Camp Registration

A \$100 deposit is required for each program.

- Memorial Day Weekend Family Camp (May 25-28)
- Family Camp Week 1 (August 19-24)
- Family Camp Week 2 (August 25-30)
- Labor Day Weekend Family Camp (Aug 31-Sept 3)

Prices

\$195 A, \$130 Y, \$45 PS
\$450 A, \$300 Y, \$100 PS
\$375 A, \$250 Y, \$85 PS
\$195 A, \$130 Y, \$45 PS

Number of People in Your Group

You will be billed based on this information.
You can call us to make an adjustment later.

Adults age 19+ _____
Youth age 6-18 _____
Youth age 1-5 _____

For family camp, camper cabins have a minimum fee equal to 2 adults and 2 youth age 6-18 (\$650 weekends, \$1500 week 1, \$1250 week 2). Peak cabins have a minimum fee equal to 2 adults (\$390 weekends, \$900 week 1, \$750 week 2). No minimum fee for an original staff cabin.

Housing Choice

Indicate a 1st and a 2nd choice. If you do not indicate a second choice and your first choice is full, you will be wait-listed for your first choice.

- _____ camper cabin (6 lower beds, 6 upper beds)
- _____ peak cabin (2 lower, 2 upper)
- _____ original staff cabin (ranges in size from 3 beds to 14 beds)

For family camp, each family has their own cabin, unless you choose to share a cabin with another family; in that case, one family should sign up and pay the entire fee to us. If you are sharing a cabin, list the other family name here if known at this time: _____

Scholarship I am applying for a scholarship. (See instructions on page B.)

Payment Check one (See Page A): Single Payment of Balance Due Monthly Draft Plan

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

Paying by check helps Camp Echo by significantly reducing bank fees.

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

Signature (required for Credit Card payment) _____

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 _____