

# 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 Member Relations Office 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 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, 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 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 & LOTTERY SYSTEM

### **The Lottery Process**

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.**

### **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, December 2; all other envelopes will be held for the appropriate lottery.

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 2008 or 2009 and Siblings**

Please write "Returning" or "Returning-Sibling" on your envelope. Returning campers from 2008 or 2009 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 28 will be held for the Phase 2 lottery, which begins on the afternoon of Monday, December 28. 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 January 11 will be held for the Phase 3 lottery, which begins on the afternoon of Monday, January 11.

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

Starting February 5, you may mail in or drop off your registration; register in person in the Program Support Office; or, for some programs, use McGaw YMCA online registration 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.

### **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.