



YLA Model United Nations Advisor Registration Due January 8, 2020

Comfort Inn ~ Minerals Wells, WV - March 6 - 8, 2020

Name _____ Sex: ___ Male ___ Female
First Middle Last

Address _____
 City _____ State _____ Zip _____ County _____

Phone _____ Email Address _____

Cell Phone _____ Would you like to receive text? Please check ___ Yes ___ No

Delegation _____ Epi-Pen ___ Yes ___ No

Vegetarian Meal Request or Other Dietary Needs _____

Adult leadership is needed in various program areas. Where are you willing to help?
 _____ Advisor to Council _____ Resolution Coordinator _____ Where needed

Ethnicity Survey: We are sometimes asked the ethnicity of our participants. **Submission of this information is voluntary.** Check all that apply:

- American Indian/Alaska Native Asian Black or African American
 Hispanic or Latino White Native Hawaiian/Other Pacific Islander

My registration certifies that I have read, understand and will support the Code of Conduct.

Fees

Please check your qualified rate below:

Balance Due to UN by January 8

Was your \$75 deposit postmarked by November 22nd ___ Yes ___ No

If you answered **YES** and final payment will be postmarked on or before January 8 (please mark your room type)

- For a double room, **affiliated**, \$75 is your final fee.
 For a double room, **unaffiliated**, \$100 is your final fee.
 For a private room, **affiliated**, \$175 is your final fee.
 For a private room, **unaffiliated**, \$200 is your final fee.

\$10 additional fee per person if using paper form and not Active!

If you answered **NO** and final payment will be postmarked on or before January 8 (please mark your room type)

- For a double room, **affiliated**, \$150 is your final fee.
 For a double room, **unaffiliated**, \$175 is your final fee.
 For a private room, **affiliated**, \$250 is your final fee.
 For a private room, **unaffiliated**, \$275 is your final fee.

Pay Fees Completely or in Two Payments. The payment plan -

- Participation Fee of \$75 per person due with Participation Agreement to reserve places for your delegation. Submit any time between August 1 and November 22. Accepted after November 22, if space is available.
- Due to Model UN Office no later than postmark January 8.

Pay Fees in One or Two Payments. The payment plan -

- Participation Fee of \$75 per person due with Participation Agreement to reserve places for your delegation. Submit any time after May 1, due by November 22, accepted later if space is available.

If final fee is NOT postmarked by January 8, add \$25 to your final fee for each person.

Adult Delegation Leader is responsible to send all Adult and Student Materials, Final Fees, and Completed Registration Forms to:
Model UN Office at P.O. Box 239, Point Pleasant, WV 25550
 If possible, send one check payable to: Ohio - West Virginia Youth Leadership Association

PLEASE SEE CANCELLATION/REFUND POLICY ON NEXT PAGE

For office use only Entered _____ Assignment _____

Cancellations and Refund Policy (Advisor)

The best laid plans can go awry. Due to the significantly lower fees charged to participants, YLA has no flexibility to provide refunds. Therefore, our policy is NOT to provide refunds. Your deposit is a down payment (your word) that you will attend. We will make advance payments to other parties to hold space for you. Please do not ask for this deposit money to be applied to another's final payment—it has already been used to hold your space and is not refundable.

Groups MAY substitute another individual for the cancelling student.

Things to remember:

- A. Local YLA groups who want to provide refunds to anyone who cancels need to set aside money to provide such refunds locally.
- B. Delegations do not refer parents, participants, school, or other administrators to YLA with refund questions. Handle these questions locally.
- C. Once a delegation registers for a conference, that delegation is responsible for the entire payment for that number of student and adult delegates.
- D. Local groups may want to consider purchasing an insurance policy that pays, if for some reason the group needs to cancel out of the program. Check with your insurance company about coverage (i.e. trip insurance).
- E. Weather—Our first priority is always safety. If a weather event happens in your area and you are unable to attend, we understand your absence and want you to stay safe. Do not place yourself or others in danger.

Note: Please inform school and other administrators, parents, and students about this cancellation and refund policy prior to signing up anyone for a conference or program.

