

YLA West Virginia Youth in Government Advisor Registration Form

April 23-25, 2020 (Thur-Sat)

Registration due Feb. 10, 2020



Name _____ Sex Male Female

Address _____ City _____
First Last

State _____ Zip _____ Email _____ Epi Pen? Yes No

Phone _____ Cell Phone _____

Would you like to receive text? Yes No YLA Delegation _____

During the program, each adult is placed in a part of the program. Where are you willing to help?
 Committees Legislature Press Office
 Court Lobbyists Pages Hotel

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 or Other Pacific Islander

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

Fees

Did you submit your \$75 deposit postmarked by December 5? Yes No

If you answered **YES** and final payment will be postmarked on or before February 10 (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 have **NOT** submitted your \$75 deposit but your **FULL** payment will be postmarked on or before February 10 (please mark your room type)

- _____ For a double room, **affiliated**, \$150 is your final fee.
- _____ For a double room, **unaffiliated**, enter \$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 -

1. Participation Fee of \$75 per person due with Participation Agreement to reserve places for your delegation. Submit any time between August 1 and December 5. Accepted after December 5, if space is available.
2. Due to Youth in Government Office no later than postmark February 10.

If final fee is NOT postmarked by February 10, 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 the **Youth in Government Office at P.O. Box 239, Point Pleasant, WV 25550**
If possible, send one check payable to: Ohio - West Virginia YLA

PLEASE SEE CANCELLATION/REFUND POLICY ON NEXT PAGE

For office use only
Date Received _____ 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.