

---

# Enrollment Information

Welcome to SUUSI '99! If you've gotten to this point in the brochure, you have probably decided you will be at SUUSI this summer. Please take a few minutes to read through this information and the instructions on the next page. We have some space limitations and there are maximum numbers of people we can handle in some age groups, so get your enrollment in early to ensure your place and to give yourself a better chance for workshop choices. Unless you hear otherwise, if you register by May 31, 1999, you can assume your registration has been accepted and written confirmation will be mailed about July 1, 1999. If you desire earlier confirmation, enclose a stamped, self-addressed postcard with your enrollment.

Registration & Meals	Age Group	Enrollment Deposit*
\$120.00	0-3	\$100
\$186.00	4-12	\$100
\$205.00	13-17	\$120
\$295.00	18 +	\$195

\*Note new deposit structure for SUUSI 1999 enrollment. This amount is due per person with the enrollment form and will be deducted from total costs at registration.

### Room Fees

Cost per bed in non-A/C dorm	\$65
Cost per child sleeping on floor (only non AC-spaces)	\$24
Cost per bed in air-conditioned dorm (A/C dorms for adults only)	\$140

Our contract with Radford specifies a **maximum** of 2 adults per room and a maximum of 2 children or teens sleeping on the floor per room. Children may sleep on the floor only in non air-conditioned rooms. There is a fee of \$24 for the week for each child sleeping on the floor. **If you intend to sleep one or two children on the floor, you must find your own roommate or pay for both beds.**

**Deposit fees must accompany your enrollment.** All other fees are to be paid upon arrival at Radford during check-in on Sunday, July 25. Payment for other fees may be made by check, MasterCard, or Visa.

- A separate check will be requested for key deposit(s) of \$25 per key for room keys. Two keys are available for each room.
- A separate check will be requested for key deposit of \$50 per key for night owl keys. Night owl keys allow you access to your dorm after the doors are locked at night.
- A separate check for \$25 per person is required as a damage deposit for those staying in the Teen or Young Adult dorms.

- Please bring checks, not cash or credit cards for key and damage deposits.
- If you and your roommate will be going through registration separately, you must use separate forms and pay separately.

Note: One dollar of each participant's registration fee goes for the support of the Council of Unitarian Universalist Camps and Conferences (CU<sub>2</sub>C<sub>2</sub>).

## Youth and Teens

All youth and teens registering for SUUSI must be under the supervision of a legally responsible adult. Youth/teens who attend SUUSI without their legal guardian must have an adult (over 21) who is willing to be their guardian at SUUSI. Adults may not serve as a guardian for more than two youths/teens who are not their own children. **Important: A notarized copy of birth certificate or driver's license is required for all new teen participants. This must accompany registration forms. No exceptions.** A notarized statement from the legal guardian for each youth/teen authorizing the SUUSI guardian to sign medical release forms for the youth/teens must be included with the youth/teen's registration. These youth/teens will not be considered registered until the form is in the hands of the Youth or Teen Coordinators.

Teens, ages 14-17, registering for the Teen Dorm must check the appropriate box in Section II of the enrollment form and write in the name of their requested roommate. If no specific roommate is requested, the Enrollment Staff will match up roommates. All teens staying in the dorm must pay for a bed. Send in the forms of requested roommates together. The SUUSI Teen-Parent Agreement Form must be completed and signed by both teen and parent and sent with other enrollment forms.

## Teen/YA Security Deposits

A \$25 deposit per teen/young adult is required to live in the Teen or Young Adult dorms. The deposit will be held pending the condition of the room upon departure. If rooms are left in good condition, your deposit check will be destroyed. If your check is cashed, you will be notified. If the room is left in an unacceptable condition, an additional fee may be assessed.

## Late Registration Fees

We don't want your money—please register on time. However, anyone whose registration is **postmarked after May 31** will be charged a late registration fee of \$35 per person. Anyone whose registration is **postmarked after July 1** will be charged a late registration fee of \$50 per person.

---

## Liability

SUUSI is an environment where you can expand your boundaries. Many of the workshops and nature trips represent risks for those not adequately prepared. By enrolling at SUUSI, you acknowledge and accept these risks.

## Cancellation Policy

If you have to cancel your registration, \$50 is non-refundable under any circumstances. The non-refundable amount increases to \$125 per person after May 31. The full amount becomes non-refundable after July 1.

## SUUSIships

Limited funds are available for scholarships. Scholarships are based on need and on the ability to participate in the SUUSI experience. To apply for a SUUSIship, call or write:

Priscilla Phillips  
106 Mesa Lane, Six Mile, SC 29682-9317  
Phone: (864) 868-2152  
Email: priscphil@aol.com

To be considered in the first round of scholarship awards, applications must be received by May 15, 1999. All requests and applications are kept strictly confidential.

## Volunteers

SUUSI is run by volunteers of all ages. You are invited to help create the SUUSI community by sharing your time and skills. To help us with our advance planning, please fill out a Volunteer form and send it in along with your other enrollment forms. Please feel free to add any special skills that are not included on the form. The coordinating staff will be notified of volunteers before Registration Sunday, and will contact you before your arrival in Radford as time permits. Stop by the Volunteer table at Registration and sign up for particular times. During the week, additional volunteers will be coordinated through the Information Office.

## Enrollment Instructions

Please read over these instructions carefully before filling out your enrollment forms. All enrollment forms must be completed, including forms for youth and teens. **Incomplete forms will delay your registration. Do not send by UPS, special delivery, or any service requiring a signature!**

### Section I: Participant Information

- Fill out one line for each member of your family or group.
- Check if you are a SUUSI “first timer.”
- List each name as it should appear on the participant’s SUUSI nametag.
- Check the “Alternate Address” column for any individual whose address is different than the first address listed.
- Indicate the birth information, month, date and year, for each participant. This information is very important to our programming and will be kept confidential!
- Note the registration and meal fees for each participant. Fees are determined by the participant’s age on July 25, 1999.
- Total the registration and meal column to determine registration and meal costs for your family/group.
- Note the deposit fee for each participant.
- Add the individual deposit fees to determine the total deposit for your family/group. This amount must be submitted with enrollment forms and will be deducted from total costs.
- Please be sure to indicate primary and alternate address (if applicable, see above).
- Indicate if you **do not** desire on campus housing. In this case, you will be responsible for your own motel accommodations.
- Note your preferred SUUSI dormitory location on the list of dorms (i.e. adult dorm, family dorm, child care co-op, Young Adult area, or Teen dorm).
- For dorm space, indicate how many beds you will need (two beds per room) for each member of your family/group.
- Linen sets are not available for rental but are provided in air conditioned rooms.
- Besides selecting dormitory type please indicate if you have a preference for loud or quiet housing. If nothing is selected we will assume you have no preference and will group you with others who had no preference.

### Section II: Housing

- Total up the number of dorm beds (non air-conditioned rooms) at \$65 each. To have a “single” room, you must purchase both beds.
- Parent/guardians may sleep up to 2 children (ages 0-17) on the floor. Multiply the number of children sleeping on floor by \$24.
- For air-conditioned rooms, indicate the number of beds and multiply by \$140. Due to limited space, each air-conditioned room will have two people assigned. It is Radford policy that air-conditioned rooms be reserved for adults only.
- Compute your total room costs
- If you have made arrangements for a roommate, your enrollment forms **must** arrive together. Clearly indicate your roommate’s name and address on your enrollment form.

---

### Section III: Your SUUSI Cost

Complete Workshop Enrollment forms before filling in Section III. **Fill out a separate workshop form for each participant taking workshops, either adult or child.** Please make photo copies if you need additional forms.

- On line 1, write your family/group's total registration/meal fees (Section I).
- On line 2, note any late fees, if applicable. These fees are per participant. Enrollment forms postmarked after May 31 will be assessed a \$35/person late fee; forms postmarked after July 1 will be assessed a \$50/person late fee.
- On line 3, write your total housing fee (from Section II).
- On line 4, write your family/group's total workshop fees (general and nature) from the workshop enrollment forms.
- On line 5, indicate how many Mug Books you would like to order at \$7 each.
- On line 6 and 7 designate any donations you wish to make. This is optional.
- On line 8, total lines 1 through 7. This amount reflects your total SUUSI cost.
- On line 9 write your total deposit fee (from Section I).
- On line 10, note any credit you may have toward your SUUSI cost (staff credit, scholarship, ministerial credit, early bird deposit). All **staff** enrollment forms which show a credit must have a SUUSI Credit Voucher and Code of Behavior form attached. Credit forms will be provided by SUUSI coordinating staff and/or the SUUSIship Committee (maximum credit is \$360 per person).
- On line 11, note total amount due with enrollment forms (line 9 minus line 10). Make check payable to SUUSI.
- On line 12 indicate the balance due at Radford (line 8 minus line 11).

### Section IV: UU Ministers

A registration discount is available for UU ministers. If you are an ordained UU minister, please contact Phyllis McCafferty, Denominational Matters Coordinator, 3619 Noble Avenue, Richmond, VA 23222. Phone 804-321-1550.

### Section V: Special Room Needs or Requests

The "Special Room Needs/Requests" section provides us with information which will help us make your SUUSI experience more pleasant. If you wish to be housed near a certain group of people, please use this space.

### Section VI: Emergency Contact/Medical Information

Please provide us with the name of an emergency contact **not** at SUUSI. Also let us know of any medical problems or medications for each member of your family/group.

### Final Instructions

Use this checklist to make sure that you have filled out all of the necessary forms. Feel free to duplicate any forms as needed.

- Enrollment Form (both sides)
- Workshop Enrollment Form (for each participant)
- Volunteer Form (one for each volunteer)
- Youth Permission Form (for each youth under 18)
- Guardianship Statement (for each youth attending with a guardian)
- SUUSI Rules for Teens (for each teen 14-17)
- Notarized age verification for each new teen participating in teen program.
- Deposit check made out to SUUSI

When you have completed all your forms, mail them along with your deposit check made out to SUUSI for the amount from Line 11 on the enrollment form to:

**Krista Meinersmann**

Enrollment Coordinator  
1660 Kings Down Circle  
Dunwoody, GA 30338  
Phone: 770-512-8183

