

Registration Instructions for SUUSI 2000

First, we suggest that you separate all sheets in the forms packet at the perforations and read through the instructions carefully before filling out registration forms or calling with basic questions. In some cases, for example if you are registering more than one teen, you will need to duplicate blank forms before you begin in order to meet the requirements for each teen. All registration forms must be completed, including forms for youth and teens. Incomplete forms will delay your registration.

Feel free to duplicate copies of any of the SUUSI 2000 registration forms or you may download them from the website (www.suusi.org) in html or pdf formats. Although registration forms are offered online for you to print and mail to SUUSI, we will not be able to register online for SUUSI 2000. Please do not use old forms from SUUSI 1999—the forms have changed.

Finally, a reminder that SUUSI is an all-volunteer effort. We're not operating out of fancy offices with administrative staff. Please do not send forms by UPS, special delivery, or any service requiring a signature!

Instructions for Completing Section I: Participant Information

- Fill out one line for each individual member of your family or group.
- List each individual's name as it should appear on the participant's SUUSI nametag. If you want to be known as Fran, then use that name on the form - don't fill in "Francis" even if that's the name you use on your drivers license, tax return, or birth certificate.
- Complete the "Alternate Address" column for any individual whose address is different than the first address listed (i.e., college vs. permanent home address). Attach additional sheets if necessary.
- Indicate the birth information, month, date and year, for each participant. This information is very important to our programming and will be kept confidential!
- Total the registration and meal column to determine those costs for your family/group. Fees are determined by the participant's age on July 23, 2000.
- A deposit is required for each participant.
- Add the individual deposit fees for each individual listed on this form to determine the total deposit for your family/group. This amount must be submitted with enrollment forms and will be deducted from total costs. [You'll pay the balance due at SUUSI on Registration Sunday.]

Instructions for Completing Section II: Workshop & Nature Trip Registration

- There is room on the form for two participants. Photocopy the form if more than two participants are signing up for workshops and trips with this registration.
- Additional information for registering for workshops and trips is included the catalog beginning on page 13.

Instructions for Completing Section III: Housing Form

- Parent/guardians may sleep up to 2 children/teens (ages 0-17) on the floor. There's NO CHARGE this year for children/teens sleeping on the floor.
- Note your preferred SUUSI housing on this form (i.e., if you want to be in the adult dorm, family dorm, child care co-op, Young Adult area, or Teen Dorm).
- Air-conditioned rooms are plentiful this year, though slightly more expensive (\$30 extra). The Teen Dorm is not air-conditioned. The Young Adult Dorm is air-conditioned, but Young Adults (those 18-25 years old as of July 23, 2000) may choose to live elsewhere, of course.
- For dorm space, indicate how many beds you will need (there are two beds per room) for each member of your family/group.
- 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.
- Be sure to indicate if you do not desire on campus housing. In this case (such as SUUSI participants who live in Blacksburg), you will be responsible for arranging your own housing accommodations.
- Clearly indicate your roommate's name and address on the housing form. You don't need to mail the forms together, but if your roommate of choice has not registered by the time we assign rooms, we will assign someone for you (they'll be fun, equally-energetic, and good-looking, of course).
- To determine your housing costs, total up the number of dorm beds (non air-conditioned rooms are \$90 each, A/C rooms are \$120 each). To have a "single" room, you must purchase both beds.
- Compute your total room costs and transfer to Section IV, line 3

Instructions for Section IV

- On line 1, write your family/group's total registration/meal fees (from 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). 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 approximate balance due at Virginia Tech (line 8 minus line 11). The amount might need to be adjusted for alternate workshops or drops/adds.

Volunteer Form

- SUUSI has no paid staff—each year the magic happens because volunteers step forward. Volunteering at SUUSI is fun and rewarding. It feels good. Fill out one block on the volunteer form for each participant who wants to *plan ahead* to volunteer.
- The SUUSI Volunteer Coordinator will contact potential volunteers before SUUSI. Some will receive their assignment(s) with their packets at Registration. If you can't decide what to volunteer for now, stop by the Volunteer table during Registration to sign up. You will be referred to the various areas where volunteers are needed.

Deadlines and Late Fees

To avoid late fees, registration forms must be postmarked by May 31, 2000. However, early and complete registration is recommended. Space for General Workshops & Nature Trips is limited, and scheduled activities with low registration may be modified or canceled.

Questions?

Please contact Roz Massel if you have questions regarding registration for SUUSI. For general questions regarding SUUSI, please contact Catherine (Cathy) Ring at cring@erols.com or (703) 754-8191.

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.

- Section I: Participant Information Form
- Section II: Workshop & Nature Trip Registration
- Section III: Housing Form
- Section IV: Your SUUSI Cost
- Volunteer Form(s)
- Youth/Teen Permission Form (for those under 18)
- Guardianship Statement Form (for those under 18 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
- Recommended: make a copy of all forms before mailing them.

When you have completed all your forms, mail them along with your deposit check made out to SUUSI to:

Roz Massel, Registration Coordinator
3174 Lynnray Drive
Atlanta, GA 30340

Phone: 770-493-8385
jazzie29@hotmail.com



Section I: Participant Information

For staff use only:
 Date Rec'd _____
 Date Entrd _____
 Conf # _____

Please read instructions before filling out forms. Print clearly. Incomplete forms will delay your registration. Mail completed forms to: **Roz Massel, 3174 Lynnray Dr., Atlanta, GA 30340-4456**

Print your individual names in the table below **exactly** as you want them on your SUUSI nametags.

| √ if First time #1 | Last Name | First Name | sex | √ alt info #2 | d.o.b. m/d/y #3 | Veg Diet√ #4 | Registration and meals #5 | Deposit #6 |
|---|-----------|------------|-----|---------------------|-----------------------|--------------------|---------------------------------|---------------|
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| Registration and meal total to Section IV, line 1 | | | | | | | | |
| Deposit total to Section IV, line 9 | | | | | | | | |

- #1. Put a check in this column if you will be attending SUUSI for the first time this year.
- #2. Participants with different address, phone number, and/or e-mail, please check this column and provide alternate information as needed on the forms at the right. This will make correct Mug Book information possible.
- #3. Date of birth. (Note: teens are required to provide notarized proof of age. See "Rules for Teens" form)
- #4. Check this column if you intend to follow a vegetarian diet at SUUSI.
- #5. Registration and meals: \$120 (ages 0-5), \$160 (ages 6-12), \$180 (ages 13-17), \$270 (18 and over).
- #6. Deposit: \$100 (ages 0-17), \$170 (18 and over).

Primary information (first name on form)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ e-mail: _____

Congregation/Fellowship _____

Alternate information for

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ e-mail: _____

Congregation/Fellowship _____

UU Ministers Only (A discount is available for UU ministers. For information, contact Phyllis McCafferty at 804-321-1550)

Name: _____ Church/Fellowship: _____

Emergency Contact/Medical Information

Please give us the name of someone, **either at SUUSI or not**, to notify in case of emergency.

Name: _____ Relationship: _____

City: _____ Phone: _____

Medications, allergies, and special medical considerations: We need to know any medical problem you have and/or continuing medication that you are taking. Provide information for each individual in your family. Attach additional sheets if necessary

Name: _____ Medication: _____ Name: _____ Medication: _____

Problem: _____ Problem: _____

Volunteers

For staff use only
Family # _____

Please provide information for each person volunteering. Duplicate form and attach additional sheets if necessary.

| | |
|--|-----------------|
| Name _____ | Comments |
| Address _____ | |
| City _____ State _____ Zip _____ | |
| Phone _____ If under 21, please indicate age: _____ | |
| e-mail: _____ | |
| I am available to volunteer some time on the following days and times: day(s) of week _____ morning/afternoon/evening | |
| 1. _____ 2. _____ 3. _____ | |

| | |
|--|-----------------|
| Name _____ | Comments |
| Address _____ | |
| City _____ State _____ Zip _____ | |
| Phone _____ If under 21, please indicate age: _____ | |
| e-mail: _____ | |
| I am available to volunteer some time on the following days and times: day(s) of week _____ morning/afternoon/evening | |
| 1. _____ 2. _____ 3. _____ | |

| | |
|--|-----------------|
| Name _____ | Comments |
| Address _____ | |
| City _____ State _____ Zip _____ | |
| Phone _____ If under 21, please indicate age: _____ | |
| e-mail: _____ | |
| I am available to volunteer some time on the following days and times: day(s) of week _____ morning/afternoon/evening | |
| 1. _____ 2. _____ 3. _____ | |

Section III: Housing

Please indicate your housing choice for each person listed on your enrollment form.

| Name | adult dorm | child-care co-op | family w/out coop | child on floor | Young Adult | Teen | A. A/C | B. Non AC | Quiet Loud | No Housing |
|------|------------|------------------|-------------------|----------------|-------------|------|--------|-----------|------------|------------|
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Note: all rooms have two single beds. There is **no charge** for 1 or 2 children/teens sleeping on the floor of their parent/guardian's room. If you plan to have children/teens sleeping on the floor, you must find a roommate who is comfortable with this arrangement or pay for both beds. Teen Dorm is not A/C (\$90 per bed). Young Adult Dorm is A/C (\$120 per bed). Young Adults may also live in non-A/C rooms.

Linens and pillows will be provided.
Participants will be billed for missing or damaged linen.

- A. A/C rooms Number of beds ____ x \$120. \$ _____
- B. Non A/C rooms Number of beds ____ x \$90 \$ _____
- C. Total Housing Fees \$ _____
(Transfer to Section IV, line 3 at right)

Special Room Needs/Requests

Special Room Needs/Requests: SUUSI honors diverse connections by trying to assign rooms to groups that want to congregate at SUUSI. Please notify us by May 15 with special housing requirements. We'll do the best we can. But remember, SUUSI is staffed by volunteers, not a paid hotel management company, so we cannot *guarantee* that each request will be met.

Roommate Requests

Name _____ Roommate _____

Name _____ Roommate _____

Name _____ Roommate _____

Roommate Requests: Clearly indicate your roommate's name on the housing form. You don't need to mail the forms together, but **if your roommate of choice has not registered by the time we assign rooms**, we will assign someone else for you.

Section IV: Your SUUSI Cost

1. Registration/Meal Fees [from Section I] \$ _____
2. Late Fees, May 31-July 1: \$35 per person \$ _____
 After July 1: \$50 per person \$ _____
3. Housing [from Section III above] \$ _____
4. Workshops & Trips [from Section II] \$ _____
5. Mug Book (opt.) _____ at \$7 each \$ _____
6. Donation to SUUSIship Fund (opt.) \$ _____
7. Donation to SUUSI Service Project (opt.) \$ _____
8. Total Lines 1-7 \$ _____
 This is your total SUUSI cost
9. Deposit Fees (From Section I) \$ _____
10. Credits (**Attach Vouchers**) \$ _____

11. Amount due with enrollment forms* \$ _____

[Line 9 minus line 10]

12. Balance due at Virginia Tech
 on July 23 ~ \$ _____

[Line 8 minus lines 11]

*Please make check payable to SUUSI for the amount on line 11, and submit to Roz Massel with these enrollment forms

Staff use only:
Dept # _____
Dept # _____
Dept # _____
check # _____
check # _____

Section II: Workshop & Nature Trip Registration

For staff use only
Family # _____

Before filling out this form, please review the registration and other information, especially the special requirements included in individual Workshop & Nature Trip descriptions. Each individual registering for General or Nature Workshops (even FREE ones) needs to complete a copy of this form. Both the parent and the child must register for parent-child trips. Please duplicate additional forms as necessary. We recommend that you keep a photocopy of completed enrollment forms for your reference.

If your first choice for a workshop is full, and your alternative is available, you will be registered for the alternative. You may sign up for additional workshops and trips at the "drop/add table" during on-site registration on July 23 in Blacksburg.

Participant: _____

Age : _____

Participant: _____

Age : _____

| | # | Abbreviated Title | Day/Time | Fee |
|---|---|---------------------------------|----------|-----|
| 1. | | | | \$ |
| 2. | | | | \$ |
| 3. | | | | \$ |
| 4. | | | | \$ |
| 5. | | | | \$ |
| 6. | | | | \$ |
| 7. | | | | \$ |
| 8. | | | | \$ |
| 9. | | | | \$ |
| | | Workshop / Trip Subtotal | | \$ |
| <i>Do Not total Alternate Workshop and Nature Trips</i> | | | | |
| 1. | | | | \$ |
| 2. | | | | \$ |
| 3. | | | | \$ |
| 4. | | | | \$ |
| 5. | | | | \$ |
| 6. | | | | \$ |
| 7. | | | | \$ |
| 8. | | | | \$ |
| <i>Do Not total Alternate Workshop and Nature Trips</i> | | | | |

| | # | Abbreviated Title | Day/Time | Fee |
|---|---|---------------------------------|----------|-----|
| 1. | | | | \$ |
| 2. | | | | \$ |
| 3. | | | | \$ |
| 4. | | | | \$ |
| 5. | | | | \$ |
| 6. | | | | \$ |
| 7. | | | | \$ |
| 8. | | | | \$ |
| 9. | | | | \$ |
| | | Workshop / Trip Subtotal | | \$ |
| <i>Do Not total Alternate Workshop and Nature Trips</i> | | | | |
| 1. | | | | \$ |
| 2. | | | | \$ |
| 3. | | | | \$ |
| 4. | | | | \$ |
| 5. | | | | \$ |
| 6. | | | | \$ |
| 7. | | | | \$ |
| 8. | | | | \$ |
| <i>Do Not total Alternate Workshop and Nature Trips</i> | | | | |

Workshop & Nature Trip Grand Total \$ _____

Carry Grand Total to Section IV, Line 4

Youth/Teen Permission Form

This form must be enclosed with the Enrollment Forms for all children, youth, and teens age 0 to 17. Be sure to indicate any medical information on Section I of the Enrollment Form.

Parent: _____
I do hereby give permission for my child/children listed below to participate in all SUUSI activities (both on and off site) and release SUUSI from any liability associated with these activities. It is understood that my child/children will either participate in the SUUSI programs or be under my care, supervision, and responsibility. Photocopies of this document shall have the same force and effect as the original. The SUUSI first aid liaison is authorized to obtain medical care as needed for this/these child/children. I have provided medical information in Section I regarding medicine, allergies, and/or special medical considerations for each child if applicable.

1. _____ Age: _____
2. _____ Age: _____
3. _____ Age: _____
4. _____ Age: _____

Signed: _____

Print Name: _____

Relationship: _____

You must be 21 or older to be a guardian.

Guardianship Statement

(For children not your own and under 18 years of age.) If you bring children who are not your own to SUUSI, this form must be signed by the children's legal guardian, notarized, and submitted with Enrollment Forms. You may not serve as a guardian for more than two youth/teens who are not your own.

Parent/Legal Guardian: _____ I do hereby authorize (SUUSI Guardian), _____ to give permission for medical or surgical treatment and otherwise act as guardian for my child/children listed below.

1. _____ Age: _____
2. _____ Age: _____

Signed: _____

Relationship: _____

Subscribed and sworn to before me this _____ day of _____ 2000

My Commission expires _____

I agree to serve as guardian at SUUSI for the child/children listed above.

Signed: _____

Date: _____

You must be 21 or older to be a guardian.

Rules for Teens

Fill out one copy for each teen (14-17 as of July 23, 2000) registering for SUUSI. Photocopy form as needed.

1. No weapons, violence, or destructive behavior.
2. No use or possession of alcohol or illegal drugs.

3. There will be no leaving the teen dorm between 1 a.m. and 6 a.m. unless accompanied by your parent or guardian, or for a pre-approved, scheduled activity. A pre-approved, scheduled activity is one that appears in the SUUSI brochure and/or confirmation newsletter and/or Sunday newsletter.

Violation of rules 1, 2, or 3 will result in expulsion from SUUSI.

4. No abuse of legal drugs.
5. No smoking in the teen dorm.
6. Parent/guardian will be responsible for damages done to individual teen's room.
7. Parents/guardians will establish their own expectations for their teen and will maintain daily communication. Also, they will inform Teen Staff prior to removal of their teen from the campus.
8. The SUUSI Director shall provide information to encourage and empower teens to decline sexual intimacy of any kind, and further, that education shall be provided about sexual identity, violence, and safe sex.
9. The Board recommends that parents/guardians of SUUSI teens discuss sexuality with their teen prior to SUUSI.

Bed checks will not be made by Teen Staff. However, after curfew Security Personnel will patrol the Teen Dorm and Quad area. Parents and/or guardians will need to establish ground rules and room curfews with their teens during non-programmed time. Teen Staff is responsible only for those teens who attend scheduled programming. **Parents and/or guardians are urged to post their schedules on their doors. Teens and parents and/or guardians should sign out at the front desk in the Teen Dorm when leaving the campus.**

I, (Teen) _____ understand that the violation of any of these rules will result in my immediate removal from the Teen Dorm.

I, (Parent/guardian) _____ understand that if my child or I fail to comply with any of these rules, I will have to take my teen out of the Teen Dorm. If rules 1, 2, or 3 are violated, I will take my child home.

Signature of Teen _____ Age: _____

Signature of Parent _____

SUUSI Guardian _____

Notarized Proof of Age

Each new teen registering for the SUUSI Teen Program must provide, along with other enrollment forms, a notarized driver's license or birth certificate as proof that they are between 14 and 17 years of age as of July 23, 2000.

1. Make a photocopy of birth certificate or driver's license.
2. Take the photocopy and the original document to a notary.
3. Have the notary sign the copy affirming that it is a unaltered copy of the original document.
4. Mail the notarized copy along with your registration forms.

Teen name: _____

Age on July 23, 2000: _____

Notarized form attached