

Registration information

Online Registration is now available! Please go to www.suusi.org to register online! Save trees! Save time! Enter the 21st century with SUUSI! Don't strain your brain, SOLIS will do the math! Try it, try it, you will see, SOLIS is easy for you and me! Green eggs and ham are good to eat but paying online is really neat! Pay part or all, either one will do, to live fully, SUUSI's for you!

Ready to register for SUUSI 2007? **You may register online using SOLIS (SUUSI On-Line Information System) OR using the paper forms** (which are also available to be downloaded from our web site, www.suusi.org). **Registering online using SOLIS will be similar but not precisely the same as using the paper forms.** Note that some of the following instructions apply to use of paper forms (especially references to specific forms), while SOLIS will guide you through the online registration process. All forms requiring a signature are required regardless of registration method.

Be sure to be the first on the list for that Workshop or Nature trip you really want by registering now! Space is limited, and scheduled activities with low registration may be modified or cancelled. Also, **register online or complete and mail the forms by May 19th** to receive a discount. Your confirmation packet will be mailed by early July. If you would like to be notified when your snail mail registration has been received and processed, please include a self-addressed, stamped postcard (not an envelope) with your registration, and we will return it to you when your registration has been completed. If you take advantage of online registration, you will receive e-mail notification.

Cost (Early Registration Discount Available)

If you register by May 19th, the basic SUUSI cost for adults (room, meals and registration) is \$465 for a week of activities, housing and meals (price includes a discount of \$50 for registering by this date). If you register online or your paper registration is postmarked between May 20 and June 17, your registration fees will be \$490. If you register after June 17, you'll have to pay the full price of \$515. Any registration received after Saturday, July 7th will be treated as a walk-in registration at SUUSI. Please register early, it helps SUUSI plan AND saves you money. Optional costs include Workshop and Nature trip fees, drinks during Nightlife events, upgrades to air-conditioned rooms (\$50), SUUSIship donations, purchases at the Artisans' Bazaar and purchases at the SUUSI Store.

Age group	Registration & meals	Housing	Per person	May 19 early registration discount	Total cost per person	Deposit due with registration
0-3	\$125	\$0 if sleeping on floor	\$125	\$50	\$75	\$75
	\$125	\$120/bed in non A/C dorm	\$245	\$50	\$195	\$75
	\$125	\$170/bed in A/C dorm	\$295	\$50	\$245	\$75
4-12	\$305	\$0 if sleeping on floor	\$305	\$50	\$255	\$130
	\$305	\$120/bed in non A/C dorm	\$425	\$50	\$375	\$130
	\$305	\$170/bed in A/C dorm	\$475	\$50	\$425	\$130
13-17	\$340	\$0 if sleeping on floor	\$340	\$50	\$290	\$165
	\$340	\$120/bed in non A/C dorm	\$460	\$50	\$410	\$165
	\$340	\$170/bed in A/C dorm	\$510	\$50	\$460	\$165
18+	\$395	\$120/bed in non A/C dorm	\$515	\$50	\$465	\$220
	\$395	\$170/bed in A/C dorm	\$565	\$50	\$515	\$220

SUUSI is intentionally family friendly: bring the kids, and bring the grandkids. We keep the costs low, recognizing that families with children need a break. SUUSI is less expensive than renting a cabin for a week and paying separately for meals and entertainment (movies, amusement park rides, etc.). There are nearly 200 scheduled Workshops, Nature trips, Youth & Teen programming and other activities – plus 1,000 SUUSI friends to play with.

Housing assignments

Our contract with Virginia Tech specifies a maximum of two adults per dorm room and a maximum of two children or teens sleeping on the floor per room. If you intend to sleep one or two children on the floor, you must find your own roommate – one who understands the sleeping arrangements. A parent and child desiring an A/C room should consider sharing the room with another single parent and child. This may allow another parent/child to have an A/C room. We have access to a limited number of air-conditioned (A/C) rooms. In order to make A/C rooms available to as many people as possible, all beds must be occupied. You may either choose your roommate or we will assign one. All A/C dorms are arranged in suites, with two or three rooms sharing a common living area and a bathroom. In a non-A/C dorm, you can pay for both beds in order to have a room to yourself, but that's not an option in the A/C dorms. Non A/C rooms are in corridor fashion with bathrooms down the hall. If people 17 and under sleep on the floor in the room of their parents or guardians, then there is no housing charge. Our arrangement with VT requires that everyone 18 and older and sleeping in a SUUSI dorm must pay for a bed. Note: Both Teen and Young Adult dorms are non-A/C.

If you have any special needs for your room, please contact the Registration & Housing Coordinator (at registration@suusi.org) and include a doctor's recommendation if appropriate.

Don't want to stay in a dorm room?

There are other housing options. For the ultimate in on-campus pampering and privacy, you now have the choice of staying at the brand new conference center hotel at Virginia Tech. The good news is that this new facility opened last year. The bad news is that it's located on the outskirts of campus. For answers to your questions about the new facility or to make reservations (do it early), call (540) 231-8000. Also, check "No housing" on your registration form (Section B), so we know you don't need a dorm room.

Partial payment instructions

A check, debit card or credit card (Master Card or Visa) information for the partial payment fees must accompany your registration. You may pay your balance now or wait until your arrival at Virginia Tech during Check-In on Sunday. If you are receiving staff credit and wish to use staff credit for your partial payment, you may only use the credit to pay for the person to whom the staff credit was issued.

DON'T forget to add key deposits to your registration. In addition to the registration partial payment due with your forms, SUUSI collects a separate \$50 key deposit for each room key requested (at least one key must be requested for each room). To speed Check-In on Sunday, you must submit these deposits in addition to your registration down payment (separate checks, please, or indicate your credit card number for your deposit) when you mail in the registration forms. We will hold your key deposit until after SUUSI.

One of the following will be done with that check or credit card slip:

1. You may donate the fee for SUUSIships (write 'Donate to SUUSIships' on your check or key return envelope).
2. We tear up the check or credit card slip after you return the key(s) at checkout, so you're not charged.
3. If the key(s) are not returned by July 21st at 11 am, we will use the check or credit card slip to pay the costs imposed by Virginia Tech .

Registering together but arriving separately?

You can use one Family Group Registration Form to register together with your roommate or family. Let us know in Section F if you will arrive and go through Check-In at a different time than the rest of your group. We will need to prepare separate Check-In packets.

Arriving late?

Check-In will be open on **Sunday from 10 am - 4 pm**. If you will be arriving later than that, please check in at the conference reception desk in **Peddrew-Yates**. You must give a credit card number to cover your balance due if you are arriving after the close of Check-In (4 pm) on Sunday. You can come to the Registration Office in **Payne** between 8 and 9:45 am Monday to make any needed corrections.

Cancellation policy

If you have to cancel your registration, \$50 per person is non-refundable under any circumstances. The non-refundable amount increases to \$125 per person (for an adult, pro-rated for other ages) after **May 31**. The full deposit amount becomes non-refundable after **June 30th**.

Mug Book souvenir

We'll take a digital photo at Check-In (if it's a bad hair day, we suggest a crazy hat!) and create a portfolio of pictures and postal/e-mail addresses of SUUSI participants, so you can connect with SUUSI friends all year long. Order a copy of the Mug Book online or on your paper registration form (**Section C, Line 4**) – **only \$7 a copy**.

SUUSIships

Limited funds are available for scholarships. To be considered in the first round of scholarship awards, applications must be received by **May 15**. To apply for a SUUSIship, e-mail suusiships@suusi.org. Application forms are also available at <http://www.suusi.org/suusiships>. When you send your registration, please include a note to the Registrar saying that you have applied for a SUUSIship. Note: if you are applying for a SUUSIship, a deposit is not required for registration and meals.

All requests and applications are kept strictly confidential.

Registering 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 SUUSI guardian for more than two youths/teens for whom they are not the legal guardian. Guardianship forms (Form M) must be signed and notarized by the legal guardian.

We need someone to be responsible for youth at all times. If the guardian leaves campus when Youth programming is not scheduled, an on-site substitute adult guardian must be designated. Please inform the Youth staff and post your daily schedule on your room door at SUUSI, so we know which adult to contact regarding Youth (newborn-13 years old) at all times.

Important: To confirm the age of participants in the Teen program, a copy of a birth certificate, passport or a driver's license is required for all **new** participants. This documentation must accompany registration forms. No exceptions. The age of each youth or teen on the first day of SUUSI (July 15, 2007) will be used to determine age for program eligibility.

The Guardianship form (Form M) also includes a statement from the legal guardian of each youth/teen, authorizing the guardian at SUUSI to sign medical release forms if necessary. This authorization must be included with the youth/teen's registration, and these forms must be notarized before they are mailed. Teens (ages 14-17) registering for the Teen Dorm must check the appropriate box in Section B; write in the name of your roommate, if you've made such arrangements.

All teens staying in the Teen Dorm, which is non-A/C, must pay for a bed (even if they decide to crash on the floor during SUUSI). The SUUSI Teen Permission Form (Form O) must be completed and signed by both teen and parent and submitted with registration forms. Teens and parents must both sign Form N if they want their teen to be housed on the co-ed floor.

All registration forms must be completed, including forms for Youth (K and L) and Teens (N and O). Incomplete forms will delay your registration. If you must spindle, fold, and mutilate, please abuse Section A of your IRS forms.

And please remember that SUUSI is an all-volunteer effort. Waive the signature requirement before sending anything by UPS, special delivery, or any service requiring a signature for delivery – our “offices” are our homes.

Liability and emergency contact information

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. Please provide us with the names of two emergency contacts, one at SUUSI and one elsewhere.

Instructions for completing paper registration forms

Please take a few minutes to read through the basic information first before filling out the registration forms. Be sure that your forms are labeled SUUSI 2007 – they have changed from previous years. Check the SUUSI web site at www.suusi.org for more details before calling. In some cases you may need to duplicate blank forms. For example, if you are registering more than one teen, make copies of required teen forms (N and O) before you begin.

At the top of all registration pages, please write the name of your family group (surname of the primary registrant or other name that works for your group) in the space provided. This will help our staff keep family group materials together.

Individual Registration Form (submit one Form, including Sections A-F, for each individual registering)

Section A, on each copy list one person's name as you want it to appear on his or her nametag. Please check the primary registrant checkbox on the form of the “head of household” for each family group. For all others registering in that family group, only indicate personal information that's different (an e-mail address, e.g., if everyone lives at the same address).

Section B, indicate key needs, housing type, and room/suite-mate choices.

Section C provides the total SUUSI costs and partial payments for the person listed in Section A. All costs are determined based on the participant's age on July 15, 2007. A registration and meals partial payment is required for each participant (\$75 for ages newborn-3, \$130 for 4-12, \$165 for 13-17, \$220 for those 18+). The Total SUUSI Cost on **line 10** and Total Amount Now Due on **line 12** should be copied to the **Family Group Registration Form, Section G**.

Section E, Workshops and Nature trips. Enter the number, title, day, time and cost of each workshop or nature trip for which the individual listed in Section A wishes to register. Enter the first choices in the table on the left and a second choice for each workshop or trip in the table on the right. If the first choice is not available, that person will be registered for their second choice if it is available. There will not be a waiting list for Workshops or Nature trips. You may check at SUUSI to determine if space has become available for a workshop or trip. After Check-In on Sunday, no refunds will be issued for workshops or nature trips unless SUUSI has to cancel the scheduled activity. If an activity is dropped at least 24 hours before it was to occur, credit equal to the amount paid can be applied to another Workshop or Nature Trip.

Section F, please consider volunteering in order to help make the SUUSI community even better. You must also provide the names of two emergency contacts: one that will be at SUUSI, and one that will be elsewhere.

Total Costs and Payment Form (submit one per family group or individual if registering alone).

Section G, copy the name and age of each participant registering with this group, along with each person's Total SUUSI Cost (Section C, line 10) and Total Amount Now Due (Section C, line 12) from their **Individual Registration Forms**.

Section H, enter the Total cost and Total due at SUUSI for the group from Section G. Complete payment information.

Section I, enter number of keys requested (1 or 2) and check the box by the preferred deposit method.

Section J, the Participation Form/Liability Waiver and Assumption of Responsibility.

Every person who attends SUUSI must sign this form (limit of 2 signatures per page - make copies if needed).

IF YOU ARE AN ADULT: You may fill the form out for yourself.

IF YOU ARE UNDER 18 OR SOMEONE ELSE IS LEGALLY RESPONSIBLE FOR YOU: Your parent or guardian must fill the form out for you.

WHY AM I DOING THIS NOW? If you include a properly completed form with your registration materials, you will not have to visit the waiver table when you arrive at SUUSI Check-In.

Youth and Teen forms

If you are bringing a **Youth** (ages newborn-13) to SUUSI, you **must** complete:

Form K (Youth Permission Form) and **Form L** (Rules for Youth Form)

If you are bringing a **Teen** (ages 14 – 17) to SUUSI, you **must** complete:

Form N (Teen Permission Form), include proof of age, and **Form O** (Rules for Teens Form)

If you are bringing a youth or teen for who you are serving as SUUSI guardian, you **must** complete:

Form M (Guardianship Form) - both you and the child's/teen's legal guardian must complete.

Submitting registration

Include a check or credit card information for all fees (SUUSI partial payment & key deposit). All other fees are to be paid upon arrival at Virginia Tech during Check-In. If you are arriving after Check-In closes (4 pm Sunday), please submit a check or credit card information to cover the balance due.

When you have completed all your forms, please cut out the pages of the forms (use scissors), and mail them along with your payment (checks should be made out to SUUSI) for the amount shown in Section H to:

Kate Hofmann, Registration & Housing Coordinator
665 Linville Rd.
Kernersville, NC 27284-8004
registration@suusi.org
336.788.4639 (**between 8 am and 8 pm only, please**)

Please contact Kate if you have registration or housing questions about SUUSI.

Checklist for Paper Registration Forms *(if using SOLIS, you'll be provided with the forms you need)*

If registering using these forms, each participant (including youth) must submit a completed copy of:

- Section A - Registrant's information
- Section B - Housing options
- Section C - SUUSI costs
- Section D - Needs
- Section E - Workshop and Nature Trip registration
- Section F - Volunteer opportunities & other information (Emergency Contacts)
- Section J - Participation form: Liability waiver and assumption of responsibility

Each family group or individual registering alone must submit:

- Section G - Family group registration form
- Section H - Payment
- Section I - Key deposit

A family group bringing youth (ages newborn-13) must complete:

- Section K - Youth permission form
- Section L - Rules for youth form

A family group bringing a teen (ages 14-17) must complete:

- Section N - Teen permission form (with proof of age)
- Section O - Rules for teens form

An adult serving as a guardian for a youth/teen for whom you are not a legal guardian must complete:

- Section M - Guardianship form

Things you might want to bring to SUUSI . . .

- Twin bed sheets, blankets and bath linens (see page 5)
- Reading lamp and/or night light (no candles or other open flames are allowed)
- Items for decorating and personalizing your space (strings of lights are popular)
- Surge-protected power strip (plain extension cords are not allowed in dorms)
- Fan (if you're staying in a non-air-conditioned dorm)
- Banner (your own or one from your home church) for the Banner Parade Sunday
- Drum and/or other musical instruments
- Camera
- Wagon or hand cart (to help with moving into and out of your room)
- Hiking boots and dancing shoes!
- Coffee mug (so you don't have to use disposable ones at Common Ground Cafe)
- Water bottle, sunscreen, rain jacket/poncho and special equipment needed for Nature trips
- Cards, games or other diversions to share with your SUUSI friends
- An open mind
- A joyful heart
- An empty stomach
- A sense of fun and adventure!

Meet Your SUUSI Leadership Team

Board of Directors

President	Rev. Bill Gupton
Vice-President	Jerry King
Secretary	Rev. Bill Neely
Florida District Representative	Doug Hughes
Mid-South District Representative	Karen Lauer
Thomas Jefferson District	Caitlin Orrison
Mid-South District Representative	Thomas Lower "Uncle Flip"
At-Large Representative	Chris Breivogel
At-Large Representative	Amy Carol Webb
Senior Youth Representative	Emily Madara
Junior Youth Representative	Stephanie Madara
Treasurer	Wendell Putney
Risk Manager	Steven Gebeaux
Director	Devin Gordon
Director-Emeritus	Jen Lucas



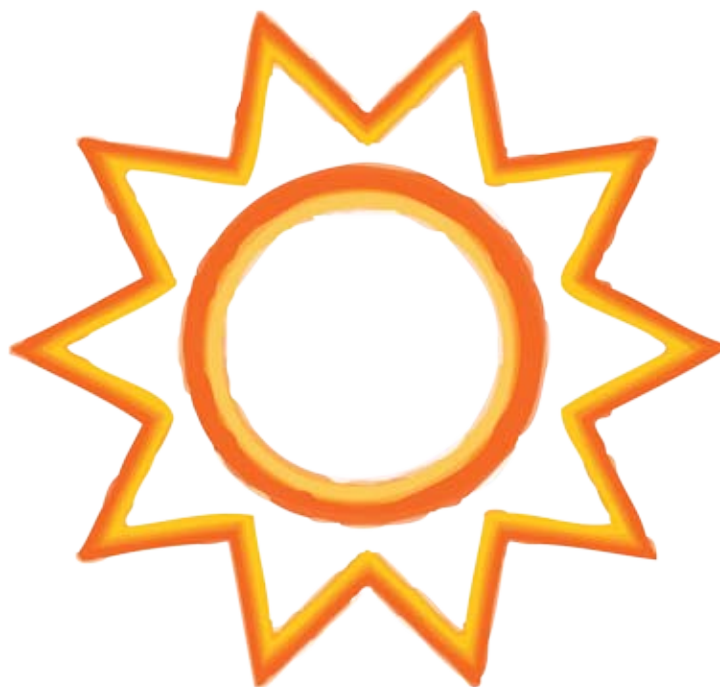
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2007

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July 15-21, 2007 **Virginia Tech, Blacksburg, VA**

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Southeast Unitarian Universalist Summer Institute
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Greensboro, NC 27410

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The mission of SUUSI is to provide a one-week experience evoking the best within us, in concert with Unitarian Universalist principles. SUUSI offers the opportunity to share an intergenerational environment of love, personal freedom, ethics and joy in an intentional, nonjudgemental community.
