

# **HOW TO REGISTER:**

**Mail it in / Phone it in:** Complete the registration form in this booklet and mail it in along with your check payment (payable to Carroll County Commissioners) to the address noted on the bottom of the form (please NO cash or credit card payments via mail). Please provide all information requested on the form to ensure prompt processing.

For your convenience, you may call us at 410-386-2103, Monday-Friday, 8:30am-4:30pm, to register and pay by credit card (VISA and MASTERCARD).

**Walk it in:** For your convenience, you may register in person with payment (cash, check, credit) at the Carroll County Department of Recreation and Parks office located in the Robert Moton Center, 300 South Center Street, Westminster. Registrations will be accepted Monday-Friday, 8:30am-4:30pm.

**Register On-Line:** View this program guide on-line at <http://ccgovernment.carr.org/recreation>. Click on the program guide icon located in the lower left hand corner, then click on "on-line program registration and payment", then follow the directions on your screen. Payment must be made at time of registration - VISA and MASTERCARD accepted. All on-line registrations are processed immediately; payment confirmation is sent to your e-mail address.

*Registrations of all kinds (phone, mail, in person and on-line) are processed in the order in which we receive accurately completed forms and correct fees.*

## **REFUND POLICY**

**Classes:** Requests for full refunds must be received at least 10 days prior to the starting date of the course. Class credits may be given for withdrawal requests made after that date at the discretion of the Department of Recreation and Parks. No class credits will be issued after two classes. No class credits will be issued for courses meeting only one or two sessions.

**Bus Trips:** Requests for full refunds must be received at least 1 month prior to date of trip unless there is a specific date listed in the course description. After the deadline has passed, there will be no refunds and any tickets purchased are the property of the registrant.

**CANCELLATION POLICY:** Carroll County Department of Recreation and Parks reserves the right to cancel any course at its discretion. In case of cancellation, a full refund will be given.

**EARLY BIRD DISCOUNT\*:** Sign up early and save! A discount of \$5 is available for registrations postmarked, hand delivered or registered online by February 15, 2009, where applicable. Please note the exceptions printed with course description. Not applicable for any Nature Center programs.

**SENIOR DISCOUNT\*:** Carroll County citizens who are 60 years of age or older will be permitted to take a 20% discount on course registration fees if they are the participant of the course, where applicable. Please note exceptions printed with course description. Not applicable for any Nature Center programs.

*\*You may take either the senior or the early bird discount, but not both.*

**FINANCIAL ASSISTANCE:** The Carroll County Department of Recreation and Parks can provide limited financial assistance to families or individuals of Carroll County who qualify, based on income level. Please call 410-386-2103 for more information and to apply.

**SMOKING POLICY:** Smoking is **not allowed** in any county or school building.

**CELL PHONES:** As a courtesy to other participants, we respectfully request that program registrants make every effort not to use their cell phones during classroom instruction, while riding on buses, participating in guided tours, etc.

## **STILL HAVE QUESTIONS?**

Contact the Carroll County Department of Recreation and Parks at 410-386-2103, or e-mail Becky Kishter at [bkishter@ccg.carr.org](mailto:bkishter@ccg.carr.org).

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. If you have questions, suggestions, or complaints, please contact Jolene Sullivan, the Carroll County Government Americans with Disabilities Act Coordinator, at 410-386-3600, 1-888-302-8978, and TT No. 410-848-9747. The mailing address is 10 Distillery Drive, First Floor, Suite 101, Westminster, MD 21157.

# SPRING 2009 REGISTRATION FORM

Participant's Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Parent/Guardian (if applicable) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work or Cell \_\_\_\_\_

E-mail address \_\_\_\_\_ Participant's Date of Birth \_\_\_\_\_

Emergency Contact's Name \_\_\_\_\_ Emergency Phone \_\_\_\_\_

**Waiver of Liability:** By my signature below, I acknowledge that there are inherent risks and dangers associated with recreation programs, that Carroll County Department of Recreation and Parks does not provide any registrant medical or hospitalization insurance whatsoever, and therefore, I hold Carroll County Commissioners and their agents harmless from all claims of injury, damage, or loss which may result from my, or my child(ren)'s participation in the program/s listed below.

**Authorization for Use of Photographic Likeness:** I agree to allow Carroll County Department of Recreation and Parks to take and utilize photographic images of the registered individual/s for the purpose of promotion and publicizing of the Department programs and/or events. If I prefer to not allow the above registered participant/s to be photographed, I will call 410-386-2103 to register my request.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Participant's Signature (Parent/Guardian's Signature if participant is under the age of 18)

Program Name	Program #	#Attending	Per Person Fee	Total \$
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Comments/Special Instructions:				
Please choose only ONE of the following discount options:				
Early Bird discount (pay in full by February 15, 2009 and deduct \$5 per course, only where applicable)				-
Senior Citizen Discount (deduct 20% of class fee, only where applicable)				-
<b>GRAND TOTAL</b>				



Make Checks Payable to Carroll County Commissioners and Mail to:  
**Carroll County Department of Recreation and Parks**  
 300 South Center Street  
 Westminster, Maryland 21157