

# 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 Monday-Friday, 8:30am-4:30pm, at 410-386-2103, 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." Follow the directions on the 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 types (phone, mail, in person and on-line) are processed in the order in which we receive accurately completed forms and correct fees.*

**EARLY BIRD DISCOUNT\*:** Sign up early and save! A discount of \$5 is available for course registrations (only where applicable) postmarked, hand delivered or registered online by May 15, 2010. Please note the exceptions printed with each course.

**SENIOR DISCOUNT\*:** Carroll County citizens who are 60 years of age or older are permitted to take a 20% discount on course registration fees (only where applicable) if they are the participant of the course. Please note the exceptions printed with each course description.

*\*You may take either the Senior or the Early Bird discount, but not both. Not offered for Bus Trips or Nature Center and Therapeutic Recreation programs.*

**SENIORS IN ACTION MEMBER DISCOUNTS:** Discounted fees are offered for some bus trips for members only - you MUST call in to register to take advantage of these discounts or if you would like to join SIA - only \$10 annual fee!

## REFUND POLICY

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

**Bus Trips:** Requests for full refunds must be received by phone at least 1 month prior to the date of the 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 Dept. of Recreation and Parks reserves the right to cancel any course at its discretion. In case of cancellation, a full refund will be given within 10-14 business days.

**INCLEMENT WEATHER POLICY:** When Carroll County Public Schools are closed or close early due to weather or other emergency conditions, Carroll County Dept. of Recreation & Parks programs are canceled for that day. For weekend/non-school days, once the Snow Emergency Plan is in effect for Carroll County, no Recreation & Parks activities take place. You can visit their website: [www.chart.state.md.us/StormInfo/snow\\_emergency\\_plans.asp](http://www.chart.state.md.us/StormInfo/snow_emergency_plans.asp). Should the "Plan" be lifted any time during that day, all activities are still canceled for the remainder of that day. Please know that program registrants will be contacted once make-up dates are established.

**FINANCIAL ASSISTANCE:** The Carroll County Department of Recreation & Parks can provide limited financial assistance to families or individuals of Carroll County who qualify, based on income level. Please call our office at 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 Becky Kishter at the Carroll County Department of Recreation and Parks by phone at 410-386-2103, or e-mail [bkishter@ccg.carr.org](mailto:bkishter@ccg.carr.org).

# SUMMER 2010 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 May 15, 2010 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