

2018 SAYMA Registration Form Instructions

You can fill out the form on a computer using Excel, or complete a paper copy of the form. The Excel form will insert and calculate costs based on your family’s composition and your meal and accommodation choices. On the paper form, you will need to enter the correct costs and add them up yourself.

- A. Contact information. In this section, list the name, address, telephone number, and e-mail address of the family or group registering together. Warren Wilson University requires the name and phone number of an emergency contact person not attending SAYMA.
If filling out the form using Excel, please put the date you expect to mail the form to SAYMA in the space marked “Date” in Section E now so the fees will calculate correctly.
- B. Info about attendees.
1. List the first and last names of each person attending SAYMA. *If filling out the paper form, copy this information to corresponding lines in sections C and D.*
 2. Please supply the gender and age of everyone attending; include school grade of all Junior Yearly Meeting (JYM) and SAYF participants.
 3. Please indicate if this is the first time at SAYMA for this person.
 4. Please indicate if this person will participate in worship sharing. If “yes,” you will receive your worship sharing group number and location at registration.
 5. Choose workshops from the list in the advance program and write down their numbers.
 6. If attendee is an adult and will have a cell phone while attending SAYMA, please provide the number for emergency contact during the meeting.
 7. If the registrant is guest (Wider Quaker Organization or speaker), staff, or full-time Friendly Adult Nurturer (FAN) for the SAYF program, note under “special registration.”
 8. *If filling out the paper form write down the registration fee (\$55) in the “Registration” column for the first three people in your group who are age 12 or older. There is no fee for JYM, and the maximum fee for a household is \$165.*
- C. Housing. Follow these instructions for each person attending.
1. If attendee will be staying over night, choose a dormitory (General, SAYF, Simple Supper Option [SSO]. Young Adult Friends [YAF]). If not staying overnight, choose “DAY” for dormitory.
 2. Overnight attendee should also indicate the sleeping space desired. See table below for sleeping space description and rate.

Sleeping Space	Description	Rate per day or night
DAY	If not staying overnight	Age>11: \$8 Age <12: Free
BED	Single bed in shared room	Age>11: \$34 Age< 12: \$26
ROOM	Private room	\$66
FLOOR	Sleep on floor in parents’ room	Age < 12: Free

3. If requesting a shared dorm room (accommodations=BED), please fill in roommate’s name. SAYMA may assign a roommate of the same gender if you leave this space blank.
4. Write down the first and last day the registrant will be on campus, for example Thu and Sun. *If using Excel, use drop down box. Otherwise write days in space provided.*

If filling out on paper:

5. *Compute the number of nights on campus (if staying overnight or number of days on campus otherwise). The number of nights on campus does not include the first day, but the number of days on campus does. For example, Thursday through Sunday is 4 nights but 5 days.*

6. Look up the rate for the accommodations chosen in the table above and put it in the rate column.
7. If the attendee wants to rent linens, put \$20 in the Linens column.
8. Multiply the rate by the number of days or nights, add linens if requested, and put the total in the Cost for Each Person column.
9. Add the housing costs for each person and put the total under Total Housing/Campus Use Fees. Carry this total up to Section E.

If using Excel:

10. Enter \$20 in the Linens column if registrant wants to rent linens.

- D. Meals: Please indicate which meals each registrant will eat by putting a mark in the appropriate column.

If using Excel

1. Put a '1' in each column corresponding to a meal.

If filling out on paper:

2. Use 'A' to denote a meal for a person age 12 and older, and 'C' to denote a meal for a child age < 12.
3. Count the number of adult breakfasts for all registrants and write the number under Paid Meal Counts/Breakfast. Do the same for lunches and dinners.
4. Multiply the number of breakfasts, lunches, and dinners by the cost per meal shown, and write the totals under Meals Cost. Be sure to include only meals for adults and children over 11.
5. Add the costs for all meals and put under Total Meals Cost. Carry this total up to Section E.

- E. Summary of Fees

1. If using Excel, be sure the date of mailing is entered in the Date space and that it is correct. Forms postmarked later than the date entered may incur additional charges.
2. If filling out on paper, check that you have carried totals up from B, C and D.
3. If you want to contribute to the Scholarship Fund, please indicate the amount you wish to add.
4. If filling out on paper, add the total charges (B, C, D and scholarship).
5. You should pay at least 25% of your fees in advance. Indicate how you will pay in the box labeled "Form of Payment" (Check mailed with the form, check mailed separately, or using PayPal). If you plan on using PayPal, you must have an e-mail account and either a PayPal account or credit card. Use drop down box or write in your choice.
6. Decide how much you will pay in advance, and enter it in the column to the right of Form of Payment.
7. If your monthly meeting is supporting your attendance financially, put the amount after Scholarship from Monthly Meeting.
8. If you need additional support from SAYMA or are SAYMA staff or a guest, indicated this in the box after "Reduced fee registration" Use drop down box or write in your choice.
9. Enter the amount of fee reduction or scholarship you are requesting in the column to the right of "Reduced fee registration."
10. If filling out on paper, subtract the amounts paid by check, by your monthly meeting, and your scholarship request from the Total Charges. Write the amount as Balance Due at Check-In.

- F. Go down to Section F and note any special requests or needs that you may have. Place an 'x' or a check mark in boxes indicating things you will need or activities for which you want to volunteer. Use the large blank space to include any other notes to the registrar. Indicate by 'Yes' or 'No' whether it's ok for SAYMA to use images of you or your family on the website. If you don't answer this question, we will assume the answer is 'No.'

You're finished. Send in the form to **SAYMA, PO Box 76, Pooler GA 32322** or e-mail it to **SAYMAOffice@gmail.com**. Please note that **SAYMA's address has changed since last Yearly Meeting**. Enclose a check for your deposit, forward one separately, or wait for us to send you a statement by e-mail with PayPal instructions. We'll see you at yearly meeting.