

LEYM Annual Meeting July 26 – 29, 2018 Registration Instructions

- 1. The registration deadline** is Monday, July 9, 2018. The Registration Form, Parental Consent Form, and check must be postmarked by this date for all children attending. The registration fee for adults who register by this date is \$55. The registration fee for adults who register after this date is \$65. Room assignments will be made on a first-come, first-served basis.
- Please complete a line on the registration form for each family member attending. Children age 3-18 pay 1/3 the cost of food; lodging, linens, and registration for children are free. All adults who work full time with the youth do not incur charges. **It is important that every person attending be listed on the registration form** so that housing assignments can be made, meals are available, and program needs can be met.
- 3. Adult Young Friends:** Put a check in the Adult Young Friend column if age 19-35 and wishing to participate in Adult Young Friends activities. **The registration fee for Adult Young Friends is waived this year.**
- 4. Lodging:** Overnight attendees may stay in Ramseyer Hall, which is air conditioned, for \$23.50/night, or Bren-Dell, which is not air conditioned, for \$18.50/night; or may camp on the lawn near these dorms for \$10.00/night. Prices are per person. Dorm rooms have two twin beds. Often additional mattresses can be moved from an empty room to accommodate children sleeping in parents' room. Children ages 0-18 have free lodging. Campers need to bring their own tents and sleeping bags and will have access to dormitory restroom facilities. Put a check in the box below each night a person is staying. In the Lodging Choice column, specify Ramseyer (R), Bren-Dell (B-D), or camping (C).
- 5. Linens:** Put a check in the Linens column if linens are desired. The \$10.00/stay cost covers top and bottom sheets, pillowcase, towel, washcloth, and small bar of soap. Alternatively, sheets and towels may be brought from home. Children and adults going to the lake will need towels for swimming. The beds in the dorms are x-long twin size.
- 6. Blankets and pillows:** Blankets and pillows are not included in the linens packet. Ramseyer rooms have blankets and pillows. Bren-Dell rooms have neither blankets nor pillows.
- 7. Commuters:** Attendees commuting from home or staying overnight off campus pay the commuter fee for each day attending. The cost is \$5.00/day. If attending only part of a day, the full-day fee for that day should be paid. Put a check in the box below each day attending.
- 8. Lodging/Commuter subtotal:** For lodging: multiply the number of nights staying by the cost per night of the chosen lodging and, if linens are desired, add in the linen cost, and enter the value in the Lodging Subtotal column. For commuters: multiply the number of days commuting by the daily commuter fee and enter the value in the Lodging Subtotal Column.
- 9. Meals:** Put a check in the box for each meal desired. Cost per meal for attendees ages 8 and up: breakfast \$6.40, lunch \$8.95, supper \$10.20. Add together the cost of all meals and enter in the Meals Subtotal column. Youth ages 8-18 have scholarships that will reduce these prices by **2/3**. The children ages 3-7 meal rates are: breakfast \$5.00, lunch \$6.75, and dinner \$7.75. The children and youth scholarships will reduce these costs by **2/3**.
- 10. Registration Fee:** Adults age 36 and up pay a registration fee of \$55 if the registration form is postmarked by Monday, July 9, or \$65 if postmarked thereafter. Part-time participants must pay the full registration fee.
- 11. First-time Attenders:** First-time attenders over age 18 are entitled to a discount of 1/3 off total costs. After calculating the "Total" for each adult, calculate 1/3 of Totals for all adults who are attending for the first time and enter the value in the Scholarship field.
- 12. Children:** Registrations for children and completed Parent or Guardian Consent & Permission Forms *must be postmarked by Monday, July 9*. Children ages 3-18 pay 1/3 cost of food. Registration and lodging for the children is free. Children do not have to be toilet trained. A line on the registration form must be filled out for each child to assure a place in the Youth and Children's Program, lodging, and meals. A parent or guardian should complete the LEYM Parent or Guardian Consent & Permission Form for all children ages 0-18.
- 13. Contact Information:** Please fill out your address, phone number, monthly meeting, and email address. If an email address is specified, the registrar will notify you when your registration has been received.
- 14. Concerns/Roommates:** Please complete these sections as applicable. We will try our best to meet your requests.
- 15. Payment:** Please make checks payable to LEYM and mail along with your completed registration form—and Parent or Guardian Consent & Permission Form if children will be attending—to the registrar: Sally Weaver Sommer, 118 S. Spring St., Bluffton, OH 45817
- 16. Financial Assistance:** Those desiring financial assistance should first contact their monthly meetings. If needs cannot be met by the monthly meeting, contact the registrar.
- 17. Emergency Contact:** If someone needs to reach you while you are attending LEYM, during business hours a message may be left at the Marbeck Center switchboard: 419-358-3000. After hours, campus security can be called at: 419-358-3343.
- 18. Questions?:** Please contact Sally Weaver Sommer, registrar, at sally.weaver.sommer@gmail.com or 419-953-9455.