

YLA Ohio Youth in Government Advisor Registration Form

April 13 – 15, 2023

Registration due Jan. 28, 2023



Name _____ Sex ___ Male ___ Female

Address _____ City _____
First Last

State _____ Zip _____ Email _____ Epi Pen? ___ Yes ___ No

Phone _____ Cell Phone _____

Would you like to receive text? ___ Yes ___ No YLA Delegation _____

Allergies or medical conditions _____

Covid-19 Vaccine ___ YES ___ NO Vaccine dates: First _____ Second _____

We do **NOT** require the vaccine to participate in our programs.

During the program, each adult is placed in a part of the program. Where are you willing to help?
___ Committees ___ Legislature ___ Press ___ Office
___ Court ___ Lobbyists ___ Pages ___ Hotel

Ethnicity Survey: We are sometimes asked the ethnicity of our participants. **Submission of this information is voluntary. Check all that apply:**

___ American Indian/Alaska Native ___ Asian ___ Black or African American
___ Hispanic or Latino ___ White ___ Native Hawaiian or Other Pacific Islander

My registration certifies that I have read, understand and will support the Code of Conduct.

Fees

Did you submit your \$75 deposit postmarked by December 5? ___ Yes ___ No

If you answered **YES** and final payment will be postmarked on or before January 28 (please mark your room type)

- _____ For a double room, **affiliated**, \$100 is your final fee.
- _____ For a double room, **unaffiliated**, \$125 is your final fee.
- _____ For a private room, **affiliated**, \$200 is your final fee.
- _____ For a private room, **unaffiliated**, \$225 is your final fee.

\$10 additional fee per person if using paper form and not Active!

If you have **NOT** submitted your \$75 deposit but your **FULL** payment will be postmarked on or before January 27 (please mark your room type)

- _____ For a double room, **affiliated**, \$175 is your final fee.
- _____ For a double room, **unaffiliated**, enter \$200 is your final fee.
- _____ For a private room, **affiliated**, \$275 is your final fee.
- _____ For a private room, **unaffiliated**, \$300 is your final fee.

Pay Fees Completely or in Two Payments. The payment plan -

1. Participation Fee of \$75 per person due with Participation Agreement to reserve places for your delegation. Submit any time between August 1 and December 5. Accepted after December 2, if space is available.
2. Due to Youth in Government Office no later than postmark January 28.

If final fee is NOT postmarked by January 28, add \$25 to your final fee for each person.

Adult Delegation Leader is responsible to send all Adult and Student

Please mail to:

Horseshoe Leadership Center 3309 Horseshoe Run Road Parsons, WV 26287

Or send electronically to: teresa@ylaleads.org

Final Fees to the

YLA Office at 498 Sandhill Road, Pt. Pleasant, WV 25550

If possible, send one check payable to: Ohio – West Virginia YLA

Cancellations and Refund Policy (Advisor)

The best laid plans can go awry. Due to the significantly lower fees charged to participants, YLA has no flexibility to provide refunds. Therefore, our policy is NOT to provide refunds. Your deposit is a down payment (your word) that you will attend. We will make advance payments to other parties to hold space for you. Please do not ask for this deposit money to be applied to another's final payment—it has already been used to hold your space and is not refundable.

Groups MAY substitute another individual for the cancelling student.

Things to remember:

- A. Local YLA groups who want to provide refunds to anyone who cancels need to set aside money to provide such refunds locally.
- B. Delegations do not refer parents, participants, school, or other administrators to YLA with refund questions. Handle these questions locally.
- C. Once a delegation registers for a conference, that delegation is responsible for the entire payment for that number of student and adult delegates.
- D. Local groups may want to consider purchasing an insurance policy that pays, if for some reason the group needs to cancel out of the program. Check with your insurance company about coverage (i.e. trip insurance).
- E. Weather - Our first priority is always safety. If a weather event happens in your area and you are unable to attend, we understand your absence and want you to stay safe. Do not place yourself or others in danger.