

YLA West Virginia Youth in Government Advisor Registration Form

Wednesday, April 23 – Friday, April 25, 2025

Registration due Feb. 10



Name: _____
First Last Preferred on Nametag

Address: _____

State: _____ Zip: _____ Phone: _____

Cell: _____ Email: _____

YLA Delegation: _____

EpiPen: ___ Yes ___ No Covid-19 Vaccine(s) ___ Yes ___ No

Allergies or medical conditions: _____

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

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 February 10 (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.

Double rooms are only available if you are sharing with an adult from your delegation!

If you have **NOT** submitted your \$75 deposit but your **FULL** payment will be postmarked on or before February 10 (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 5, if space is available.
2. Due to Youth in Government Office no later than postmark February 10.

If final fee is NOT postmarked by February 10, add \$25 to your final fee for each person.

Adult Delegation Leader is responsible to send all Adult and Student Materials, Final Fees, and Completed Registration Forms to the **Youth in Government Office at 522 Sandhill Road, Point 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.