



Alberta's Premier Pagan Festival
August 2-5, 2019



PANFEEST

1999 to 2019:
Metamorphosis

PANFEST offers pagans a chance to meet others from different spiritual paths and traditions. PANFEST creates a community of equality, friendship and fun during the Lughnasadh / Lammas (August) long weekend and gives pagans a community to network with after the festival is over.

This year's theme is "1999-2019: Metamorphosis". We are excited to see how our community will celebrate two decades of change. What will you offer as way of workshops and activities?

Weekend activities will include: Opening & Closing Rituals hosted by the PANFEST Board of Directors; Lughnasadh/ Lammas rites; workshops and discussions led by peers; Sky clad Ritual; Men's and Women's rituals; Open Drumming Circles; family friendly programming and so much more.

Friday dinner is a simple camp dinner and socializing around the fire, followed by opening ritual, introductions and cleansing the camp. Saturday and Sunday are filled with fun and interactive workshops, discussion groups, no charge healing and divination sessions, as well as both traditional and modern pagan rituals. The annual general meeting is also held where festival attendees set the goals and elect the Directors for the next festival planning year.

The weekend is a balance between personal spiritual exploration and community building. Learn, share and enjoy yourself as a participant, presenter, vendor, and of course as a festival volunteer - join in the festivities or spend some time in meditation by yourself.

Amenities

The location is disclosed in confirmation packages to ensure festival attendee's privacy and safety.

The Festival site amenities include: an area for campers with tents (no tent trailers are allowed); for those who prefer to sleep indoors, there are shared bunk house accommodations; full washroom/shower facilities and communal meals

(served at posted times in the main dining hall).

Sleeping spaces are assigned on a "first paid" basis, so if you want something specific be sure and register early! We will work to accommodate as much as possible.

Bring your own bedding, camping gear, clothing that is weather appropriate, prescriptions and any other festival gear/pagan supplies you may require. We are not able to give out any medication so ensure you bring all that you require.

The site is wheelchair accessible. The lake is within walking distance from the site, but all swimming is done at your own risk and children may not leave the site unattended.

For those looking for some intimate time, PANFEST offers a temple for adult use only.

The festival site is also a great place to commune with the divine in a natural setting and is fully fenced and secured with a gate that is monitored 24/7.

Merchants / Vendors

There is a vendor/merchant area to purchase/sell wares. If you are interested in vending, please refer to the **VENDOR APPLICATION** or contact vendors@panfest.ca for info. This year we have a new option for vendors – Saturday only Pop-Up Market.

Clothing Optional

As is traditional at many pagan gatherings, the festival site is "Clothing Optional" for the entire weekend, except for the main lodge, any meal or food prep areas and the family programming /children's zone in Silver Birch campsite/building.

Family Programming – Registering a Minor

Children must be listed on their attending responsible adult's registration form.

There are family friendly group activities for you to enjoy with your children. This is not a babysitting service but an opportunity for families to explore age appropriate pagan activities.

Children must always be monitored during any group activity including rituals, vending opportunities, presenting a workshop, or during scheduled volunteer times.

This festival is family friendly, but parents are reminded that the festival does not monitor attendees. It is open to registration by the public, and children can be vulnerable in any situation. If you leave site, always take your minors with you.

Building Community – Sharing your path

Patrons are asked to host festival activities to share their traditions and paths with the festival attendees. If you are interested in hosting an activity, please fill out the Events Outline Submission Form and submit with your registration.

Only PRE-APPROVED workshops and rituals are allowed on site. Any private group or individual wishing to conduct a workshop or impromptu ritual (even for private groups) will be required to get approval from the Event Coordinator to ensure that nothing interferes with planned activities and designated space assignments. These unscheduled activities, as well as any event that runs late will be interrupted and/or stopped by PANFEST Security or a Board Member.

Building Community – Volunteer Commitments

All those attending PANFEST are required to contribute volunteer time to the festival. A variety of jobs need to be filled for the festival to succeed. Volunteers are responsible for all activities (including clean up) during the festival weekend and everyone is assigned to a volunteer crew, no exceptions. Youth (age 13 and up) are required to contribute to volunteer duties.

Please indicate which volunteer crew you would like to work with on your application form. Indicate your preference by first choice, second choice, third choice. If you are a Lark (early morning) or an Owl (late niter) choose the appropriate time for your job. If you have skills to contribute, e.g. cooking, fires tending, etc., choose the appropriate task.

Volunteer jobs will be assigned on Friday night, and a schedule will be posted in the Main Lodge. There is no switching of jobs with others; your assigned job is yours for the length of the PANFEST weekend. If you have problems with your job or shift you need to discuss this with the Volunteer Coordinator.

Apart from the Main Lodge, other residences and camp sites are to be maintained and cleaned by those staying there. Final clean-up of the site is expected of ALL participants.

Orientation and Training for all positions will be provided right after opening ritual on Friday evening.

VOLUNTEER CREW Consist of:

SECURITY:

Security is vital to the maintenance of the Festival. Front Gate security, parking attendance, working with the First Aid crew, waking up morning crews, and other duties assigned by Security Coordinator. Volunteers are provided with walkie-talkies. Shifts run over a 24-hour period – 6-hour shifts.

BATHROOMS - MAIN LODGE CLEAN UP: Bathrooms are assigned to volunteers to maintain, clean, stock paper towels/toilet paper, empty garbage, etc., over the weekend. Empty indoor garbage; clean up before/after meals as required. Vacuuming the main lodge and general clean-up of the dining room also tasked to this crew.

KITCHEN DUTIES:

Main Kitchen: Set out continental breakfast; food preparation for lunch and supper.

Kitchen Clean Up: Maintain dish cleaning station during meals, clean up kitchen area, empty garbage post meals.

Coffee/Juice Station: Hot coffee, water for tea/hot chocolate/ juice/ice, etc. Make sure we have 'drinkables' for the next meal/snack time. Make sure drink table is always clean.

Snack Table: Maintain the snack table, cutting veggies, fruits, etc. stocking table with diabetic and non-diabetic snacks.

GROUNDS KEEPING:

Responsible to ensure outdoor garbage bins are emptied and common areas are free of garbage. Cuts all the wood and delivers it to all the campfires for the weekend. Other grounds keeping duties as required.

FIRST AID:

To ensure patrons are safe all weekends. Will not give out medication or maintain medical records but will assist in minor first aid situations or address emergencies, ensuring proper authorities are contacted. First Aid kit on-site.

FAMILY ACTIVITY:

To assist in activities for children and families that are age appropriate. We provide activities for kids to help make Paganism accessible to them, and to try to make sure that they're not bored to tears. We encourage all parents with children participating in the program to lend a hand and assist with the program.

NOTE: This is not a babysitting service.

Festival Laws for a Safe and Congenial Weekend

1. You are responsible for your own family's safety and behaviour always.
2. No littering. Litter bags/recycling and waste receptacles will be available at the main lodge and other designated areas. Do not throw litter in the fire pits or on the ground.
3. Fires must always be attended and started in designated areas only.
4. No loud or amplified music during late evening.
5. No cutting or defacing of picnic tables, benches or other camp property. Leave your area cleaner than arrival.
6. You may be ejected from PANFEST if you are found with alcohol or illegal substances in your possession.
7. Patrons leaving festival grounds are reminded they are in a residential community and are representing PANFEST outside the gate – drive the speed limits.
8. Unsupervised minors, or minors acting inappropriately will be escorted back to their adult with a warning from security or the Board.

9. No photographs of people without their permission—announce your intention to take photos so that guests can remove themselves if they wish.
10. Bring your own flashlight, bedding, medicines, ritual supplies, commercial snacks or pop, own mug, toiletries, sun block, bug repellents and rain gear.
11. No weapons are permitted on the festival site - special permission is needed for ritual purposes.
12. No dogs, cats, fish, wombats, live familiars or other animals will be admitted except licensed/registered service dogs/animals.
13. Smoking is allowed in designated areas outside and attendees must pinch and pocket all tobacco products. No smoking in front of the front door to main lodge or near the family programming.

Anyone acting inappropriately or in such a manner as to affect the safety or enjoyment of the camp will, at the discretion of the Board, be asked to leave the premises and will not be granted a refund.

Confirmation

After PANFEST receives and approves your completed registration with full payment and a signed waiver, you will receive a confirmation package that includes proof of registration, a map to the site and more information limited to registered festival attendees.

Gate security will have a final list of all paid registrants. You will be turned away at the gate if you are not on this list and do not have an approved and paid registration. Please expect to show ID.

Any questions, please contact Candy at Registration@panfest.ca.

Welcome to Panfest. We are excited to spend time in sacred space with you and your family.



PANFEST 2019 REGISTRATION FORM



ADULT REGISTRATION #1 (COMPLETE ONE FOR EACH ADULT)

COMPLETE IN FULL and submit with payment.

LAST NAME				FIRST NAME			
MAILING ADDRESS					'SPIRIT' NAME		
PHONE #			EMERGENCY CONTACT AND PHONE NUMBER				
E-MAIL					LICENSE PLATE # (IF DRIVING)		

ACCOMODATIONS: Please indicate your choice between tenting and bunking.

☐ Bunk House ☐ Tent Lot

Please locate us near the following people or area if possible:

- 1) _____
2) _____

MEALS: Bring any specialty foods with you.

Please indicate if any of the following describe your dietary restrictions:

☐ Vegetarian ☐ Celiac ☐ Non-Dairy ☐ Diabetic ☐ Other _____
☐ Allergy (provide details): _____

NOTE

Gates will not be opened until 4:00 PM Friday.

PANFEST is not able to diagnose or give medication to festival patrons.

VOLUNTEER COMMITMENTS: All those attending PANFEST are expected to contribute volunteer time to the festival. Everyone is assigned to a volunteer crew, no exceptions. Youth age 13 and up, are also expected to contribute to volunteer duties. Please number your top 3 volunteer commitment requests in order of your preference. Specific times for each shift will be provided during orientation on Friday evening.

	MORNING	AFTERNOON	EVENING	NIGHTS
<i>Kitchen Crew</i>				
<i>Custodial Crew</i>				
<i>Security Crew</i>				
<i>First Aid Crew</i>				
<i>Family Crew</i>				

NOTE

We require all participants to complete their scheduled volunteer tasks.

Festival site cleanup after the Annual General Meeting on Monday is required from all participants and takes place between noon and 2:00 pm.

WORKSHOPS AND RITUALS: If you wish to present an activity (ritual, workshop or other activity) at PANFEST weekend, you are required to fill out the "Ritual, Workshop or Event Submission Form". All activities will be reviewed by the board for approval and confirmations will be provided with a tentative time schedule.

VENDOR: If you wish to be a Vendor, please fill out the **VENDOR REGISTRATION** rather than this registration form.

ASSUMPTION OF RISK, ASSUMPTION OF RESPONSIBILITY, & RELEASE OF LIABILITY

Please Read Carefully.

By signing this registration form, I _____, agree to the following terms and wish to attend and participate in PANFEST (the weekend Festival);

CANCELLATION AND REFUND POLICY

If you need to cancel your attendance, please send your WRITTEN request notifying us of your cancellation. A refund minus a \$75 Admin fee will be given to those who have registered and are unable to attend if they provide a written request on or before July 15, 2019. No refunds will be provided after July 15, 2019.

Should you be unable to attend and have missed the timelines for refunds, you may contact the PANFEST Board at Registration@panfest.ca and request your registration be transferred to another person – please note that this requires Board approval and will be determined on a case by case basis.

After careful consideration and reflection, I understand and accept:

1. That the Festival is planned, organized, and conducted entirely by volunteer Board Members and other designated helpers and contributors (the "Festival Organizers");
2. That despite their best efforts the Festival Organizers do not have any special qualifications or training or event planning expertise upon which I can rely to ensure my safety or the safety of my children at the Festival;
3. That there are no special child care facilities or safety programs or safeguards which have been put in place or implemented by Festival Organizers to ensure the safety of my children at the Festival;
4. That the Festival will take place at a remote location with limited amenities and with no ready access to medical care in the event of accident or sickness or other misadventure;
5. That there are serious potential risks and dangers inherent in my participation and my children's participation in the Festival (including but not limited to slip and fall, allergic reaction, and water risk) that could result in my or my children's injury or even death, or that could result in damage or loss to my or my children's property;
6. That I am an invitee to the Festival and that I and my children can be asked to leave the Festival at any time by a Festival Organizer and that I must then do so immediately without right of protest;
7. That other Festival participants may be entirely unknown to the Festival Organizers, and that no background checks or character references are obtained, nor is any vetting or screening undertaken, with respect to other Festival participants;

Please Initial: _____

HAVING READ AND UNDERSTAND AND ACCEPT THE FOREGOING. And in consideration of my participation in the Festival, I hereby agree as follows:

Assumption of Risks: I understand that my participation in the Festival may expose me to risk to my person, risk to my children, and risk to my possessions. I understand that I or my children may suffer physical injury, sickness or even death, or damage to property as a result of my participation in the Festival. I understand that despite efforts, the Festival Organizers may not be able to ensure my safety or the safety of my children from such risks, dangers, and hazards, on behalf of myself and my children, howsoever caused or occasioned, including without limitation risks, dangers and hazards as may be caused or occasioned by the negligence or breach of statutory duty of or by the Festival Organizers.

Please Initial: _____

Assumption of Responsibility: I understand that it is my responsibility to abide by all rules and regulations as may be shared by Festival Organizers. I understand that I am responsible for my children. I understand that it is my responsibility to ensure that I have adequate medical supplies for myself and my children. I understand that I am responsible for my own safety and behaviour or for the safety and behaviour of my children. I understand and accept that the Festival and Festival Organizers do not carry accident or injury insurance for my or my children's benefit and that I am solely responsible for any personal injury, death and property damages, expenses or losses sustained by me or by my children as a result of my participation in the Festival due to any cause whatsoever, including without limitation those caused or occasioned by the negligence or breach of statutory duty of or by the Festival Organizers.

Please Initial: _____

Waiver of Liability: I hereby agree to release, waive, discharge, and hold harmless the Festival, the Festival Organizers, and other participants in the Festival, and their heirs, next of kin, executors, administrators and assigns (collectively, the "Released Parties"), and I agree and covenant not to sue the Released Parties, for and from any personal injury, death, property damage, or any other loss whatsoever sustained by me or by my children as a result of my or my children's participation in the Festival due to any cause whatsoever, including without limitation those caused or occasioned by the negligence or breach of statutory duty of or by the Festival Organizers.

In entering into this agreement, I am not relying on any oral, written or visual representations or statements made by the Released Parties, including those made in any Festival or PANFEST brochures or website or other material, to induce me to participate in the Festival. I confirm that I am of the full age of majority, and that I am the parent or legal guardian of the minor children herein named, and that I have read and understand this agreement prior to signing it, and that I agree that this agreement will be binding upon me (as participant and guardian), my heirs, next of kin, executors, administrators and successors.

Printed Name

Signature

Date

ADULT REGISTRATION #2 (COMPLETE ONE FOR EACH ADULT)

COMPLETE IN FULL and submit with payment.

LAST NAME		FIRST NAME	
MAILING ADDRESS			'SPIRIT' NAME
PHONE #		EMERGENCY CONTACT AND PHONE NUMBER	
E-MAIL			LICENSE PLATE # (IF DRIVING)

ACCOMODATIONS: Please indicate your choice between tenting and bunking.

☐ Bunk House ☐ Tent Lot

Please locate us near the following people or area if possible:

1) _____

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MEALS: Bring any specialty foods with you.

Please indicate if any of the following describe your dietary restrictions:

☐ Vegetarian ☐ Celiac ☐ Non-Dairy ☐ Diabetic ☐ Other _____

☐ Allergy (provide details): _____

VOLUNTEER COMMITMENTS: All those attending PANFEST are expected to contribute volunteer time to the festival. Everyone is assigned to a volunteer crew, no exceptions. Youth age 13 and up, are also expected to contribute to volunteer duties. Please number your top 3 volunteer commitment requests in order of your preference. Specific times for each shift will be provided during orientation on Friday evening.

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4. That the Festival will take place at a remote location with limited amenities and with no ready access to medical care in the event of accident or sickness or other misadventure;
5. That there are serious potential risks and dangers inherent in my participation and my children's participation in the Festival (including but not limited to slip and fall, allergic reaction, and water risk) that could result in my or my children's injury or even death, or that could result in damage or loss to my or my children's property;
6. That I am an invitee to the Festival and that I and my children can be asked to leave the Festival at any time by a Festival Organizer and that I must then do so immediately without right of protest;
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Printed Name

Signature

Date

MINOR REGISTRATION (COMPLETE FOR MINORS - under 18 years old)

MINOR #1:

MINOR'S LAST NAME		MINOR'S FIRST NAME		MINOR'S BIRTHDATE	
ON-SITE GUARDIAN'S NAME				MINOR'S 'SPIRIT' NAME	

MEALS: Please indicate if any of the following describe your dietary restrictions:

- ☐ Vegetarian ☐ Celiac ☐ Non-Dairy ☐ Diabetic ☐ Other _____
- ☐ Allergy (provide details): _____

VOLUNTEER COMMITMENTS: Youth age 13 and up are expected to contribute to volunteer duties applicable to their ability. ☐ Please check if you want to schedule youth with Guardian noted above for volunteer shifts.

	MORNING	AFTERNOON	EVENING
<i>Kitchen Crew</i>			
<i>Custodial Crew</i>			
<i>Family Crew</i>			

If under 13, check here to indicate no volunteer shift is required: ☐

MINOR #2:

MINOR'S LAST NAME		MINOR'S FIRST NAME		MINOR'S BIRTHDATE	
ON-SITE GUARDIAN'S NAME				MINOR'S 'SPIRIT' NAME	

MEALS: Please indicate if any of the following describe your dietary restrictions:

- ☐ Vegetarian ☐ Celiac ☐ Non-Dairy ☐ Diabetic ☐ Other _____
- ☐ Allergy (provide details): _____

VOLUNTEER COMMITMENTS: Youth age 13 and up are expected to contribute to volunteer duties applicable to their ability. ☐ Please check if you want to schedule youth with Guardian noted above for volunteer shifts.

	MORNING	AFTERNOON	EVENING
<i>Kitchen Crew</i>			
<i>Custodial Crew</i>			
<i>Family Crew</i>			

If under 13, check here to indicate no volunteer shift is required: ☐

MINOR #3:

MINOR'S LAST NAME		MINOR'S FIRST NAME		MINOR'S BIRTHDATE	
ON-SITE GUARDIAN'S NAME				MINOR'S 'SPIRIT' NAME	

MEALS: Please indicate if any of the following describe your dietary restrictions:

- ☐ Vegetarian ☐ Celiac ☐ Non-Dairy ☐ Diabetic ☐ Other _____
- ☐ Allergy (provide details): _____

VOLUNTEER COMMITMENTS: Youth age 13 and up are expected to contribute to volunteer duties applicable to their ability. ☐ Please check if you want to schedule youth with Guardian noted above for volunteer shifts.

	MORNING	AFTERNOON	EVENING
<i>Kitchen Crew</i>			
<i>Custodial Crew</i>			
<i>Family Crew</i>			

If under 13, check here to indicate no volunteer shift is required: ☐

2019 PANFEST Ritual, Workshop or Event Submission Form

Please fill out the outline below with details on the ritual/workshop/event that you would like to present at the upcoming 2019 PANFEST weekend festival. Please give us details on exactly what you will be presenting to the members of the festival (please use another page if more room is needed). One form per ritual/workshop/event please.

☐ Ritual ☐ Workshop ☐ Event /Celebration	NAME of Ritual/Workshop/Event:	Facilitator(s) name: 1. 2. 3.
Length of Time Required: Time Preference: AM Midday PM	Space Preference: Outdoor Indoor Private Space Yes No	
Description of Ritual/Workshop/Event (be very specific with your focus, outcomes and expectations for the activity): Special Considerations (rules): eg. no smoking or please commit to attend entirety etc.....:		
Women Only Men Only Family Friendly Adult Only	Novice Intermediate Advanced	

PANFEST Policies governing rituals, workshops and events held at 2019 PANFEST weekend:

- ☐ **DEADLINE** for submissions: **June 15, 2019**. Applications may be considered after this date.
- ☐ All rituals, workshops and events/celebrations are facilitated on a volunteer basis; the facilitator agrees to never ask for compensation for her/his time and effort in facilitating said rituals, workshops and events.
- ☐ Facilitators who have need of any items that are dangerous, sharp and/or pointy (ie. Athames, swords, etc.), need prior approval to bring such items on site and have use of such items in their ritual, workshop and/or event.
- ☐ Facilitators agree to facilitate the ritual/workshop/event according to the outline approved by the PANFEST Board. If any changes need to be made at the festival, these changes need to be **PRIOR APPROVED** by the Events Coordinator. This includes completing the ritual/workshop/event within the approved time scheduled. Any deviation from the approved outline of the ritual/workshop/event will result in having the activity cut short, and the facilitator may be restricted/banned from holding a ritual, workshop or event at future Panfest events.

I, _____, agree and commit to follow the above Panfest Policies governing rituals, workshops and events held at the 2019 PANFEST Festival weekend.

Signature: _____ Date: _____

Panfest Board Use Only		
Form Complete: ____ YES ____ NO	Original ____ Redraft ____	Approved: ____ YES ____ NO ____ Requires further information
Additional information required (be specific): 		
Facilitator contacted about decision: _____ Date: _____		

PANFEST 2019

REGISTRATION FEE SCHEDULE and PAYMENT OPTIONS



The 2019 PANFEST Board will once again accept registration fees via a payment plan. For all those planning to pay in installments, please contact the Registrar at registration@panfest.ca to receive an invoice and agreed upon payment options – we will be as flexible as possible to ensure you and your family are able to attend. Payment plan requests will be accepted until May 30, 2019.

A \$50 commitment per adult will be required with the initial registration forms.

There will be a \$25 processing fee for cancellations only - if you choose to not attend after your initial payment, \$25 per adult registration will be kept as a non-refundable fee. Refunds for those who cannot attend after full payment has been received will follow the “Cancellation and Refund Policy”.

All outstanding payments will be required by registration closing date July 15, 2019 – anyone with outstanding payments after this time will not be registered to attend and will receive a refund minus the \$25 non-refundable processing fee.

For those who have volunteered at the stadium, please contact the Registrar at registration@panfest.ca to get your discount code for volunteering done between August 10 – November 30, 2018 (all volunteer shifts prior to 2018 Panfest weekend are no longer eligible) at a rate of \$10 per shift. We will be confirming volunteer hours based on the sign in sheets that were at each stadium event. That is why it was reinforced that signing in was imperative.

We will honour the following fee structure:

	Early Bird	Regular Price	Last Chance
	<i>Up to May 14</i>	<i>May 15 – June 15</i>	<i>June 15 – July 15</i>
Current Members [Adults (18+) who attended 2018 Panfest Weekend]	\$100	\$140	\$150
Adult (18+) who did not attend 2018 Panfest Weekend	\$125	\$140	\$150
Youth (13-17 years)	\$75		
Children (7-12 years); (0-6 years – FREE)	\$25		

CANCELLATION AND REFUND POLICY

If you need to cancel your attendance, please send your WRITTEN request notifying us of your cancellation. A refund minus a \$50 Admin fee will be given to those who have registered and are unable to attend if they provide a written request on or before July 15, 2019. No refunds will be provided after July 15, 2019.

Should you be unable to attend and have missed the timelines for refunds, you may contact the PANFEST Board at Registration@panfest.ca and request your registration be transferred to another person – please note that this requires Board approval and will be determined on a case by case basis.

PANFEST 2019

REGISTRATION FORM FEE SCHEDULE

PAYMENT INFORMATION FOR: _____

	Early Bird	Regular Price	Last Chance	QUANTITY	DUE
	<i>Up to May 14</i>	<i>May 15 – June 15</i>	<i>June 15 – July 15</i>		
Current Members [Adults (18+) who attended 2018 Panfest Weekend]	\$100	\$140	\$150		
Adult (18+) who did not attend 2018 Panfest Weekend	\$125	\$140	\$150		
Youth (13-17 years)	\$75				
Children (7-12 years); (0-6 years – FREE)	\$25				

MERCHANDISE:

PANFEST TRAVEL MUG										\$15	_____	\$ _____
PANFEST 2019 T-SHIRT										\$20	_____	\$ _____
YS	YM	YL	S	M	L	XL	2X	3X				
SUB TOTAL												\$ _____

MINUS

DISCOUNTS (please indicate code and discount amount provided by the Treasurer): Code: _____ Discount applied to which registrant: _____	\$ _____
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PAYMENT:

PAYMENT TYPE (please circle):				TOTAL DUE	\$ _____
Cash (in person)	PayPal	EFT	Money Order		
Please make Money Orders payable to PANFEST; PayPal and EFT to registration@panfest.ca .					

Mail to: PANFEST Registration #604, 10301 104 Street Edmonton AB T5J 1B9	E-mail: registration@panfest.ca
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Drop Off at: **In Person to a Board Member** (with full payment)

Office Use Only

Received in what format: _____ Postmark Date: _____ Full Payment Received _____

Approved: _____ Date: _____ Inputted into Database: _____ Confirm receipt: _____

Follow Up: Workshop/Event offered: _____ Information provided to Events Coordinator: _____

Volunteer Information provided to Volunteer Coordinator: _____

Accommodations confirmed: _____

Confirmation Package Sent Date: _____ Sent via E-MAIL OR MAIL