

SARAH Inc. Recreation & Leisure Connections VOLUNTEER REGISTRATION FORM March & April 2012

NAME of Volunteer: _____ PHONE # _____

E-MAIL: _____

If you are interested in volunteering for any of the upcoming events, please check off the programs which you are interested in. For specific program information, please refer to calendar inserts located in this packet. After the program RSVP deadline, we will contact you if programs are full.

#	✓	Name of Program (s)	Confirmed (Office use only)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Please Mail/Fax or Drop off completed form to:
SARAH Inc., Recreation & Leisure Connections,
1 Commercial St., Branford, CT 06405
Phone: 203.315.9163, Fax: 203.315.9169



All new volunteers please contact Cindy at Recreation for information regarding volunteering



Please do not staple checks to the registration form, please use paper clips. Thank you.

Recreation & Leisure → REGISTRATION FORM March & April 2012

Service Participant: _____ PHONE # _____

Address: _____

E-mail Address: _____

Contact Person: _____ PHONE # _____

Living Arrangement
Please circle one:
TUXIS, SENECA
HOME, OTHER

Please make checks Payable to SARAH Inc. Please make sure checks are signed by participant or legal guardian. Please write the check number on registration form below.

The RSVP date for all activities is February 17th

#	Name of Program (Please specify which date if multiple dates)	Emergency Contact and phone # (if different from above)	Name of support staff or 1:1 & cell phone number	Check #	Fee \$
1				#	
2				#	
3				#	
4				#	
5				#	
6				#	
7				#	
8				#	

Total for Rec Activities	#	\$

SARAH, Inc has my permission, both during and anytime after, to use the participants name, voice or words in either television, radio, film, newspapers, magazines and other media, and in any form, for the purpose of advertising or communicating the purposes and activities of SARAH, Inc.
Participant/Representative Initials _____

Please Mail or Drop off completed forms with full payment to:

SARAH Enrichment Center
Recreation & Leisure Connections
1 Commercial St. Branford CT 06405
Attn: Rec Dept.



FOR OFFICE USE ONLY:
Date Received: _____ Check# (s): _____ Total Amount Due: _____ Initials: _____

Recreation & Leisure Connections

REGISTRATION PROCEDURE

Please fill out the form at the end of the calendar to register Service Participants for Recreation & Leisure programs. Make additional copies if needed. *Each individual should have their own form.*

Forms with full payment must be received in our office by the RSVP date depicted inside this calendar. We do not accept registrations over the phone. Registrations can be mailed or dropped off at our office. We process registrations on a first come first serve basis.

Name of Program: Please write in the name of the program you are registering for

Emergency Contact & Phone #: this is the person who transports the SP to/from the program is “on call” during programs. We need a contact name and phone number in case of emergency or for changes during the program (program running early or late). If you do not know who that person will be, please put “TBD” and notify us when you know. If it is not filled out, we will assume that the contact person is the responsible party.

Name of 1:1 or support staff: Please write in name of 1:1 support person attending event.

Make checks Payable to SARAH Inc.:
Please include check #.

FEE: is the TOTAL COST of each program. Please add up the fee for each of the programs you would like to register for and place that number in the **Total for Rec Activities** box.



Recreation & Leisure Connections

PROGRAM SUPPORT POLICY

Our goal is to provide a variety of programs that can be enjoyed by everyone in a safe and fun environment. All recreation & leisure programs sponsored by SARAH Inc. will be facilitated by a staff or leader who is certified in First Aid & CPR. Our programs are also supported by an appropriate number of volunteers. Volunteers are not required to receive any special medical or behavioral training. However, all volunteers do receive a thorough screening and orientation and are placed according to interest, availability and skills. Volunteers receive on the job training on how to communicate with service participants (SP) and how to assist the leader during programs.

In order to ensure a successful and positive experience for all participants a 1:1 chaperone may be warranted for some SP's, for some activities.

PROGRAM CANCELLATION POLICY

1. SARAH reserves the right to cancel any program due to low enrollment. Please register by the due date.
2. One week prior to start for each program, a definite decision will be made to cancel or run the program, based on enrollment.
3. A full refund will automatically be given for any program cancelled by this department.
4. Programs may be cancelled the day of an event due to inclement weather.

REFUND POLICY

Programs are self-supporting and commitments need to be made in advance to instructors, volunteers, staff, and other service participants.

1. Full refunds, minus a \$5.00 processing fee, will be given when requested up to (1) week prior to the start of a program.
2. Refunds will not be given for cancellations within one week of the program start date, unless a substitute can be found by this department.
3. Absolutely no refunds will be given for any unused portion of a program.

CALL BACK POLICY

For all programs that have a “limit” in the number of service participants that can attend, staff will call to confirm or “wait list” each person who registers. If you do NOT receive a call **after** the RSVP date, please contact the office to inquire the registration status for that program.

“WAIT LIST” POLICY

Participants who have been placed on the “wait list” for a program will receive first consideration on the next similar event (as long as the registration form and payment arrive by the RSVP date). If there are multiple events to choose from, we will make every effort to get the individual into at least one of the activities. If any spots are still available, we will select individuals to fill them on a first come-first served basis.