

Beacon Activity RSVP Form

Please complete this form, read the policies & procedures, sign, date and mail it along with the appropriate fees to: Beacon Homeschool Group, c/o Amy Burnham. (Please see directory for address or email activities@beaconhomeschool.org)

Field Trip/Activity/Event Name

Name

Home Phone	Cell Phone
	(for communication on the day of the event)

E-mail address

Name of Children participating with age or grade level

Number of Adults attending	Total Fee Paid - payable to "Beacon" (This is non-refundable unless the trip is cancelled. See policies & procedures.) Non-members please add \$5 per event.
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Is your family a member of Beacon? _____ Are you interested in joining? _____

I have read the policies and procedures and agree to the terms set forth therein.

X
Signed _____ Date _____

Beacon Activities Policies & Procedures

The following policies and procedures were developed to honor the time of the home school parent/volunteer making event arrangements. Thank you for respecting our commitments to our own families as we also respect yours. By working together we can all take advantage of the wonderful opportunities available to us. For purpose of clarity, the **Activities Organizer** is any person that attends the event and is the liaison between Beacon and the venue. This is the contact person on the day of the event only. The **Activities Coordinator** is the person that receives your RSVP form and fee and confirms your attendance, but is not necessarily at the event.

1. All field trips, activities and events are filled on a first come, first serve basis by mailed RSVP forms and fees to the Activities Coordinator. Once an activity is filled, any additional RSVP forms received will be put on a waiting list. A confirmation email will be sent after the deadline date with full details and contact names for this particular activity.
2. RSVP forms and fees must be promptly sent to arrive on or before the posted deadline date. RSVP forms and fees that are not received on time will not be honored. Please do not call the Activities Coordinator to ask if you can still send in a late RSVP form. Deadlines are set because of arrangements with the venue. Once RSVP forms and fees are received, your form will be filed with the Activities Coordinator.
3. If you are no longer able to attend any field trip, activity and/or event for which you have sent in an RSVP form and fee, please notify the Activities Coordinator. This will make it possible for those on the waiting list to attend.
4. Please be aware that all field trip fees are NON REFUNDABLE unless cancelled by Beacon or the venue. Some field trip fees are only an estimate of the final cost. Final costs are calculated after the deadline date and may be more or less than what you paid. If the amount paid is less than the final calculated cost, you will be required to pay the difference to the Activities Coordinator immediately in order to participate. If the amount paid is more than the final cost, the difference will be held in your file for future activities. Activities files will be closed at the May Beacon meeting. If you have a surplus, it will be paid at that time. If you are not present, balances less than \$2. will not be mailed.
5. Please make every effort to arrive at the designated time to an event. Please call the Activity Organizer if you find that you are running late. If a family is 10 or more minutes late, the activity may begin without you unless arrangements have been made. Alternative arrangements as to joining the group may have to be made between the late attendee and the venue if no contact is made prior to arrival.
6. You are responsible for your children and their behavior at all times. Inappropriate behavior (climbing, running, ill manners, disruptive behavior) will be brought to your attention and will need immediate action. Repeated problems may be brought up to the Beacon board so that it can be resolved in a peaceful and biblical manner.
7. All attendees of any Beacon hosted event must complete and sign an RSVP form. Non-members must pay an additional \$5. fee per activity per family. This fee may be applied towards Beacon membership, if so desired.
8. By signing this form you agree to hereby release and forever discharge the Beacon group, it's officers, agents and any parties volunteering on behalf of the Beacon group from any and all actions, claims, costs, expenses, or damages of any kind for all injuries and damages which the undersigned and/or those listed on this form may sustain during participation in this Beacon group activity.
9. By signing this form you acknowledge that you have read and understand these policies and procedures.