

REGISTRATION INFORMATION

WALK IN

Visit the Windsor Township
Office at 1480 Windsor Rd.
in Red Lion
Hours: 8 a.m. – 4:30 p.m.

MAIL IN

Complete the registration
form on the following page
and mail to:
Windsor Area Recreation
Commission (WARC)
1480 Windsor Rd.
Red Lion, PA 17356

PHONE/FAX IN

Call WARC at 244-3512, ext.
316 or fax 246-6172 and
charge a credit card
(VISA, MasterCard &
Discover are accepted).
*A \$2 convenience fee will be
charged on all credit card orders in
person or over the phone.*

How do I fill out the registration forms?

1. Please fill in YOUR name, address and phone number on the registration form.
2. In the boxes under the participant's name, put the names of the people participating in the class or going on the bus trip. Please include your name as well if you are going to attend the class or bus trip.
3. In the last column, please indicate the cost of the trip. Also remember that non-residents (do not reside in Windsor Township or Windsor Borough) may participate; however, they must pay the non-resident fee.
4. Additional registration forms are available on our website at www.windsorrec.com.

Registration

- **ALL PROGRAMS REQUIRE PRE-REGISTRATION WHETHER COST INVOLVED OR NOT.**
- All programs have a minimum and maximum level of participation, available on a first-come, first-served basis.
- Programs may be cancelled due to insufficient registrations, inclement weather or other sufficient cause.
- Full payment is due upon registration and can be made payable to "WARC" by check, money order, paid by cash or Discover, Visa or MasterCard credit cards. No space in any program is guaranteed until full payment is received.
- Registration will not be accepted at class locations.
- You may call the Recreation Commission to confirm your registration; otherwise you will not be contacted unless the class or trip has been cancelled.

Registration Deadline

- Please register early! Unless noted, the registration deadline for all classes is one week prior to the start of the first class.
- For bus trips, the registration deadline is 30 days prior to the departure date.
- Please note deadlines for all sport activities/leagues. Late fees will be charged if registering after the deadline date.

Refund Policy

- No cash refunds. Refunds will be issued by a WARC check if paid by cash or check, or refunded on credit card if paid originally by credit card.
- Refunds will be paid in accordance with the Recreation Board Meeting expense schedule -2nd Wednesday of each month.
- There will be a \$5 administrative fee for all refund requests.
- Full refunds will be issued for programs cancelled by WARC.
- No refund will be granted after the start of a program except in the case of injury or illness. Written documentation from a physician will be required.
- Refunds for trips will only be issued if you find a replacement or if the trip is cancelled by WARC. Please check with us because we may have a waiting list.
- Participants will not receive a refund for mix-up of locations or buildings. Participants are responsible for asking for directions before the course/trip begins if they do not know where the building/location is. Directions are available to all program locations by contacting 244-3512 or on our website at www.windsorrec.com
- Refunds for sport programs will only be issued if WARC cannot accommodate your child in the appropriate age/qualified sport group prior to the start of the season.

SCHOLARSHIPS are available!

Financial Assistance for programs is available based on financial need. For more information, call 244-3512 or visit www.windsorrec.com for an application. Applications must be submitted in a sealed envelope for confidentiality and turned into WARC for review.



Winter 2012 WARC Course Registration Form

Participant's Name _____
LAST NAME FIRST NAME

Parent/Legal Guardian (if participant is under age 18) _____

Address _____
STREET CITY STATE ZIP

Email Address _____

Home Phone: (____) ____ - ____ Work Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____

Participant's Name	Birthdate	Gender	Program Name and Location	Fee

Resident of: Windsor Township SUB TOTAL \$ _____
 Windsor Borough Other Your tax-deductible donation to youth scholarship program \$ _____
 For credit card payments, add \$2 convenience fee \$ _____

Emergency Contact _____ Phone # _____ **TOTAL FEE \$ _____**
Make checks payable to WARC.

Please list allergies, medications or dietary info: _____
 T-shirt size (if applicable): _____

Please consider Youth Scholarship Program Donations. By giving an extra \$5, \$10 or \$25, you can provide a child in your community with an opportunity they'll cherish.

WAIVER OF LIABILITY: I, the above-named candidate, in the above-named activity, hereby waive any claim for bodily injury or property damage against the Windsor Area Recreation Commission, its agents, servants and/or employees while a participant in the above-named activity. In addition, I give permission for my photograph to be used for promotional purposes.

Signature (participant or parent/legal guardian if under age 18) _____ Date _____

Registration forms can be mailed or dropped off to:
WARC
1480 Windsor Road
Red Lion PA 17356

OFFICE USE ONLY	
<input type="checkbox"/> Resident	<input type="checkbox"/> NR
Pay Method _____	
Amt Paid \$ _____	
Date ___/___/___	
Received by _____	

VISA MasterCard Discover

Acct # _____ Exp. Date ___/___ CVV _____

Cardholder Name _____ Signature _____