

ELIOT REGISTRATION POLICIES

(updated February 2019)

It is the policy of the Board that registration is to be handled in a “business-like” manner. The calendar and practices followed in the registration process should be replicated year after year so they are known and predictable.

It is the policy of the Board that everyone who desires to attend Eliot camps should have the opportunity to do so. Because the Seabeck facility can accommodate up to 252 persons, including infants, the Registrar should assign rooms to get as close to this number as possible.

The long-term health of Eliot Institute is best maintained when there is some turnover of campers over time. Therefore, each camp should include a recognizable contingent of first time Eliot campers.

The Board recognizes application for a camp only when a camper completes all required forms and submits them with the required deposit. The complete application is the only way the Registrar can be responsive to the particular requirements of each applicant, and can have evidence of “good faith intent” that a person or family will attend a camp. In lieu of a deposit, a camper may submit a completed financial assistance application.

Applications for camps are accepted first-come, first-served to the maximum extent possible.

From the standpoint of creating quality camps, reducing financial risks, staffing for children’s programs and anticipatory camp management, it is best to have registrations occur earlier rather than later. It is the policy of the Board to support early application by campers.

It is the policy of the Board that there should be accurate and timely communication with prospective campers about registration and camp.

All people under the age of 18 are under the supervision and control of a parent or other designated adult while attending camp. This means, among other things, that the parent is responsible for the child or youth attending the designated morning program. Eliot staff are responsible for youth and children only while in the morning program.

It is the policy of the Board to not extend credit to campers.

The management of camp registrations is done by the Registrar under the general supervision of the Board. The Board intends to maintain a strong and viable organization and also intends to maintain a good spirit in the treatment of campers. The design and enforcement of management processes to comply with those sometimes competing intentions, while overseen by the Board, is within the discretion of the Eliot Registrar. All communications about registration are to be directed to the Registrar. Any significant unresolved differences between campers and the Registrar should be mediated by the Board President or their appointee and may be brought to the Executive Committee or full Board at the discretion of the President.

GENERAL REGISTRATION GUIDELINES FOLLOWED BY THE REGISTRAR

The following Statements of Intent are guidelines developed through discussion between the Board, the Registrar and the Registration Advisory Committee (RAC). Those discussions continue and these guidelines are subject to change. The Statements provide guidance and offer insight into the spirit of registration administration that the Eliot leadership wishes to pursue. They are not firm rules and may not always be strictly adhered to. They are sometimes general to offer discretion to the Registrar and to keep the Board from endlessly debating camp registration processes.

1) Communication

Eliot Institute will engage in timely communication with campers throughout the registration process, whether regarding the waiting list, or amounts due, or acceptance into a camp, or other general news of the camp. Campers too must make clear, timely responses to the Registrar. Without a response after good faith effort, the Registrar may make negative presumptions about a camper's application.

2) Deposits.

The amount of the deposit is \$50/person. It is required of every applicant who is not on contract for full support of camp fees. In lieu of a deposit, a camper may submit a completed financial assistance application.

3) Application Standing

The Registrar will begin accepting new applications to the following year's summer camps in early summer and to Winter Eliot on January 1. Before and during each summer camp all applications received with deposit will have the application date of August 31. After that, all applications are honored and prioritized by the date a completed application and deposit are received by the Registrar. Two exceptions to this are the conducting of a lottery (if necessary) and exceptions to waiting list priority. Both these are discussed further below.

When campers do not get into the camp of their choice, the organization will be proactive, seeking out their interest in reapplying for a future camp by rolling the deposit forward in order to secure for such applicants the earliest possible application to a subsequent camp. Each camp is unique enough however to suggest that people make separate decisions about whether to attend; and, in the event a camper does not get into the camp of choice, Eliot should not presume any desire to attend future camps. Rather, campers must make clear and timely communication of their intentions. If no other indication is forthcoming from a camper within a reasonable period, the Registrar should return a camper's deposit.

4) Lottery

The Board wishes to give equal standing to all those who attend a camp and apply during the summer to return the following year. They will be assigned an application date of August 31. It is possible that having many applications processed with a single date will result in a camp that is over-subscribed as of that date. When there is an over-subscription by these single date applicants, the Registrar should conduct a lottery (drawing) to determine which of the campers whose applications carry that date will form the beginning waiting list.

The Board may, on a case by case basis, make exceptions to this practice, giving some applicants a “pass” on the lottery who would otherwise have been included. For example, volunteers who have gone far beyond the normal expectations of committee work, Board members, and Deans who wish to return the following year may be assigned the date their application is received.

5) Waiting List

When camps are over-subscribed there is a waiting list. The order of selection off the waiting list follows the “first come, first served” policy based upon application date. There are only two exceptions by which campers move to the top of the waiting list regardless of application date: 1) One who has been selected as Dean in the following year is encouraged to attend the prior year’s camp; 2) Staff hiring for a camp. Everyone retains their actual application date however for the calculation of discounts on room fees, if applicable.

The set-aside of spaces for potential staff and their families greatly impacts the length of the waiting list. The existence of long waiting lists discourages potential campers by creating uncertainty, so they make alternative plans for summer vacation.

To the maximum extent possible therefore, staffing decisions should be constrained by camper registration requirements rather than camper registrations being delayed by a slow staffing calendar. Thus, it is the expectation of the Board that the Deans will select most staff early, as much as a year ahead of camp. It is better for the staff, thus better for the camp. Spaces set aside for staff will be released to those on the waiting list as of January 31.

At any time campers who remain on the waiting list may choose to move their application to a different camp, including the following year, or have their entire deposit returned.

6) Camp Credits

Support for camp staff is a set fixed dollar amount, referred to as a “camp credit.” It is the intent of the Board that “camp credit” is awarded in recognition of community service. Credits will be applied to conference fees of staffers or their family members. Any credit balance after fees are paid in full may be rolled to a future camp or issued to the camper after camp concludes.

In a related vein, the jobs at camp (other than Dean) are discrete and manageable enough that a single individual can easily assume the duties. Sometimes however a Dean may wish to assign a job to more than one individual. Job sharing should not be used as a way of circumventing the waiting list for campers, since that is an “insider’s game” and is inimical to the spirit of community which Eliot fosters. The Dean is expected to discuss any job sharing proposal with the Registrar before establishing it.

7) Payment Schedule

The payment schedule that campers are asked to adhere to is to pay invoices within 15 days of receipt or by 60 days prior to the start of camp, whichever comes later. The Registrar has discretion to extend these deadlines when extraordinary conditions exist. All camp fees are to be paid in full however before admittance to camp.

Eliot will not penalize registrants financially for late payment of fees. While the Board wishes to collect all the fees in an efficient and effective manner, the Board also wishes to be

accommodating of any camper's individual economic situation without prejudice to the camper's experience of Eliot.

8) Cancellations, Refunds and Penalties

- If a cancellation occurs two or more months before camp begins, deposits are fully refundable.
- If a cancellation occurs between one and two months before camp begins, the camper's deposit is forfeited. No within family transfer of that deposit is allowed. Any funds paid in addition to the deposit are refundable.
- If a cancellation occurs between the start of camp and one month before camp begins, 20% of the total fee is forfeited. Any funds paid in addition to this amount are refundable.
- If a cancellation occurs after camp begins, 100% of the total fee is forfeited.
- Exceptions: a) campers on a waitlist may cancel and receive a refund of their deposit, no matter when that cancellation occurs, and b) campers who apply for financial assistance, receive a grant, but still feel they cannot afford to attend, may request a refund of their deposit. In other instances, only the Board or a Board designated committee can authorize refunds.

Any penalties incurred by Eliot on account of a camper, such as bounced check fees or for damages as charged by the camp facility, will be passed on to the camper(s) responsible without further penalty.

9) Financial Assistance

Most years, either through the generosity of Eliot campers or because the Board can allow it in the budget, there are funds available which campers can request to help offset their costs in attending camp. In order to ensure consistency, applications for each camp are considered in one batch two months before camp begins, and applicants are notified of any grant received approximately 6 weeks before camp begins. Only under extreme circumstances are late applications considered.

10) Family Registrations

A family may wish to tender its application loosely defined as to which of them will be at camp, or whether a family will also bring a child's buddy. This is understandable and is not a detriment to their registration. In such circumstances however, the Registrar will get a deposit for the maximum potential number of campers and firm registration identification 4 months before the camp session starts, particularly regarding the attendance of all children and youth. This means that prior to this time families do not lose any of their deposit even though the composition may change. After that point all regular deposit forfeitures apply, and additions to the family application incur fees as of that date.

During the last 4 months prior to camp, the Registrar may deny additions to a family unit if rooms are not available or if staffing configurations are not amenable to additional children in one age group.

11) Group Registrations

Multiple families or unrelated adults wishing to register as a single group are welcomed to do so. The understandings in such cases however are that the application date is assigned

when the last member of such a group has complied with application requirements, and the group agrees to be accepted into camp on an “all or none” basis.

12) Child and Youth Campers

Usually minors are supervised by a parent, grandparent, or other family member. Occasionally supervision will be provided by an unrelated sponsor. In all cases registration of minors will not be accepted without an identified parent/sponsor, and all sponsors must be over the age of 25

It is expected that small children will always occupy rooms with their parent/sponsors. Families with youth may have other preferences, and may wish to have their children room separately from the adult(s). Whatever the reason, the Board expects that (for families with children over the age of 13) the family’s wishes ought to be primary and we will accommodate such wishes to the maximum extent possible while still making efforts to fill the camp capacity. Minors are housed in rooms adjacent to the parent/sponsor; in no case are they housed in separate buildings.

If suitable accommodations are not available, the family is placed on the waiting list.

If the behavior of children or youth disturbs neighbors during camp, rooms may be changed, or, in extreme circumstances, the family may be asked to leave camp. All costs of such changes will be the responsibility of the offending family.

13) Visitors

It is the intention of Eliot Institute to run camps that are inclusive, but also have boundaries which include only those attending. Thus, we do not offer partial week camp registrations and we expect drop-ins to meet campers away from the camp grounds, except for arrival and departure day. Family emergencies are the only exception to this general attitude and guideline.