

# 2012 Resort Camps

## **FOLLOW THESE STEPS TO SECURE YOUR CAMP RESERVATION!**

### **STEP 1:** Download and complete an Enrollment Form and Rooming List

- Send in one enrollment form per team/squad (include all participants and nonparticipants - the form may be duplicated for additional names).

### **STEP 2:** Download and complete the USA Resort Camp Policy Form.

### **STEP 3:** Mail the completed Enrollment Form, Rooming List, and Resort Camp Policy Form along with a \$100 per person deposit to the USA Office.

- If you are paying with a Purchase Order or Credit Card, your items can be faxed to the USA office at 866-761-9365.
- The **\$100.00** non-refundable deposit secures your place at camp and is applied to the total camp fee. Full payment may be sent with the Enrollment Form if desired. **Please see "Payment Information" for detailed information regarding payments.**

### **STEP 4:** To secure your reservation, the Enrollment Form, Rooming List, Camp Policy Form, and \$100 per person deposit must be received in the USA office no later than 60 days prior to the start of your camp.

- If the deposit, enrollment form, and rooming list are not received at least 60 days prior to the start of your camp, your reservation will be placed on hold until the deposit and paperwork are received. There is no guarantee that once a reservation has been placed on hold it will be able to be reinstated once the deposit and paperwork are received.

### **STEP 5:** Once the USA office has received your Enrollment Form, Rooming List, and per person deposit, a camp confirmation packet will be emailed to the person designated to receive correspondence.

### **STEP 6:** The balance of the camp fee is due and must be received in the USA office no later than 45 days prior to the camp opening date.

- Any registrations that have not been paid in full after this date will be subject to cancellation and any associated deposit paid will be forfeited. Payments will not be accepted at camp.



## **ROOM ASSIGNMENTS**

1. Rooms are based on four people per room\* (Quad Occupancy).
2. Special room assignments can be made for triple, double, or single accommodations at the posted rates.
3. If your group cannot complete a quad occupancy room, please place individuals into appropriate room type with the appropriate per person fee. **USA will not combine groups to complete quad occupancy rooms.**
4. Quad rooms will have two double beds. Triple rooms may only have one bed with a rollaway. Single and double rooms may only have one bed.

*\*Some rooms at the Copper Mountain Resort are based on six people per room.*

## **EXTRA NIGHT LODGING**

- Extra night lodging may be available before and/or after the resort camp. Please see the appropriate Extra nights stay before and/or after camp may be available. Please see the appropriate Extra Night Package form for availability and pricing. Meals are not including with the extra night of lodging.

# General Information

Please read carefully as our policies regarding camp registration have changed.



## IMPORTANT - CAMP RESERVATION GUARANTEE

- Camp space will be guaranteed on a first come, first served basis as deposits and camp paperwork are received.
- The camp may fill up prior to the deposit due date so it is important to secure your reservation by sending in your deposit and registration paperwork as soon as possible.
- Camp space is not confirmed until you receive an email confirmation back from the USA office that your registration and deposit have been processed.
- A camp reservation does not guarantee space at a camp.

## PAYMENT INFORMATION

- Payment can be made by credit card, school or cashier's check, money order or school purchase order. **Personal or organizational checks and payments made by individual squad members are not accepted and will be returned.**
- If you are paying with a school check, cashier's check, or money order, send only **one check** for the entire squad/team. Please do not send checks from individual squad members.
- Make all payments payable to "USA Summer Camps."
- A \$25.00 fee will be assessed for each returned check.
- **NEW** – all credit card payments are now done on-line. If you are paying with a credit card, please check the credit card payment box and send in your Enrollment Form, Rooming List, and Camp Policy Form. Once the USA office receives the Enrollment Form, it will be processed and an email stating how to pay on-line will be emailed to the person designated to receive correspondence. **Please note that the registration will not be complete nor the camp space guaranteed until the payment has been processed.**
- If you are paying with a purchase order, it should be written for the **entire camp balance** and submitted with a completed Enrollment Form. Make sure the school name appears on the purchase order. **Teams submitting purchase orders without a completed Enrollment Form will not be registered.**

## CAMP INFORMATION

- The "Overnight Student" fee includes all housing, meals, and instruction.
- The "Commuter Student" fee includes all meals and instruction only.

- The "Overnight Non-Participant" fee includes housing and meals only and is used for all advisors, coaches, parents, etc. attending the camp.
- The "Commuter Non-Participant" fee includes all meals only.
- Commuter fees do not cover the cost of hotel lodging.
- Hotel parking fees are not covered as part of any camp registration fee.
- Due to contractual obligations with host facilities, **camp fees will be charged to all attendees regardless of age or participation.** Non-participant adults may audit student classes and attend director's workshops.
- **Participants must be at least 10 years of age to attend a Junior High Camp and at least 12 years of age to attend a High School Camp.**
- Many USA camps fill to capacity. If bed space is not available when you register, you will be notified immediately regarding alternate camp dates.
- Special room/meal requests must be submitted in writing to the USA office.

## CANCELLATION/ADD/CHANGE POLICY

- Any changes/cancellations after your Enrollment Form has been processed will need to be submitted in writing to the USA office.
- If you do not receive **an email confirmation** reflecting your revised numbers within 48-hours of submission, please follow up with the USA Registration Department.
- **Cancellations are official only when received in writing and confirmed by the USA office.**
- **Cancellations that affect your room occupancies will be charged the additional room type fees listed.**
- **NEW FOR 2012! Cancellation Deadlines**
  - If account is paid in full and cancellation is more than five weeks prior to the start of camp -- \$100 per person will be retained
  - Cancellations between three and five weeks prior to the start of camp -- \$200 per person will be retained
  - Cancellations less than three weeks prior to the start of camp -- full tuition will be retained
- Because of facility deposits paid by USA, "no-shows" at camp or cancellations received less than 21 days prior to camp will not receive any type of refund **and will be responsible for the full tuition.** Payments may be applied to sub-

stitutes that are added at the same time of the cancellation; however, if there is no alternate person, the cancellation fee cannot be applied to the balance of those attending. **Should a "no-show" individual at a camp have an outstanding balance (e.g. unpaid school purchase order, etc.), full tuition will still be due for the individual even though she/he did not attend camp.**

## REFUND REQUESTS

- Refunds **are not** automatically sent and must be requested in writing to the USA office by **October 1, of the year you attend camp.**
- Refunds must be requested by the school's advisor/director.
- Refund checks must be made payable to the school. Refund checks will not be issued to individuals.
- A refund will be issued after the camp is complete and we have received verification from our staff on the number of people in attendance. This usually takes two weeks from the last day of camp to receive and process this information. Once this process is completed, it takes 2-4 business weeks for the check to be requested, cut, and mailed. Please allow at least 30 working days to receive your refund.
- **Refunds may not be used as credits towards future events.**
- **No refunds will be made before the end of your camp or after December 31 of the year you attend camp.**

## CAMP CHAPERONE

- Each school is required to bring at least one adult chaperone that is over 21 years of age.
- The first overnight chaperone fee is discounted by \$60 for a 3 night or \$35 for a 2 night residential camp (regardless of room occupancy) and is limited to one per school/organization. There is no discounted commuter chaperone fee.
- Chaperone responsibilities primarily involve assisting and supervising students at night. Chaperones are assigned to areas with their own students; however, they may be asked to oversee students from other teams.
- Any additional adults (directors, coaches, etc.) should register on the Enrollment Form and pay the "Non-Participant" fee.

USA Customer Service Representatives are ready to answer any questions regarding camp locations, dates, program details, or registration procedures.

Please contact us at **1.800.886.4USA** (4872) or **[camps@usacamps.com](mailto:camps@usacamps.com)**.

CUSTOMER# \_\_\_\_\_ SESSION CODE(S) \_\_\_\_\_  
 DATE REC'D \_\_\_\_\_ PYMT AMT \_\_\_\_\_ CC \_\_\_\_\_ CK# \_\_\_\_\_ PO# \_\_\_\_\_ CP \_\_\_\_\_  
 VC \_\_\_\_\_ JVC \_\_\_\_\_ VSP \_\_\_\_\_ JVSP \_\_\_\_\_ PF \_\_\_\_\_ M \_\_\_\_\_ DI \_\_\_\_\_ NP \_\_\_\_\_ CM \_\_\_\_\_  
 # OF ROOMS \_\_\_\_\_ # OF EXTRA NIGHTS \_\_\_\_\_

## 2012 USA RESORT CAMPS • SPIRIT ENROLLMENT FORM

Please print or type information and send to: **USA Camps**, 11135 Knott Avenue, Suite C, Cypress, California 90630 FAX: 866.761.9365

SCHOOL \_\_\_\_\_  
 SCHOOL PHONE ( ) \_\_\_\_\_  
 SCHOOL ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 DIRECTOR \_\_\_\_\_  
 HOME PHONE ( ) \_\_\_\_\_  
 E-MAIL \_\_\_\_\_  
 FAX PHONE ( ) \_\_\_\_\_

**INDICATE CAMP TYPE:**  On Campus  Commuter (Instruction Only)

**CAMP LOCATION:** \_\_\_\_\_

**CAMP DATES:** \_\_\_\_\_

**Mark YES or NO to the following questions:**

- Is the advisor/director attending camp?  YES  NO
- Is the advisor/director AACCA certified?  YES  NO
- Is the advisor/director employed by the school?  YES  NO
- Is the advisor/director over 21 years of age?  YES  NO
- Is the contact person the advisor/director?  YES  NO

**ABBREVIATIONS: C - CHEER S/P - SONG/POM M - MASCOT PF - PEP FLAG NP - NON-PARTICIPANT**

V - VARSITY JV - JR VARSITY FS - FROSH/SOPH JR - JR HIGH/MIDDLE SCHOOL

Q - QUAD T - TRIPLE D - DOUBLE S - SINGLE C - COMMUTER

CUSTOMER'S NAME (Please include NP)	Age	Class	Program	Gender	Room Occupancy / Commuter	Amt. Enclosed (per person)
1. _____				F   M	Q   T   D   S   C	
2. _____				F   M	Q   T   D   S   C	
3. _____				F   M	Q   T   D   S   C	
4. _____				F   M	Q   T   D   S   C	
5. _____				F   M	Q   T   D   S   C	
6. _____				F   M	Q   T   D   S   C	
7. _____				F   M	Q   T   D   S   C	
8. _____				F   M	Q   T   D   S   C	
9. _____				F   M	Q   T   D   S   C	
10. _____				F   M	Q   T   D   S   C	

(Form may be duplicated for additional names. Please include a separate rooming list for the above attendees.)

(\$100 deposit per person is non-refundable or non-transferable) **TOTAL:**

**PLEASE PRINT LEGIBLY. All camp information will be emailed.**

**PERSON TO RECEIVE CORRESPONDENCE:**

NAME \_\_\_\_\_  
 E-MAIL \_\_\_\_\_  
 HOME ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 HOME PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
 WORK PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
 CELL PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

**PLEASE SEND A SET OF INVOICES TO:**

(If different from person to receive correspondence)  
 SCHOOL/ORGANIZATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

**\*Extra night stay may be available.**

*Please see extra night package form to request additional nights.*

**FORM OF PAYMENT:**

Forms of payment accepted: school check, money order, cashier's check and credit card. Personal checks, organization checks, cash or payments by individual squad members are not accepted. (PLEASE DO NOT SEND CASH)

**CHECK#** \_\_\_\_\_ TOTAL AMOUNT OF CHECK \$ \_\_\_\_\_

Make Checks Payable to: **United Spirit Association**

**CREDIT CARD PAYMENT**

**Credit card payments are now done on-line via the Registration Tracker on the USA website.** To pay the camp deposit or payment in full by credit card, please check the credit card box above and then fax or mail your completed enrollment form to the USA office. You will receive information from the USA office by email on how to access the Registration Tracker and pay the deposit or payment in full by credit card. As a reminder, your school's registration is not complete until your credit card payment has been received and posted to your account.



# USA Knott's Resort Camp Rooming List

List below the full names (as evidenced on official identification) of people staying in either Quad (4), Triple (3), Double (2), or Single (1) rooms. Photocopy form if necessary. Check one of the following for each person: (P) = Residential Participant (NP) = Residential Non-Participant

Rooms are based on four people (Quad occupancy) per room. Please note that the rooms have only two double beds. Special room arrangements may be made for triple, double or single accommodations at an additional expense per person.

If your group cannot complete a quad occupancy room, please place individuals into the appropriate room type with the additional fee above.



Knott's Berry Farm Resort Hotel  
Buena Park, California

SCHOOL: \_\_\_\_\_ CAMP DATE: \_\_\_\_\_

Please print or type:

## Singles (One in each room – not available for student participants)

1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP

## Doubles (Two in each room)

1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP

## Triples (Three in each room)

1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP

## Quads (Four in each room)

1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
4. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	4. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
4. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	4. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	1. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	2. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	3. _____	<input type="checkbox"/> P <input type="checkbox"/> NP
4. _____	<input type="checkbox"/> P <input type="checkbox"/> NP	4. _____	<input type="checkbox"/> P <input type="checkbox"/> NP