



2012 Summer Spirit Training Camps

FOLLOW THESE STEPS TO SECURE YOUR CAMP RESERVATION!

STEP 1:

Download and complete an Enrollment Form

- 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 Camp Policy Form.

STEP 3:

Mail the completed Enrollment Form and Camp Policy Form along with a \$50 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 **\$50.00** 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, Camp Policy Form, and \$50 per person deposit must be received in the USA office no later than 45 days prior to the start of your camp.

- If the deposit and enrollment form are not received at least 45 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 and per person deposit, a camp confirmation packet will be emailed to the person designated to receive correspondence.

STEP 6:

NEW! The balance of the camp fee is due and must be received in the USA office no later than 30 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.

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 done online now. If you are paying with a credit card, please check the credit card payment box and send in your Enrollment Form. Once the USA office receives the Enrollment Form, it will be processed and an email stating how to pay online 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 "On Campus" fee includes all housing, meals, and instruction.

- The "Commuter" fee includes instruction only. (Meals may be purchased for "commuters" on a per meal basis at most facilities. Contact the USA office for pricing).
- The "Non-Participant" fee includes housing and meals and is used for all advisors, coaches, parents, etc. attending the camp.
- Due to contractual obligations with host facilities, **camp fees will be charged to all attendees regardless of age or participation.** Nonparticipant 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.**
- **Room assignments will be made by the team representative upon arrival at camp.** To expedite this process, please prepare your own rooming list (two to a room at most locations) and bring it to 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 dorm/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.
- **NEW for 2012!**
Cancellation Deadlines – Residential Camps
 - Between 45 days and 31 days prior to the start of camp – \$50 per person will be retained
 - Between 30 days and 14 days prior to the start of camp – 50% of tuition will be retained
 - Less than 14 days prior to the start of camp – full tuition will be retained.
 - 'No Shows' at camp or cancellations received less than 14 days prior to the start of camp will not receive any type of refund and full tuition will still be due.
- **Cancellation Deadlines – Day Camps**
 - Between 45 days and 21 days prior to the start of camp – \$50 per person will be retained
 - Less than 21 days prior to the start of camp – 50% of tuition will be retained.
 - For 'No Shows' at camp or cancellations received less than 21 days prior to the start of camp 50% of the tuition will still be due.
- If you do not receive **an emailed invoice 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.**
- **USA will ONLY accept cancellations in writing.**

REFUND REQUESTS

- Refunds are not automatically sent and must be requested in writing to the USA office by **October 1st 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 one week from the last day of camp to receive 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 camp chaperone fee is **\$150.00** and is limited to one per school/organization.
- 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.

COMMUTING COACHES/ ADVISORS FEE

- Commuting teams may register one (1) coach/advisor to attend camp at no cost.
- Any additional coaches/advisors/non-participants may attend at the rate of \$25.00 per person.
- Please be sure to list all commuting adults on the Enrollment Form.

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**.

CUSTOMER# _____ SESSION CODE(S) _____
 DATE REC'D _____ PYMT AMT _____ CC _____ CK# _____ PO# _____ CP _____
 AS _____ VC _____ JVC _____ F/SC _____ JRC _____ VSP _____ JVSP _____ PF _____ M _____ NP _____ CM _____

2012 USA SPIRIT CAMPS • 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

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

CUSTOMER'S NAME (Please include NP & CP)	PROGRAM C, S/P, M, PF, NP	MALE/ FEMALE	TEAM/SQUAD VARSITY, JV, FROSH/SOPH, JR HIGH/MID SCH.				AMT. ENCLOSED PER PERSON
1. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
2. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
3. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
4. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
5. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
6. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
7. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
8. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
9. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
10. _____		<input type="radio"/> F <input type="radio"/> M	<input type="radio"/> VAR	<input type="radio"/> JV	<input type="radio"/> F/S	<input type="radio"/> JrH/MS	
TOTALS:							
		FEMALE	MALE	VARSITY	JV	FROSH/SOPH	JR.HIGH/MID. SCH. (\$50 deposit is non-refundable)

(Form may be duplicated for additional names)

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 () _____ - _____

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.**

