

NEW DIRECTORS ORIENTATION COURSE REGISTRATION FORM



This interactive ACA National course provides an overview on key aspects of the camp director's job. Designed to be interactive, the course covers core areas of camp management, with special focus offered on **leadership, risk management, camper behavior, staff training, and staff supervision**. This course is designed for directors with 0-2 years experience at the director level, or for upper level supervisory staff who will take an active part in a camp's leadership, staff training, or management in both **day camp** and **resident camp** settings.

ACA Membership is not required to attend this course.

NEW DIRECTORS COURSES OFFERED IN 2009 – Please select one of the following courses to attend:

<u>Date</u>	<u>Location</u>	<u>Deadline to Register</u>
<input type="checkbox"/> April 21, 2009	High Meadows, Roswell, GA	April 10, 2009
<input type="checkbox"/> April 21, 2009	Camp Rockmont, Black Mountain, NC	April 10, 2009
<input type="checkbox"/> April 22, 2009	North Fork, Middleburg, FL	April 10, 2009

CAMP NAME: _____ ACA Member #: _____

YOUR NAME AND TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ E-mail: _____

Course Fee (please check one)

- ACA Member - \$79.00
- ACA Non-Member - \$99.00

**Make checks payable to
ACA, Southeastern**

Please answer the following questions:

- 1) May confirmation be e-mailed to you at the above e-mail address? Yes No
- 2) How did you hear about this course? _____
- 3) How long have you been associated with this camp? _____
- 4) What previous leadership roles have you had in this camp? _____

Refund Policy: Refund requests must be made in writing. Full refunds will be given to requests received at least 30 days prior to the event. A 75% refund will be given to requests received 15-29 days in advance. A 50% refund will be given for all requests received within 2 weeks (14 days) of the event.

Cancellation Policy: ACA, Southeastern reserves the right to cancel the course as needed. Should the event/course be cancelled by ACA, Southeastern, participants will receive a full refund.

Please complete the form and return to the address listed below. You will receive a confirmation packet with details, directions, and a receipt for your particular course.

Return this form by mail or fax: ACA, Southeastern
13000 S. Tryon Street, Suite F #310
Charlotte, NC 28278
Fax 704.288.4402