

## ***FOR THE LEGIONVILLE CHAIRMAN:***

### **REGISTRATION INFORMATION AND SUGGESTIONS**

1. Leader type patrol members who will serve on the local patrol during the next school year whose birth dates fall between SEPTEMBER 1, 1993 and SEPTEMBER 1, 1997, and who have **NOT** attended previously, should be chosen to attend LEGIONVILLE. Exceptions are allowed but should be cleared ahead of time through our St. Paul office. Local School Patrol authorities should be invited to help make the selections.

2. Immediately upon selection of the registrants, supply the parents or guardian of each STUDENT with a set of registration material. Go over the instructions with them so that you are sure they understand the procedure.

APPLICATION CARD **PARENT/GUARDIAN:** Must fill in areas on **both sides** provided for them and sign it. There are **2 places for parents signatures, one on the front of the card and one inside.** Both places must be signed before we can accept the application card. Make sure that the immunization portion of the card is completed.

There is also a vaccination section that must be completed for the camper to attend.

We **cannot accept** the application card if the birth date is incomplete or the card is not signed in appropriate places.

Please PRINT name at top; note instructions carefully. Call attention to the requirements set out on the card to the parents or guardian.

Please complete information on handling medical expenses and insurance claims.

3. **IMPORTANT** - to Chairman: The registration card must be returned to this office as soon as it is completed and signed. **CARDS MUST BE COMPLETED ON BOTH SIDES TO BE COMPLETE. DO NOT** leave the card with the trainee to take with him/her to Legionville. Enrollments are not complete until we receive the application card SIGNED IN BOTH PLACES BY PARENT or GUARDIAN. We request that you forward all white application cards to us **no later than JUNE 1.** We reserve the right to cancel reservations for failure to receive complete application cards at least three weeks prior to the opening date of the session reserved and assigned. **PRINT** name, please.

4. Acknowledgment of receipt of the application cards and confirmation of reservation is made from this office to the sponsor or chairman. **(NOT TO THE PARENTS.)**

5. **It is the responsibility of the Chairman** to inform the registrant and the parents or guardian the dates of the session assigned, and to see that transportation is arranged for, and that this information is fully understood by the parents or guardian.

6. **The Chairman should contact the parents to confirm the registration** once they receive the confirmation notice sent from Department Headquarters. *No confirmation notice will be sent directly to the parents.*

6. We suggest that stand-by registrants be considered and available in case of "last minute" and unavoidable cancellations.

**Your prompt and complete cooperation will be of great assistance to us  
in making this another successful program.**

ALL SPACES - BOTH SIDES OF WHITE CARD MUST BE FILLED IN. PARENT OR GUARDIAN MUST SIGN IN ALL APPROPRIATE PLACES. CARDS NOT ACCEPTED WITHOUT THE BIRTH DATE.