



## NCYC Dates to Remember and Deadlines

The dates below are not postmark dates; these are dates that forms and payment need to be received by our office and registrations entered online respectively. Thank you for planning accordingly!

Remember to keep a copy of all forms for your records.

Date	Deadline	Form(s)	
5/3/2013	<b>NCYC Scholarship Application Deadline (CYFUSA)</b>	<b>Form 14</b>	<input type="checkbox"/>
5/15/2013	<b>Regional (Region 7) Scholarship Application Deadline</b>	<b>Form 13</b>	<input type="checkbox"/>
6/12/2013	<b>ArchIndy Scholarship Application Deadline</b>	<b>Form 12</b>	<input type="checkbox"/>
6/12/2013	<b>Group Registration, Hotel and Deposit Deadlines</b>		
	<i>Please note: this deadline pertains to anyone who is planning to secure hotel accommodations (Packages A-F). If a group is choosing to commute (Package G), this deadline is optional.</i>		
	◆Group Leader Registration Cover Sheet	<b>Form 1</b>	<input type="checkbox"/>
	◆Deposit (\$100/person)	<b>Check or Form 8</b>	<input type="checkbox"/>
	◆Hotel Rooming List	<b>Form 6</b>	<input type="checkbox"/>
	<i>Groups may not know exact names/genders to complete this form at this time, but please submit it with your best estimate so that we can communicate with the hotel. Please date the form with each submission of Form 6 so that we can know which form is the most recent, up-to-date breakdown.</i>		
	◆Individual Participant Registration Form(s)	<b>Form 9</b>	<input type="checkbox"/>
	<i>This form is optional at this time, but encouraged if available. Be sure to keep a copy for your records and enter each registrant online prior to submitting forms.</i>		
	◆NFCYM/NCYC Liability Waiver and Permission Form(s)	<b>Forms 10, 10S, 11 or 11S</b>	<input type="checkbox"/>
	<i>This form is optional at this time, but encouraged if available. Be sure to keep a copy for your records and enter each registrant online prior to submitting forms.</i>		
9/11/2013	<b>Regular Registration Deadline</b>		
	<i>Please note: this deadline pertains to all groups regardless of Package (Packages A-G). Any registrations received after this date (online and in-hand) will be charged a \$40 late fee per registration.</i>		
	◆Group Leader Registration Cover Sheet	<b>Form 1</b>	<input type="checkbox"/>
	<i>This form should have already been received by any group with Packages A-F. Groups choosing to commute (Package G) may be submitting this form for the first time.</i>		
	◆Final Payment Form	<b>Form 2</b>	<input type="checkbox"/>
	◆Discounted Registrations Form	<b>Form 3</b>	<input type="checkbox"/>
	<i>This form may not be applicable to every group.</i>		
	◆Group Updates Form	<b>Form 4</b>	<input type="checkbox"/>
	<i>This form is to be used to communicate any updates concerning group numbers, shirt sizes/quantities, cancellations, substitutions, etc. Submit this form as often as necessary and ASAP with any changes.</i>		
	◆Payment of remaining balance	<b>Check or Form 8</b>	<input type="checkbox"/>
	◆Chaperone List	<b>Form 5</b>	<input type="checkbox"/>
	◆Hotel Rooming List	<b>Form 6</b>	<input type="checkbox"/>
	<i>This form should be fairly finalized. We realize that there may be minor changes following this date (late registrations, cancellations and/or substitutions). Please remember to date the form with each submission and update us regularly with any changes so that we can pass them on to the hotel.</i>		
	◆Adult Attendee/Chaperone Verification Form	<b>Form 7</b>	<input type="checkbox"/>
	<i>This form is not required until 10/16/2013. Please submit as soon as it is complete.</i>		
	◆Individual Participant Registration Form(s)	<b>Form 9</b>	<input type="checkbox"/>
	<i>This form is required at this time. Be sure to keep a copy for your records and enter each registrant online prior to submitting forms.</i>		
	◆NFCYM/NCYC Liability Waiver and Permission Form(s)	<b>Forms 10, 10S, 11 or 11S</b>	<input type="checkbox"/>
	<i>This form is required at this time. Be sure to keep a copy for your records and enter each registrant online prior to submitting forms. Reminder: This form must be <u>notarized</u>!</i>		

10/16/2013	<b>Late Registration Deadline - Registration Ends</b>	
	<i>Please note: this deadline pertains to all groups regardless of Package (Packages A-G). This is the last day to register! All payments and registrations must be received by this date (online and in-hand). This is also the deadline for substitutions and cancellations. There will be no refunds past this date.</i>	
	◆ Group Leader Registration Cover Sheet	Form 1 <input type="checkbox"/>
	◆ Final Payment Form	Form 2 <input type="checkbox"/>
	◆ Discounted Registrations Form	Form 3 <input type="checkbox"/>
	<i>Each of these forms should have already been turned in by now unless your entire group consists of late registrations. If you do have changes to any of these forms, please date and re-submit the form, detailing changes.</i>	
	◆ Group Updates Form	Form 4 <input type="checkbox"/>
	<i>This form is to be used to communicate any updates concerning group numbers, shirt sizes or quantities, cancellations, substitutions or other updates. Your final updates are due at this time!</i>	
	◆ Payment of remaining balance	Check or Form 8 <input type="checkbox"/>
	<i>Please pay any remaining balance due, including late fees and/or substitution fees.</i>	
	◆ Hotel Rooming List	Form 6 <input type="checkbox"/>
	<i>This should be your final rooming list (provided you had any changes). Remember to date the form.</i>	
	◆ Adult Attendee/Chaperone Verification Form	Form 7 <input type="checkbox"/>
	<i>This form is required at this time. Every Adult Chaperone should be in compliance.</i>	
	◆ Individual Participant Registration Form(s)	Form 9 <input type="checkbox"/>
	<i>This form is required at this time for any late registrations and substitutions. Be sure to keep a copy for your records and enter each registrant online prior to submitting forms.</i>	
	◆ NFCYM/NCYC Liability Waiver and Permission Form(s)	Forms 10, 10S, 11 or 11S <input type="checkbox"/>
	<i>This form is required at this time for any late registrations and substitutions. Be sure to keep a copy for your records and enter each registrant online prior to submitting forms. Reminder: This form must be <u>notarized</u>!</i>	
11/20/2013	<b>Pre-Conference Concert</b>	
11/21/2013	<b>NCYC Begins</b>	
11/23/2013	<b>NCYC Ends</b>	

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