



# Registration



**STEP #1—Call or email** to see if your desired dates are available. (304) 927-5798 or [jeannie@acwfarm.com](mailto:jeannie@acwfarm.com)  
If they are, we will send you an **INVOICE** for a \$300 nonrefundable **REGISTRATION FEE** via email.

**STEP #2—Mail in your REGISTRATION FEE**— \$300 nonrefundable secures your dates

*\*\*In all fairness to new groups, there is no preferential treatment for returning groups.*

*The first group whose registration fee is received gets put on the calendar for its choice of dates.*

Then, via email, we will send you three attachments:

- 1) a **RECEIPT** for your **REGISTRATION FEE**,
- 2) an **INVOICE** for your **REMAINING BALANCE**, and
- 3) a **CONTRACT** for you to print out, sign and return with your **REMAINING BALANCE**.

**STEP # 3—Mail in your REMAINING BALANCE & CONTRACT BY THE DEADLINE:**

**YOUR DEADLINE DATE IS ONE MONTH PRIOR TO YOUR ARRIVAL DATE.**

- This amount of **money and your contract** guarantee the # of participants (minimum 8, maximum 10).
- This amount of **time** in advance allows us to schedule your work sites and your Coal Field Tour Guide, plan your service projects and menus, and purchase materials, supplies and the proper amount of food.

***Without your Remaining Balance one month in advance, we will assume you have BAILED.***

*We cannot -and will not- prepare for the arrival of your group without your Remaining Balance.*

*A late Remaining Balance puts undo pressures on planning, puts us in debt as we wait for your money, and can factor into a suboptimal experience for your group because we'll already be grumpy.*

- Please make checks payable to "Jeannie Kirkhope." Since ACW is not a non-profit, I am categorized as a sole proprietor. We are unable to accept credit cards.
- Receipt of Remaining Balance is only emailed upon request.

***We have learned that University Finance Offices are not particularly expeditious in cutting checks. Please be sure to give them plenty of time to do so in order to meet your DEADLINE.***

## **EARLY BIRD REGISTRATION**

- We do not accept registration fees more than a year in advance.
- Registration begins each
  - **April 14th** for the following *Spring*
  - **August 20th** for the following *Summer*
  - **October 23** for the following *Fall*
  - **January 14th** for the following *Winter*

## **CANCELATION POLICIES**

*"What happens if the group has to ditch?"*

*"What happens if a participant bails?"*

**SEE THE "Cost Sheet"**

## **LATE REGISTRATION**

- If you wait to register until one month before your arrival, you risk your preferred dates not being available, however, instead of a deposit, only your remaining balance will be due.
- Late Registration (remaining balance only) is due **ASAP**.

## **SUGGESTIONS FOR TRIP COORDINATORS**

**I)** We realize that, **for some coordinators**, it can be a struggle to get a commitment from participants a month in advance to reach the minimum number of 8. For you, we recommend 1) starting recruitment well in advance, 2) sending one or two potentials for a site visit to stir interest, or 3) inviting us or former participants to come talk up the trip. To register with less than the minimum number might indicate your interest more than that of the audience you are trying to reach, and could be a loss of funding for your program (see Cancellation Policy on the Cost Sheet). However, we do *not* recommend offering the incentives of class credit, extra-credit or mandatory service hours. Historically, the time has proven most meaningful and worthwhile for those who have shown interest in some aspect of what the trip can offer them on a personal level.

**II)** **For other coordinators**, it can be hard to keep to the maximum number of 10. For you, 1) A waiting list is a good idea in case others have to drop out. 2) If feasible, you could consider scheduling another trip within the same year. We are grateful for the enduring interest, and appreciate you understanding the facility's limitations and my sensitivity towards the dignity of the Appalachian people. We, in no way, wish them to perceive our ministry as inundating their lives with an overwhelming influx of strangers trying to "fix" them.

**III)** This program's success is due in large part to you spreading the news about it, word-of-mouth, to other schools and groups. In thanks for your support and as incentive for you to continue efforts on our behalf, if you recruit a group that participates in the program, you have three choices. 1) We will waive the \$300 deposit for your next group's trip. 2) We will give you the new group's \$300 deposit for your own pocket. 3) You can receive a voucher for a free Retreat Weekend at the Farm for you and family members or friends.