



California-Pacific Conference

The United Methodist Church

REGISTRATION PLANNING WORKSHEET

33rd Annual Session of the California-Pacific Conference

June 14 – June 17, 2017

To register, go to our web page at www.calpacumc.org/ac2017 after April 10, 2017.

THIS IS NOT A REGISTRATION FORM.

This form is designed to assist church offices and pastors with registering Clergy and Lay Members for Annual Conference. If provided to you by your church administrator, please complete it to the best of your ability in legible handwriting and return it to your administrator by the deadline your administrator provides.

B. Demographic Information

The United Methodist Church and the Conference collect information about your gender, ethnicity, language preferences and age group. Please list this information.

A. Contact Information

The registration process requires your name, preferred name (as it will appear on your badge), email address, phone numbers, and mailing address. List this information here.

D. Meal Plans

Will you need a meal plan? If so, decide when you plan to arrive on campus and when you will leave. Consult the Campus Housing & Meal Guide on our website at the address above or ask your church office for assistance. Meals outside of your selected meal plan can be purchased on a cash basis at the door in Irvine Commons.

C. Status

Please provide your relationship to the Annual Conference. Were you elected as a Lay Member by your local church or District Conference? Are you a Clergy Member? Are you attending as event staff or as a clergy spouse? Are you a Conference Committee Chair or have another leadership role?

E. Special Event Tickets

The Campus Housing & Meal Guide lists 22 special events that require advance reservations and/or the purchase of additional tickets. List the events you wish to attend here, including District Breakfasts, the Missionary Luncheon, or the UMW Luncheon.

H. Financial Policies

There is no fee to register through May 22, 2017. Participants may be charged for campus housing, meal plans, special events, childcare, youth camp or other incidentals.

Financial Responsibility: Participants assume all financial responsibility for reservations, even if the church makes the payment on behalf of the participant. Payment options are outlined on the confirmation page and in the confirmation email. Expenses can be resolved by check, ACH (electronic check) or credit card after the registration is submitted. The participant and her/his church should communicate about how expenses will be paid. Lay Members in Conference leadership roles and District leadership roles should consult with the Registrar or their relevant staff liaisons about funding arrangements.

Online Registration ends at midnight on Monday June 5, 2017. After that, participants will need to register on-site or by contacting the Registrar Jennifer Gaylord at 626-755-5751 or jgaylord@calpacumc.org for assistance.

Refunds: Changes or cancellations that result in overpayment may be delayed until after the event. All refunds are subject to the approval of an Executive Director and require a written request stating the reason for cancellation. The Conference must guarantee housing & meals to the University of Redlands and may be subject to the cost of cancelled services. Refunds requested after May 22, 2017 may be denied on the basis of financial impact to the Conference.

F. Campus Housing

Will you stay on campus or in a local hotel? Hotel information is on the website and participants should make their own arrangements. If staying on campus, decide when you will arrive and leave, if you need to rent linens or bring your own, if you have a building preference, if you have a roommate request, and if you have any special needs that should be considered when assigning your housing location. The Campus Housing & Meal Guide can assist you. If you are bringing an RV, list any electrical requirements.

G. Attendance Options

If you have special dietary, mobility, or accessibility needs, please note them in this section. In addition, if this plan is being written for a child or youth needing care, indicate participation in Children's Annual Conference or Youth Camp and when the child will attend.

H. Voluntary Contributions

Members and their churches are asked to make a voluntary contribution according to their resources to offset expenses of the Annual Session. Apportionment funding does not fully cover the operating expenses of the Session. The Sessions Task Force recommends a donation of \$100 per Clergy and Lay Members from local churches, but all gifts are welcome. How much can you contribute?