
District Staff Retreat Registration and Financial Policy

Introduction

In order to eliminate late registrations and the problems created by such, and to promote effective and fair practices related to District Staff Retreat, the following policy applies.

Retreat Registration

1. Retreat registration will only be for Official Workers, Emeritus Workers*, International Workers on home assignment, District guests, and spouses. Any exceptions to this must be approved by the District Superintendent.

*Emeritus Workers are workers who have held a portable license for at least 25 years and who are no longer employed in ministry and/or who are retired from active ministry.

2. There will be four registration rates:
 - Official Workers
 - Spouses of Official Workers
 - Emeritus Workers
 - Spouses of Emeritus Workers
3. A limited number of scholarships to assist with registration costs may be available upon request to the District Superintendent and will be based on available funds.
4. The final registration deadline date will be two weeks prior to the start of District Staff Retreat, **after which no registrations will be accepted.** Onsite check-in will be for the sole purpose of welcoming previously registered attendees.
5. As District Staff Retreat is specifically designed as a time of refreshing and renewing our workers and spouses, the attendance of children is discouraged except in the case of nursing infants.

If by necessity you bring children, please be aware that childcare is not provided and registration costs do not cover any meals for children. Due to the significant cost of retreat meals, children are not to attend meals, nor are food plates to be taken from the dining room to children at another location. Parents who do not adhere to this policy will be invoiced for food costs incurred.

Onsite Drop-ins

1. There will be no new registrations allowed onsite at District Staff Retreat.
2. While drop-in attendance is discouraged, for workers and spouses who do so, the following will apply:
 - a. No meals will be included.
 - b. To attend one session only, the cost will be \$25.
 - c. If attending more than one session, the full registration rate will apply as well as a late fee of \$100. The drop-in registration cost does not include any meals.

Refunds

1. Registrants who cancel their registration will be charged a fee of:
 - a. \$25 prior to final registration deadline (final registration deadline is two weeks prior to retreat)
 - b. \$50 one to two weeks prior to retreat
 - c. No refund one week prior to retreat or later**

**In the case of extenuating circumstances, a request for partial refund may be made to the District Superintendent.