
District Staff Retreat Registration and Financial Policy

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 is only for Official Workers, Emeritus Workers*, International Workers on home assignment, CPD 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 are 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 one week 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

While drop-in attendance is discouraged, for workers and spouses who do so the following will apply:

- No meals will be included.
- To attend one session only, the cost will be \$25.
- 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

Registrants who cancel their registration will be charged a fee of \$50 prior to the final registration deadline date. No refunds will be provided after the registration deadline date. In the case of extenuating circumstances, allowance for a partial refund may be made with the approval of the District Superintendent.

Amendments

June 2017

June 2018

August 2023

