

LWML Eastern District RETREAT GUIDELINES

SECTION I GENERAL RESPONSIBILITIES

A. Executive Committee (EC)

1. The LWML ED EC is responsible for selection of Retreat theme, speaker, Host Zone, location and dates. *Selection generally takes place at the Fall EC meeting (September of each year). In any given year, the retreat may be held on multiple weekends at the discretion of the EC and based upon previous retreat attendance.*
2. For the speaker, there may be three approved by the EC and ranked accordingly. *The LWML ED President will coordinate with the potential speaker(s), provide them with all pertinent information and receive/ approve any contracts.*
3. The EC suggests a Zone to host the ensuing Retreat. This responsibility is shared on a rotational basis. *The Zone selects the Retreat Coordinator(s).*
4. The LWML ED President will notify the Host Zone of the name of the speaker, choice of theme, location and dates of the Retreat in the Fall of each year. *This gives the Host Zone approximately one year for preparation.*
5. The EC will arrange for clergy to officiate at the Sunday worship service. *Generally, the clergy will be the LWML ED Pastoral Counselor(s), however, any LCMS Pastor may be asked in lieu of the counselors.*
6. The LWML ED President may request a Board of Directors (BOD) member to serve as liaison to the Retreat Committee.
7. The LWML ED President will receive a quote and then sign a formal contract for accommodations and meals for the Retreat venue.
8. Upon approval of the LWML ED President, the LWML ED Treasurer will pay the initial deposit (to hold the District's reservation) and all amounts due to the venue.
9. The LWML ED President may extend invitations to other LWML districts (*i.e. Ohio, English, Atlantic, SELC, LWML Canada - St. Catherine's, etc.*).
10. The EC will appoint a Crisis Committee during the EC Fall meeting and include the retreat nurse/EMT as determined by the Retreat Committee.
11. The LWML ED Editor will provide guidelines and deadlines for flyers/ articles/ forms to appear in the official publication of the LWML ED.
12. The LWML ED Public Relations Director will provide guidelines and deadlines for flyers needed for convention manual and zones.
13. The EC will review and approve the Retreat Registration Form at the February/March Spring EC Meeting.
14. The LWML ED President will receive the evaluations and summaries of comments from the Retreat Coordinator and will provide summaries to the next Host Zone and if appropriate, to the Retreat venue.

B. Host Zone – Retreat Committee

1. The Host Zone is responsible for the program planning, and hosting of the retreat.
2. The Zone selects the Retreat Coordinator(s). *This should be communicated to the EC by January 1st, preceding the Retreat.*
3. The Retreat Committee will assign one or more ladies to handle registration and housing assignments when not handled by the venue.
4. In consultation with the LWML ED President, the Retreat Committee will prepare a Retreat Registration Form and submit it to the EC for approval prior to publication.
5. The Retreat Committee will prepare Retreat publicity items as directed by the LWML ED Editor.
6. In the year of a District convention (even years), the Host Zone will prepare Retreat Flyers for distribution at the Convention. Flyers will be provided to the Convention Chairman for inclusion in convention folders/manual.
7. The Retreat Coordinator may meet with venue personnel by appointment, if necessary. *In general, all communications can be handled over the phone or by e-mail. Items to discuss with venue personnel in the planning phase (June – August) may include: programming, meal times, interest session, ingathering needs, communion supplies, facilities to be used and when, and any other special needs or questions.*
8. The Retreat Committee will coordinate an ingathering (Gifts from the Heart). *This is normally for the benefit of Pioneer. The committee may wish to consult with the Special Focus Committee chairman for other ingathering ideas.*
9. The Retreat Committee will identify a volunteer to serve on the Crisis Committee as nurse or EMT.
10. The Retreat Committee is responsible for assisting with the Sunday worship service including:
 - Coordinating a Choir Director and organist/pianist
 - Providing communion wine and wafers
 - Communion set up and clean up.
 - Ushers
 - Flowers, if desired

SECTION II RETREAT VENUE (PIONEER CAMP & RETREAT CENTER)

A. General

1. The Pioneer Executive Director is the main contact and will assign an administrative assistant and program director to work with the Retreat Committee.

Pioneer Camp and Retreat Center, Inc.
9324 Lake Shore Road
Angola, New York 14006-9416
Telephone: 716-549-1420 FAX: 716-549-6018
Email: info@pioneercamp.org

NOTE: *Pioneer maintains a file from year to year on the LWML retreat.*

2. An appointment with Pioneer is advised if there are major changes to the contract or lodging and to observe the conditions of accommodations.
3. The executive director, administrative assistant and/or program director are available throughout the weekend to provide help, as necessary.

B. Facilities

1. Pioneer provides adequate supplies in cabins such as toilet tissue, light bulbs, heaters, linens, blankets and pillows.
2. Smoking is not allowed in any of Pioneer's buildings.
3. A stove, full size refrigerator and sink are available in Hickman. *Check with Pioneer to see if there are adequate coffee makers. If not, refreshment hostesses will need to bring their own.*
4. All facilities are available for our use including Hickman (faces lake), Dallman, chapel in the Woods, dining halls (Pohlman-130 capacity and Schultz-80 capacity), Wendt Shelter and all cabins. Pioneer determines which Dining Halls are used based on number of registrations. NOTE: *In 2015, Wendt Shelter was used in lieu of the dining halls due to the number of attendees.*
5. Available in Hickman Hall are: a sound system, overhead projector, VCR, screen and piano. *Use of these items should be made prior to retreat (3-4 weeks).*
6. Hickman Hall has a limited capacity for table and chair space. If there is a high volume of registrants, no tables will be used. Pioneer makes the decision based on the number of people, fire code, and hall capacity.
7. Sunday worship service can be set up in the Chapel in the Woods or Hickman Hall. This is usually weather dependent. Final decision can be made with Pioneer personnel as late as Saturday afternoon. *Communion ware is available. Check with Pioneer to verify (3-4 weeks prior to retreat).*

C. Lodging and Accommodations

1. Maximum accommodations are 315.
2. Speaker's Cabin is used to house the Retreat Speaker. It has two separate bedrooms and a small sitting room with couch, loveseat and desk. There are two single beds and a full bed, bathroom with shower, small refrigerator, heater and radio/alarm clocks.
3. The Committee should verify with Pioneer the availability and status of cabins. Housing diagrams are available. The contract will specify fees for deluxe and standard cabins.
 - Woodland Cottages;
 - Founders Court (closest to dining halls);
 - Family Court (all have toilet, sink and shower);
 - Schroeter Circle (8 individual cabins; each has 1 large common room with two tables; 4 rooms with 2 bunks – 2 upper, 2 lower; 2 rooms with 1 bunk – 1 upper and 1 lower; 2 full bathrooms and a shower in each. Cabin #5 storage instead of one small 1-bunk room. Cabins #1, 2 and 8 are handicapped accessible).

D. Other

1. There will be no "wake-up" bell rung out of respect for Pioneer's neighbors. Pioneer staff may ring the bell for meals and Sunday worship.
2. Pioneer does not have a nurse on call. Generally, a retreat participant, who is a registered nurse or EMT, is asked to voluntarily act in this capacity. *The EC will appoint a Crisis Committee and include the retreat nurse on this committee to handle health issues.*
3. The Country Store can be open upon request. *Retreat Coordinator should provide Pioneer with approximate times to be open and verify adequate stock.*
4. Speaker, Pastors and committee should be made aware that no copies should be made during the weekend. *There is a copier available in the office. This is for emergencies only since there is an additional charge of at least 10¢ per copy. If necessary, a special request must be made of the Pioneer staff to make copies, after approval by the LWML ED President.*

SECTION III Retreat Procedures

A. General

1. Pray unceasingly for God's guidance and direction, that all be done to His glory. Rejoice in the discovery as you watch His plan unfold. Minor setbacks are often other opportunities in disguise
2. Retreat Coordinators will provide leadership for the whole effort. Meetings are at their discretion and will assign/delegate responsibilities as deemed best to fit the Host Zone. *Assistants are needed for Registrations, Housing Assignments, Vesper/Devotion Leaders, Meal Prayers and Favors, Refreshments, Music Leaders, Worship Service Ushers, Interest Session Coordination, Entertainment Coordinator, etc.*
3. For those who volunteer to serve, the Retreat Coordinator will maintain contact with them. *A reminder or other type of confirmation letter prior to completing the program booklet is recommended in case changes need to be made. Thank you notes post-retreat can be handled in any way deemed appropriate by the Retreat Coordinator.*
4. Retreat Coordinators will review the "Sharing My Time and Talent" and survey forms from the previous retreat to find those willing to share.
5. According to district policy, the only displays with "for sale" items allowed are LWML, those specifically mission minded or for Pioneer. *LWML displays have catalogs available for ordering. Any exceptions should be brought before the ED and have permission granted prior to having items displayed for sale.*
6. The EC has its Fall meeting at Pioneer on Friday of the Retreat in Dallman Hall. This event is arranged and coordinated by the LWML ED President with Pioneer. The quote provided by Pioneer contains terms specific to this meeting including a Lunch that is paid for by the ED from general funds (*as opposed to Retreat Funds*). EC members may arrive early and need to be housed on Thursday night (*There is no additional charge for this*). *Retreat Committee members may join the EC at Friday Lunch at their expense and upon prior notification to the LWML ED President.*
7. The Retreat Coordinator will adhere to the guidelines and deadlines provided by the LWML ED Editor for articles/forms to appear in the official publication of the LWML ED. All publicity must be sent to the Editor. *As a courtesy, copy may also be sent to the LWML ED Public Relations Director for review and comment prior to publication.*

C. Speaker

After the LWML ED President has provided information about the speaker and in coordination with the President, the Retreat Coordinator will:

- Contact the speaker and introduce yourself as the coordinator.
- Keep in touch with the speaker throughout the year communicating programming and any special needs.
- Arrange for any transportation needs. Consult with LWML ED President or liaison on travel arrangements, associated costs and reimbursements.
- The speaker is generally responsible for include three presentation sessions (Friday evening, Saturday morning, and Saturday afternoon) of approximately one to one and a quarter hours each session.
- Speaker may be given option of a fourth session as part of the general interest sessions.
- If the speaker is an LCMS Pastor, they may also lead Sunday Bible Study and conduct worship service.
- Check on the speaker's arrival and departure times. Greet the speaker upon arrival.

D. Registration and Housing

1. In consultation with the LWML ED President, the Retreat Coordinator will prepare a registration form for the February/March Spring EC meeting. The EC will review and approve including any increase in costs to be charged to participants. Form needs to be completed by the deadline prescribed by the LWML ED Editor. The form will appear two times in the April and July issues of the LWML ED LINK newsletter.
2. The Retreat Coordinator will be in constant contact with person(s) handling registration and housing assignments in order to adjust and inform those concerned (including Pioneer, refreshments, programs, prayer favors, etc.) with the number to be in attendance.
3. The Registration/Housing personnel should become familiar with the following:
 - Registration Form (sample attached),
 - Registration Confirmation Form (sample attached),
 - Deadlines and LWML ED policies established for the current year regarding deposits, late fees, refunds, and cancellations.
 - Pioneer's lodging and accommodations.
4. Registrations will be recorded and detailed records maintained in a timely fashion throughout the registration period. A sample record is attached. At the end of the registration period, the Treasurer will receive a copy of the registration records.
5. A registration confirmation form will be sent to each person who registers. Additional information may be provided on the confirmation form such as Ingathering requests. *A sample form is attached. Part timers should receive an indication of the Saturday start-time with their confirmation along with a one page agenda. Provide Check-in directions for those arriving late.*

6. All monies collected will be coordinated with the LWML ED Treasurer. Monies will be deposited as directed by the Treasurer.
7. If there are refunds that need to be given, the information must be sent to the LWML ED President for approval who will forward to the Treasurer to remit the refund.
8. Per the contract with Pioneer, a meal count for each meal must be provided two weeks in advance of the retreat. *This number is used to determine the amount of food that is ordered. The number can be fine-tuned when paying the final bill.*
9. Registrations postmarked after September 1 are subject to an additional \$25.00 fee. The Late Fee is determined by the LWML ED EC and is needed to provide the venue with counts for planning. *The registrar may want to send some reminder postcards or make some phone calls or e-mails in mid to late August to collect. This is a courtesy gesture only. All participants are responsible for payment of the full amount by the deadline; otherwise the late fees as noted above will be added to the balance due.*
10. Check-in is to be held in a location mutually agreed upon with Pioneer with signs prominently posted indicating where this will take place. *The Registrar should man the check-in table on the first day of the retreat and ensure there is an adequate number of lists of participants and cabin assignments. Leave directions at the main entrance/office if the check-in site is moved or different than provided in previous communications.*
11. As registrations are received, housing assignments will be made. This may be done on a Lodging diagram in addition to the records being maintained by the registration person.
12. It is important to contact Pioneer at the beginning of the registration period to identify any changes in lodging accommodations status. It is recommended that the housing person contact Pioneer periodically throughout the registration period.
13. Provide Pioneer with a copy of the housing assignments on September 1st and with updates as they come in. This may be done in conjunction with the Registration person.

E. Leaders – Devotions and Vespers

Retreat Coordinators need to arrange for devotions and vespers as follows:

1. Three Leaders for devotions. Devotions proceed each session of the speaker. Presentation should be approximately 5 minutes in length.
2. Two Leaders for vespers. Occurs in evening prior to fellowship/refreshment time. Presentation should be 5 – 10 minutes.

F. Meal Prayers and Favors

1. Meal prayers and people to lead the prayers are needed for each dining room, for before and after meal. *A leader is needed for each dining hall.*
2. Meal times include Friday dinner, Saturday breakfast, lunch and dinner, and Sunday breakfast.
3. Favors are nice, but not necessary for each meal. *The Retreat Committee may opt for a single favor to be provided at the largest attended meal (normally Saturday Dinner).*

G. Refreshments/Fellowship

1. A person is needed to coordinate the refreshments offered Friday and Saturday evening usually indoors in Hickman Hall. *Sometimes, the Host Zone provides all refreshments and in other years, retreat participants are requested to bring something to share.*
2. Bonfires may also be requested of Pioneer to continue fellowship in another setting.

H. Music Leaders

1. Arrange for someone to lead singing prior to devotions and other designated times, as needed. *Any songs to be printed need to have copyright approval by contacting the LWML ED VP of Communication who handles CCLI license. She will inform where such approval can be requested if not covered by license. This needs to be done in ample time to assure processing in time.*
2. Arrange for a Choir Director and an organist for Sunday Worship. *The Choir Director will need ample time to select an appropriate anthem. The Organist will need to coordinate with the Worship Leaders (Pastoral Counselors).*

I. Interest Sessions

The Retreat Committee is responsible for the selection and coordination of multiple concurrent Interest Sessions held Saturday afternoon. *Pioneer will suggest some events if asked; traditional include light cleaning, nature hike, camp tour and other. The speaker can be given option of a fourth session. Other sessions – open to creativity of Committee.*

J. Entertainment

The Retreat Committee is responsible for the selection and coordination of entertainment held on Saturday evening. *Entertainment can be "external" talent, however this should be chosen with discretion since entertainment fees are not normally covered by the retreat registration fees. Any fees to be paid need to be cleared through the LWML ED President. Talent shows with participation from the registered guests are well received.*

K. Sunday Worship Service

1. The Sunday Worship Service is prepared and led by the speaker, LWML ED Pastoral Counselor(s), or another Pastor. The EC will arrange for clergy to officiate at the Sunday worship service. The Worship Leader will coordinate the preparation of worship folders and may ask the committee to assist with the copying.
2. Worship leader needs prayer requests made early. The Retreat Committee will assist with this by providing the mechanisms to make prayer requests.
3. The Retreat Committee will assist with the service by setting up/cleaning up communion and ushering.
4. The assigned choir director will coordinate with the Worship Leader, the anthem of their choice based on theme. The Choir Director will schedule choir practice at convenient time on Saturday (*normally during or immediately following the interest sessions*).
5. The Organist/pianist will coordinate with the Worship Leader to obtain the assigned hymns.
6. If altars flowers are obtained by the committee for Sunday worship, vases are available at Pioneer.
7. The assigned ushers will greet, hand out worship folder and take offering. Ushers will meet with the Worship Leader for any special instructions.
8. The ushers will give the offering to the LWML ED Financial Secretary immediately following the service. The Financial Secretary will count and provide total to Retreat Coordinator for announcement at the Bell Tower, if possible.

L. Programming

1. The Retreat Committee is responsible for the programming and will keep the LWML ED President informed of the progress of the programming and provide an advanced copy of the program booklet by September 1.
Creativity is encouraged and will usually include a mixture of the traditional and something new to make each retreat unique. The major programming is be dictated by the theme and featured speaker.
2. The programming will include time schedules, servant assignments and leaders. *Time frames can vary slightly. Meal times are held fairly consistent; however, Pioneer is willing to work with slight variations. Keep Pioneer informed and provide them with an advanced copy of the program booklet. Friday Opening is done prior to the speaker's first session and should be a mixer/get acquainted time.*
3. The programming will include timing for announcements which are made routinely or as needed basis for:
 - Process and deadline for prayer partner forms
 - Placement of District Talent Bank forms
 - Reminders and placement of Evaluation forms
 - Where to drop off Empty name holders at conclusion of retreat
 - Placement of container for recycling items, stamps, etc.
 - Placement of dirty linens in cabins at conclusion
 - Process for Worship prayer requests as directed by Worship Leader
 - Location of Saturday optional interest sessions
 - When the Country Store is open
 - Worship Offering checks should be made out to "Eastern District LWML.
 - Choir practice time.
 - Displays.
 - District Pastoral Counselor – identify name and location of his room. He is available for individual prayer and counseling.
4. The programming will include other speakers including the Pioneer Executive Director, LWML ED President, VP Gospel Outreach/Organizational Resources, as well as, others at the discretion of the President and Retreat Coordinator.
5. The Retreat Committee will create a program booklet or other alternative.
This contains the weekend agenda, time frames and other useful information.
6. The appropriate number of booklets need to be printed. *Generally, the final printing of the program booklet and stuffing of participant folders are two of the last things done prior to retreat. A copy of a preliminary booklet should be provided to Pioneer and the LWML ED President. A final program can be provided to Pioneer in the last week prior to retreat. A copy to the speaker is recommended.*

M. Participant folders

The committee will assemble Retreat Folders. NOTES: *Contact with a Thrivent representative might yield folders, note pads, pencils and perhaps another token. Remember to give credit. LWML may also have bookmarks, folders, pencils or similar token. A list of retreat participants-name, address, cabin assignment cannot be included due to LWML ED Standing rules and privacy laws. Assemble approximately 10 extra folders for potential walk-ins.*

Items to include in folders:

- Name tags (*with meal choices identified*)
- Program booklet
- Prayer partners form
- "Talent Bank Survey" form for Eastern District Board needs. *Obtain current copy from the LWML ED Vice President of Gospel Outreach/Organizational Resources (VP GO/OR).*
- "Sharing My Time and Talents" form *serves as an evaluation survey for the current retreat and to obtain volunteers / ideas for subsequent retreats. Obtain current copy from the LWML ED VP GO/OR.*
- Speaker's sheets and other pages as provided (*i.e. National LWML, LWML ED President, Bible Study, Vespers, Devotions, PR Director, Recycling/Stamps, etc.*)
- Song sheets. *Be careful of copyright laws; public domain songs can be used without restriction. Coordinate with the VP of Communication to check CCLI license for all songs printed.*
- Prayer request forms.
- Any other items of interest.

N. Retreat Check-in/Hospitality

1. The Retreat Committee is responsible for checking in all registered guests. *This Check-in typically begins at 3:00 p.m. with a registration table(s) set-up in a convenient location and coordinated with Pioneer.*
2. Retreat folders will be handed out at this time with name tags. *Check-in for the EC may be performed prior to 3pm and folders/name tags brought to them at the EC meeting.*
3. There needs to be enough people to help with check-in, ready cabins with lower bunk reservations/special needs, welcome / greet arrivals, and general overall assistance with directions and luggage.

O. Reports

The Retreat Coordinator is responsible for preparing reports including:

1. A written/verbal report on preliminary plans to date should be available for the Spring BOD meeting (35 copies). A written/verbal report will also be required for the Fall EC meeting (16 copies).
2. At the conclusion of the Retreat a written final report should be prepared. Prepare or obtain final registration and accounting reports. Forward all final reports to the LWML ED President.
3. Provide suggestions to the LWML ED President for action items, and/or changes for the Fall Retreat guidelines to be considered by the EC/BOD.
4. Review the evaluation sheets and compile any comments or suggestions. Provide copies of sheets and summaries to the LWML ED President.
5. Provide the LWML ED Archivist/Historian with an extra participant folder and other items of interest for permanent historical retention.
6. Assemble and forward all materials to the next Retreat Coordinator. The LWML ED President will inform you to whom the items should be sent to. Include the Retreat guidelines document, copies of forms and programs used, final reports, master copy of participant folder from current retreat, name tag holders to be recycled, any leftover paper or other supplies and any other pertinent information.
7. Historical data within the "Retreat Materials" is to be retained for four years. Each year outdated materials may be purged and discarded. Consult with the Archivist/Historian prior to permanently destroying any records. It is not necessary to retain the individual registration forms on a yearly basis.

P. Financial

NOTES: *A copy of the quote/contract may be provided to the Treasurer and the Retreat Coordinator for information. Through 2016, Pioneer provided housing (only) for 3 people at no charge to the District and this was used for 2 camperships and speaker. Additionally, Pioneer food service personnel selected the meals, but a change in business model will make this a contractual agreement. The EC will decide the best course of action for meal selection based on prices. Also in prior years, a day-use fee was assessed for those attending the retreat but not staying overnight. Beginning in 2017, the Pioneer contract will dictate if a day-use fee is to be charged.*

1. All registration fees will be determined by the EC/BOD and be based upon the contract costs and speaker fees.
2. The EC/BOD offers a limited number of camperships. These consist of the price of a full registration package. Policy and number of camperships to be offered is set on an annual basis by the EC/BOD. All information regarding camperships will be provided by the President to the Retreat Coordinator and/or Registration Chair to be accounted for as a registered guest. This information is considered confidential in nature and should not be announced or shared publicly.
3. A budget may be set each year at the discretion of the EC/BOD. Committee members are asked to hold their cash expenses to a minimum and be prudent in spending. Requests for in-kind donations (non-cash or exchange of goods or services) are not prohibited.
4. An accurate accounting of all expenses and copies of receipts should be maintained. Prepare and send a detailed copy of all expenses to the President for reimbursement. These will be approved and forwarded to the Treasurer for Payment. In-kind donations (receipt must be attached to establish value) can be forwarded and will be acknowledged with a receipt upon request.
5. It is preferred that meal choices be designated on attendee name tags in place of meal tickets.
6. Speaker and/or worship leader honorariums and transportation costs will be handled directly by the EC (LWML ED President and Treasurer).
7. Provide an advance copy of the Retreat Program to the President for approval and for planning the number of speaker sessions to be paid (three or optional fourth), who will present Bible study and who will conduct worship service.
8. Committee expenses that will be paid include:
 - a) Paper supplies and copying costs (program, registration forms, maps, etc.)
 - b) Postage
 - c) Telephone calls
 - d) Speaker gifts
 - e) Name tag holders as needed (recycled from the prior year)



Q. Additional Miscellaneous Items

1. The Retreat committee may prepare an optional Retreat banner or logo.
2. The LWML ED Banner carried at the prior national Convention may be displayed.
3. The Retreat committee will provide thank-you gifts for all speakers.
4. Display of LWML items and LWML catalog is provided by the LWML ED Christian Life Chair.
5. Other LWML ED EC/BOD personnel may display including: Legacy of Love Coordinator, Archivist/Historian, PR Director, or other officer.
6. A specific location and time to distribute 1st Timer gifts should be coordinated with the VP GO/OR. *This should not be at the LWML ED Display table to avoid congestion.*
7. A Friendship Circle will be held immediately following the Worship Service around the bell Tower. A prayer and a song – “God be with you ‘til we meet again” is traditionally sung. *It is recommended that the words be included in the program booklet.*
8. There is typically a Cook’s Parade and tips during Saturday lunch or dinner. *Pioneer and LWML ED President should be consulted prior to announcing at the Retreat.*

Time Line

September (year prior)	EC Selects Host Zone, theme, speakers, venue, dates
November 1	President confirms speaker to Host Zone; Zone Receives materials & evaluation summary
January	Host Zone has met, selected Retreat Coordinator(RC) and identified other servants
February	Venue contract is signed; speaker contract is signed
March	Draft Registration form completed; EC Approves form
April	Registration form is published; RC checks with Venue on accommodations
May 1	Registration is open; Registrar has prepared confirmation form
June	Flyer provided for Convention, if applicable (even years); RC checks on Venue, servants, speaker, worship leader
July	RC checks on Venue, servants, speaker, worship leader
August ~ 4 weeks prior	Registrar may send reminders for accounts receivable; RC has prepared draft program booklet; RC checks on Venue, servants, speaker, worship leader
September 1 ~ 2 weeks prior	Registration is closed; Counts provided to Venue; Program booklet finalized; Program booklet copies provided to Venue/President; RC checks on Venue, servants, speaker, worship leader
September 8 ~ 1 week prior	Updated counts to Venue; Program Booklet finalized; Folders prepared including name tags; Copies of lists for check-in are made; RC checks on Venue, servants, speaker, worship leader

Sample Registration Form

 LWML Eastern District 2016 Retreat Pioneer Camp and Retreat Center, Inc. September 16-18, 2016		 "Love, Joy, Peace" Galatians 5:22 Speaker: LWML ED Pastoral Counselors Hosted by the CNY North Zone	
Name: _____		Phone: () _____	
Address: _____		E-mail: _____	
City: _____		State: _____	Zip: _____
Home Church, City: _____		Zone: _____	1st Time Attending a Retreat? Y N
PART-TIME	PART-TIME Registration Fee: \$10.00 \$		
	Day use Fee (no-overnight stay): ___ Fri. ___ Sat. ___ Sun. # of days X \$10.00 \$		
	Lodging:(check one) _____ Friday _____ Saturday # of days X \$43.00 \$		
	Please provide your room preference below.		
	Meals:		
			Friday Dinner \$ 15.00 \$
			Saturday Breakfast \$ 9.00 \$
			Saturday Lunch \$ 11.00 \$
			Saturday Dinner \$ 15.00 \$
			Sunday Breakfast \$ 9.00 \$
		Total \$ _____	
Deluxe Cabin \$50.00 or Woodland Cottage \$150.00 (To be paid in full by first registration occupant)		Additional Cabin Fee \$ _____	
Late Fee if postmarked after September 1, 2016		\$25.00	
NOTE: A \$25.00 deposit is required with a part-time registration.		Payment Enclosed \$ _____	
		Balance Due \$ _____	
FULL-TIME	FULL-TIME Includes: Registration Fee, 2 Nights Lodging, 5 Meals and Linens) \$150.00 \$		
	Deluxe Cabin \$50.00 or Woodland Cottage \$150.00 (To be paid in full by first registration occupant)		Additional Cabin Fee \$ _____
			Total \$ _____
	Late fee if postmarked after September 1, 2016		\$25.00
	NOTE: A \$50.00 deposit is required with a full-time registration.		Payment Enclosed \$ _____
		Balance Due \$ _____	
LODGING	Standard Cabins		
	Founders Court (Cabins 17-28- 2 single beds, 2 occupants required)		
	Schroeter Circle 1-8 (each cabin - 10 bunk beds)		
	Deluxe Cabins (Extra \$50 for weekend. FULL Payment is required with the first occupant registration.)		
	Founders Court 1 (Queen Bed) 2-4 (Queen Bed+Futon)		
	Founders Courts 5-8 (Queen Bed + 1 Bunk bed)		
	Family Court A (Queen Bed, Bunk Bed) Handicap Accessible		
	Family Court B-C (Double Bed, 2 Bunk Bed)		
	Family Court J,L,N (Double Bed)		
	Family Court K,M,O (2 Bunk Beds)		
Family Court P (1 Double Bed and 1 Bunk Bed with a double on the bottom)			
Woodland Cottages (Extra \$150 for weekend. FULL Payment is required with the first occupant registration.)			
Woodland Cottage 1, 2, 5, 6, & 7 (Each Cottage -1 Double Bed and 2 sets of Bunk Beds) (Minimum 4 per cottage)			
ROOMMATE _____		CHURCH/GROUP _____	
SPECIAL NEEDS	Wheelchair: _____ Scooter: _____ Lower Bunk: _____ Hearing Impaired: _____		
	other: _____ Dietary: _____		
NOTES: Registration deadline is September 1, 2016. (postmark no later than Sept. 1) Balance due must be paid (postmark) by Sept. 1, 2016 or incur a \$25 late fee. All requests are on a first come, first serve basis. No registrations accepted before May 1. (Must be post marked no earlier than May 1)			
CANCELLATIONS: The \$50 full-time/\$25 part-time deposit is non-refundable. CANCELLATION FOR MEDICAL REASONS will be reviewed based upon a written letter of notification to the district president.			
NON-SUFFICIENT FUNDS FEE: A charge of \$25.00 will be assessed on all checks returned by the bank.			
** Please make Checks or Money Orders payable to: LWML Eastern District ** Mail completed Registration Form, Payments and a SELF-ADDRESSED, STAMPED Business size Envelope to: _____ in • 6 _____ S. • _____ 32 (email) _____ • (home p _____)4 • (cell p _____)8 _____ Check here if you prefer your Confirmation to be emailed (must include email above).			

Sample Confirmation Letter

2016 LWML FALL RETREAT	
Pioneer Camp and Retreat Center, Inc.	"Joy, Love, Peace"
Angola, NY	Registration Confirmation # _____ September 16-18, 2016

NAME _____
ADDRESS _____
STATE _____ ZIP CODE _____ PHONE _____

RESERVATION INCLUDES:

- Full-time Package - Registration fee, 2 nights lodging, 5 meals, and linens \$150.00 - _____
- Part-time Package - Registration fee \$ 10.00 - _____
 - Day use fee required for non-overnight stay ____ # days x \$ 10.00 - _____
 - Lodging __ Friday ____ Saturday ____ # days x \$ 43.00 - _____
 - Meals:
 - Friday Dinner \$ 15.00 - _____
 - Saturday Breakfast \$ 9.00 - _____
 - Saturday Lunch \$ 11.00 - _____
 - Saturday Dinner \$ 15.00 - _____
 - Sunday Breakfast \$ 9.00 - _____
 - Total - _____
- Special Request Lodging (Deluxe Cabin \$50; Woodland Cottage \$150.00)
(Has been paid in full by first registration occupant - _____ \$ - _____
(Name)
- Less: Payment or minimum deposit received (\$50.00 for full time; \$20 for part-time) \$ - _____
Check # _____ Balance Due - _____

Lodging Assignment _____ Roommate/Group _____
Special Needs _____

Reminder to Bring to Camp: Bible, comfortable walking shoes, needed medications, flashlight.
.....
Your deposit will hold your place. All requests served on a first-received, first-served basis (with postmark of May 1" or after). Balances due **MUST BE PAID IN FULL BY SEPTEMBER 1, 2016.**
Late fee of \$25 for all registrations postmarked and/or payments made after September 1, 2016.
Cancellation: \$ 50.00 (FT) or \$25.00 (PT) deposit is non-refundable.
Medical Cancellation: Full Refund considered with written notification to District President, Kathy Pavlock.
Non-sufficient funds fee: \$ 25.00 charge on all checks returned by bank.

Please send your balance due of \$ _____ to _____.
Please make check or money order made payable to: LWML Eastern District

Cut and submit this portion with your check to cover any balance due.

Name _____ Address _____
Phone Number _____ Balance due by 9/1/2016 \$ _____

FOR Registration USE ONLY:

Registration No. _____ Date Received _____ Amount \$ _____ Check # _____

Sample Registration Record

LWML Fall Retreat, September 16-18, 2016

Reg.#	Name	Zone	Housing	FT	PT 1 nt	PT reg	D.U	FD	SB	SL	SD	SuB	Add'l Fee	Total Due	Date Pd.	Amt. Pd.	Amt. Due	Add'l Paid
1	Linda Bahr	CNY North	Founders 3 (43)	150									50	200	5/1/2016	200	0	
2	Pastor Edward Meyer	CNY North	Founders 28 (26)	150										150	5/1/2016	50	100	
3	Melba Meyer	CNY North	Founders 28 (26)	150										150	5/1/2016	50	100	
4	Patricia Clark	CNY North	Schroeter 2	150										150	5/3/2016	50	100	100
5	Teri Devan	CNY North	Founders 3 (43)	150										150	5/3/2016	150	0	
6	Mary Lehocky	Pittsburgh	Founders 20 (34)	150										150	5/4/2016	150	0	
7	Alice Dietrich	Pittsburgh	Founders 20 (34)	150										150	5/4/2016	150	0	
8	Maryann Magil	Niagara	Founders 6 (40)	150									25	175	5/4/2016	75	100	
9	Cindy Green	Niagara	Founders 6 (40)	150									25	175	5/4/2016	175	0	
10	Dorothy Gerstacker	Pittsburgh	Woodland 1 (13)	150									150	300	5/4/2016	300	0	
11	Joyce Dolpp	Niagara	Founders 5 (41)	150									50	200	5/5/2016	200	0	
12	Kathleen Brauer	Niagara	Woodland 5 (10)	150									150	300	5/5/2016	300	0	
13	Kathy Burkett	Niagara	Woodland 6 (11)	150									150	300	5/5/2016	200	100	100
14	Shirley Allen	Niagara	Woodland 6 (11)	150										150	5/5/2016	50	100	100
15	Phyllis Phillips	Niagara	Woodland 2 (9)	150										150	5/5/2016	50	100	
16	Alice Pfonner	Niagara	Woodland 2 (9)	150									150	300	5/5/2016	200	100	100
17	Gretchen Putzman	Buffalo	Founders 26 (28)	150										150	5/5/2016	50	100	100
18	Bea Hapeman	Niagara	Founders 7 (39)	150									50	200	5/5/2016	100	100	
19	Christine Gasslein	Philadelphia	Woodland 7 (12)	150									37.5	187.5	5/5/2016	87.5	100	100
20	Susan Morris	Philadelphia	Woodland 7 (12)	150									37.5	187.5	5/5/2016	87.5	100	
21	Dorothy Koschmann	Philadelphia	Woodland 7 (12)	150									37.5	187.5	5/19/2016	87.5	100	100
22	Susan Bell	Philadelphia	Woodland 7 (12)	150									37.5	187.5	5/5/2016	187.5	0	
23	Julie Gerlach	Niagara	Woodland 5 (10)	150										150	5/6/2016	50	100	

Sheet1

Sheet2

Sheet3

