

## Section 3A

### **3a. Classic Club Youth/Adult/Club Registration**

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## **REGISTRATION FEES**

### **Who should register?**

Every youth and adult leader involved in your club program. Although registration can occur at any time of the year, each member's annual registration fees expiration date is September 30.

By registering each family will receive a copy of the council's quarterly publication "The Connection," and each registered adult will receive our monthly publication "The Peeks" electronically, keeping your club leaders informed of council news and programs.

### **Why register?**

You become a part of an organization that is one of the nation's leaders in not-for-profit youth development. Camp Fire, through its 85 councils spread from coast to coast, spent 22 million program hours serving thousands of children and youth in 2008. That number is expected to increase.

Founded in 1910, Camp Fire's outcome-based programs include leadership, self-reliance, after school groups, camping and environmental education and child care.

Registration fees are to be paid prior to participating in Camp Fire Snohomish County programs: i.e. Camp Killoqua, day camp, mom-youth overnight or Self-Reliance courses.

Also, the youth registration forms are the only way (other than a parent consent form for a trip) that you as a leader will have permission to obtain medical treatment for any member if the need arises.

### **Why is it important to register in a timely manner?**

So that adult and youth members have no lapse in membership or insurance coverage.

### **What is meant by timely registration?**

A club's registration forms must reach the Training and Resource Center by September 30 for renewing clubs. New clubs are requested to register as soon as possible before meeting with the youth club members for the first time.

All members must be registered by September 30 of the program year to participate in the pledging process of the Fall Council Fund-raiser, and/or by January 15 of the same program year for new members in the late fall to participate in the Candy Sale.

## HOW TO REGISTER FOR CLUB PROGRAM ONLINE

1. Go to [www.campfiresnoco.org](http://www.campfiresnoco.org)
2. Click on the **“Clubs”** tab at the top of the page
3. Click on **“Club Program”** in the drop down
4. Click on the red **“Register for a club”** link
5. Click on the red **“Online Registration”** link under Step 1
6. Enter your email and password if you already have an account established from summer camp. Once you are in your account you can click on **“Register for a Program”** and proceed with the registration process. (If you do not have an existing account you will need to go to **“Create an Account”** first.)

\*Please note: If you are only registering a child, the primary contact for your account will need to be an adult. If you have any questions please contact our office at 425-258-5437 for assistance.

## NEW CLUB ON-LINE REGISTRATION INSTRUCTIONS

Thank you for registering your club. If you have any questions about registration procedures, please contact the Camp Fire Training and Resource Center at 425-258-5437.

1. **Registration is \$20.00 per child. Renew able Annually.**  
We accept Visa or MasterCard. Registration fees are not refundable.  
Complete the youth and adult club's registration at [www.campfiresnoco.org/club](http://www.campfiresnoco.org/club)  
. Click on Register for a Club
  
2. **Identify the leadership team.** A minimum of 2 leaders are required to register with a club.
  - a. Adult Volunteers having contact with the children in the club need to register as a Leader or adult member. They will complete the following forms as part of their registration: the **National Background Check and the Hold Harmless, Photo Release and Driving & Auto Insurance forms**. They also required to read the Child Abuse Guidelines and Vehicle Safety form. It is suggested that you print the 2 documents.
  
  - b. As others join the club, have them register at [www.campfiresnoco.org/club](http://www.campfiresnoco.org/club) and complete the same process.
  
  - c. All Leaders working with a club are required to submit a signed **Volunteer Agreement** on an annual basis. There are two copies of the **Volunteer Agreement** for each Leader to sign; one to keep and one to be returned to the office with your club's registration. New Leaders will be asked to sign the Volunteer Agreement once the Volunteer Application process is complete.
  
3. **Copies of all registration information will be sent to the leader. Keep the emergency information in a binder for your records. The binder should be visible at all meetings & field trips.**