***HIGH SCHOOL REGISTRATION POLICY***

In response to an overwhelming amount of interest in bringing a group to Nazareth Farm and in an effort to provide equal opportunity to each group who would like to come to Nazareth Farm, the following Registration Policy has been set by our Board of Directors. Please review it carefully as you complete the registration application for your group.

The registration packet for the volunteer season will be available on-line at [www.nazarethfarm.org](http://www.nazarethfarm.org). A reminder about registration will be sent to all interested youth/campus ministers in September.

For schools interested in volunteering during February or the week after Easter, registrations need to be postmarked by **September 25**. For schools that are interested in volunteering during the **summer**, the postmark deadline will remain **October 15**. All applications postmarked on or before the registration deadline will be treated as having been received on the registration deadline. Every attempt will be made to accommodate the desired weeks for those applications postmarked by the registration deadline. When more applications have been received than there are slots available, slots will be assigned by means of a lottery system. Any group not selected by the lottery system will be put on a waiting list and will be contacted if any spots open up. Any applications postmarked after the registration deadline will be put on the 'late' waiting list and will be offered slots, if any are available, in priority of postmark dates as previously described. Express mail items hold the same stipulations as First Class mail. Schools and parishes will be notified by letter or email when the calendar is complete.

For group weeks in June, July, and August, payment in full for the number of spots reserved **must be received by April 1**. If payment is not received by that date, Nazareth Farm will notify you and will fill the spot with another group. If no new volunteer group is found to fill those volunteer spots, the original group will be responsible for full payment by April 1 or 90 days before the February and Easter volunteer weeks. If an entire group must cancel, and Nazareth Farm can not fill the spot, your payment will **NOT** be refunded. Payment will only be refunded after those deadlines if the spots are filled. If groups show up with fewer volunteers than reserved and paid for, the amount will **NOT** be refunded unless the group called ahead and Nazareth Farm was able to replace the spots. If Nazareth Farm can fill the spot, you will be refunded for every person we replace. The deposit of $50 per person is non-refundable unless your group is not selected in the lottery system.

Groups who submit a completed application by the designated date, yet due to capacity constraints do not receive a group week will be given priority the next year if a completed application is received by the annual designated date. Groups associated with staff and board members do not receive preferential treatment in the selection process.

If you have any questions regarding these policies, please contact

Nazareth Farm at 304-782-2742.