

# ICS Program / Workshop Enrollment Form 2010-2011

Use a **SEPARATE** form for each month!

Please read guidelines on following page before completing this form.  
***In particular, note the cancellation policy.***

Don't be confused. If you are a member, you may use either this form, or the short form provided in the teacher's workshop packet of materials available at most meetings.

Date	
Name (print)	Phone – Day
Street Address	Phone – Evening
City, State, Zip Code	Email Address
Month (circle 1 month) Sept March July Thursday [ ] Friday [ ] Saturday [ ]	Instructor's Name
Workshop 1 Title:	Workshop 2 Title:
Total Due: \$ _____	
<b>Cash</b> enclosed for month listed \$ _____	<b>Check</b> enclosed for month listed \$ _____ Check # _____ Dated _____
<b>Cash</b> enclosed for more than one month's classes \$ _____	<b>Check</b> enclosed for more than one month's classes \$ _____ Check # _____ Dated _____
Other (please explain) <input type="checkbox"/> Deposit Check ASAP <input type="checkbox"/> Deposit Check 30 days prior to workshop	
Submit form with check made out to <b>ICS</b> to ►	Debbi Dillman 3 Florida Court Urbana, IL 61801 Ph. 384-8486 email: ddillman@illinois.com

# Workshop Guidelines

## GENERAL INFORMATION

- Workshops are held at St Peter's United Church of Christ, unless otherwise noted.
- Workshops are filled on a first-come, first-served basis and limited to number of students set by the teacher. A waiting list is kept for workshops that are filled.
- Workshop openings will be offered to the general public. Members have priority up to 30 days before class. General public attendees will be notified 30 days before the class if openings are available.
- Supply lists will be available at least 30 days prior to the workshop. Supply lists may be obtained by sending a self addressed stamped envelope to the contact person listed in the workshop description. Pick up the list at the guild meeting one month prior to workshop. Supply lists are sometimes available on the teacher's web site or the IPHS web site, as well.
- Full-day workshops begin at 9:00 a.m. and end by 3:00 or 4:00 p.m. Half-day workshops are held 9:00 a.m. to noon, or 1:00 p.m. to 4:00 p.m.
- Doors are usually open by 8:30 a.m.
- Workshops include a 30-45 minute lunch break. Workshop participants may bring a sack lunch or place an order for delivery from a local restaurant. Bring small bills for payment if placing an order. Only workshop participants and assistants are allowed in the classroom, except during lunch.

## PAYMENT AND ENROLLMENT

- Workshop costs are listed in the description on the prior page for Guild members; an additional \$5.00 fee is charged for non-members.
- An enrollment form is required for each month.
- Payment is required at the time of enrollment. Payment is required to guarantee enrollment in a workshop.
- Forms are available in the guild newsletter or at the ICS meetings, or on the ICS website.
- Forms and payment are to be mailed or given to Debbi Dillman
- Payment may be made by cash or check payable to **ICS**. Post-dated checks (dated one month prior to the date of the requested workshop) are acceptable.
- The Program Committee prefers a separate check for each month's workshop(s). Checks will be deposited 30 days in advance of the workshop. If a check for more than one month is submitted, the check will be deposited 30 days in advance of the first workshop enrolled. Cash will be deposited when received. We will honor special requests to deposit checks ASAP.

## WORKSHOP CANCELLATIONS

- Workshop fee is refundable if cancellation is received more than **30** days prior to workshop.
- If cancellation is received less than **30** days prior to workshop, the member remains responsible for the workshop fee.

**Member is responsible for notifying Debbi Dillman  
(Ph. 384-8486; email: [ddillman@illinois.edu](mailto:ddillman@illinois.edu)) if unable to attend a workshop**