



# Education Program Registration Procedures


## Choose one of the following convenient ways to complete your registration.

If you are registering via fax, mail or drop off, make sure you sign the participant waiver at the bottom of the registration form on the next page. Copies of the form are acceptable as long as they are legible. Fee and payment must accompany your registration. We accept VISA, MasterCard, cash, and checks made payable to MCCD.

 **Online:**  
[www.MCCDistrict.org](http://www.MCCDistrict.org)

 **Fax:**  
(815) 479-5766

 **Phone:**  
(815) 479-5779

 **Mail:**  
Attn: Program Registration  
Prairieview Education Center  
2112 Behan Road  
Crystal Lake, IL 60014

**Drop off:**  
Prairieview Education Center  
2112 Behan Road, Crystal Lake.

**Hours:**  
**April–October**  
Mon.–Sat.: 9 a.m.–5 p.m.  
Sun.: 1–5 p.m.  
**November–March**  
Mon.–Fri.: 9 a.m.–5 p.m.  
Sat.: 10 a.m.–4 p.m.; Sun.: 12–4 p.m.

## Random Draw Lottery?

Initial program registration is handled through a lottery, which is designed to give equal opportunity for residents throughout the county regardless of the speed with which their newsletter is delivered. All registration requests received by the deadline are processed randomly. **Lottery registration requests must be received by 5:00 p.m. on Thursday, August 18, 2011.**

**Confirmation** Once the lottery is completed, you will receive a confirmation by mail to verify your space in the program or on the waiting list.

**Register early** Classes are typically cancelled if they do not meet their minimums one week ahead of time.

## After the Random Draw Lottery Deadline:

Often there are spaces remaining in our programs after the lottery. Any in-county resident registration requests received after the lottery and all out-of-county resident requests will be processed on a first-come, first-served basis as program space allows. You may call Prairieview Education Center at (815) 479-5779 to inquire about program space availability.

**Withdrawal/Cancellation** If you need to withdraw from a class, please call Prairieview Education Center at (815) 479-5779 to allow registrants on the waiting lists to be contacted. Unless otherwise noted, advance notice of seven days is required to receive a refund. Cancellations may occur if there are an insufficient number of people signed up or if severe weather is forecasted.

## American with Disabilities Act

McHenry County Conservation District welcomes the participation of all individuals in our programs, including those with disabilities. We are fully committed to complying with the ADA and providing reasonable accommodations to facilitate participation in our programs.

It is the responsibility of participants, parents/guardians to contact the District to make arrangements for any accommodation at the time of registration; no later than two weeks prior to the start of a program or special event.

## Safety is a Priority

Safety is a top priority to all who visit our sites and facilities. If, while on a Conservation District site, you see or witness something that appears to be unsafe, please call the Conservation District and let us know (815) 338-6223.

## Behavior Code of Conduct

1. Show respect to other participants, staff and volunteers.
2. Follow instructions by staff and volunteers and show proper group behavior at all times.
3. Show respect to the environment, facilities and supplies.
4. Use appropriate language at all times.




## Did you know...

### Landscapes is posted on our website?



No registration is necessary to view or download it.

If you would like to receive an electronic notification when each issue is available in place of a regular printed copy please contact: [MCCD@MCCDistrict.org](mailto:MCCD@MCCDistrict.org).

Also, let us know if your mail or e-mail address has changed. 

Stay up-to-date with monthly special event reminders — sign up for the District E-newsletter online at [www.MCCDistrict.org](http://www.MCCDistrict.org), like us on **Facebook** and follow us on **Twitter** @DiscoverMCCD.  




# McHenry County Conservation District Program Registration Form

ASTERISK DENOTES REQUIRED INFORMATION

Parent/Adult First and Last Name* Address*	<b>Program fees must be submitted with registration. We accept:                  Cash / Checks (payable to MCCD) / VISA / MasterCard</b>
City/State/Zip Code*	Credit Card Number:
Home Phone*	Expiration Date:
Work/Emergency Phone	Name on Card:
Email	Cardholder Signature:
McHenry County Resident?*	YES      NO

Participant First and Last Name*	Gender*	Birth Date* MM/DD/YY	Program Name*	Program Code*	Fee*
<b>NOTE: "All Ages" and "Youth With Adult" category programs require an adult to register and attend with children less than 14 years of age.</b>				<b>Total Fees Enclosed:</b>	

 The McHenry County Conservation District welcomes individuals with disabilities into programs. Please describe any accommodations needed for successful inclusion in the program(s).	Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slip and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities exist. In this regard, it must be recognized that it is impossible for the District to guarantee absolute safety. Please read this form carefully and be aware that in signing up and participating in the programs listed, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with these programs (including transportation services and vehicle operations, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in these programs, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in these programs against the District, including its officials, agents, volunteers and employees. I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. My facsimile signature shall substitute for and have the same legal effect as an original form signature.
Participant Signature & Date	Parent/Guardian Signature & Date (if participant is under 18)
<b>Return Forms to: McHenry County Conservation District    2112 Behan Road    Crystal Lake, IL 60014    TEL 815-479-5779    FAX 815-479-5766</b>	