


# 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, November 17, 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.  



