



# Jack and Jill of America, Incorporated

42ND NATIONAL CONVENTION | PALM DESERT, CA | JULY 27-31, 2016

[HTTP://JACKANDJILLINC.ORG/2016CONVENTION](http://jackandjillinc.org/2016convention)

THE POWER  
to make a  
DIFFERENCE

## REGISTRATION CHECKLIST

Use this checklist to ensure you have completed the registration process.

- Review the Online Registration Guide
- Review the FAQs
- Register for the Convention through the online system
  - Early Registration dates: Through April 30<sup>th</sup>
  - Late Registration dates: May 1<sup>st</sup> – 31<sup>st</sup> (Additional \$100 fee per registrant)
- Book your hotel registration
- Complete and submit the Medical Release Form if you have registered a child or teen  
Within 2 weeks of their registration
- Review the Convention agenda
- Complete and submit the Memorial Form no later than June 1, 2016 (if applicable)

In the event that you or your family member registers for the 2016 National Convention and are unable to attend, you may apply for a refund of your registration. Refund requests will be processed as follows:

- Submit a written notice of your intention to cancel your registration and request for a refund to:  
Jack and Jill of America, Incorporated  
c/o Special Events  
1930 17<sup>th</sup> Street, NW  
Washington, DC 20009

- Your cancellation request must include:
  1. Your name, address, telephone number and email address
  2. The name of each family member whose registration is being cancelled
  3. Your Chapter's name
  4. The Region in which your chapter is located
  5. The total amount of the refund request

- The cancellation fee schedule is below:

Postmark Date	Fee for each cancelled registration
On or before May 31 <sup>st</sup>	\$100
After May 31 <sup>st</sup>	No refund given

- Requests will not be processed until 60 days after the close of registration and will be made via check.

If you have any questions regarding the cancellation policy, please contact the National Headquarters office at (202) 667-7010.