

BSU JOURNALISM WORKSHOPS

Have questions about Workshops?
Visit www.bsujournalismworkshops.com
or give us a call at 765-285-8900

RETURN
REGISTRATION
FORMS TO:
JOURNALISM WORKSHOPS
DEPARTMENT OF JOURNALISM
BALL STATE UNIVERSITY
MUNCIE, IN 47306
PHONE: 765.285.8900
FAX: 765.285.7997

NAME <input type="checkbox"/> I AM AN ADVISER	CELL PHONE (ATTENDEE)	E-MAIL (ATTENDEE)	GENDER:	DATE OF BIRTH
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ADDRESS	CITY	STATE	ZIP	T-SHIRT SIZE
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SCHOOL	SCHOOL CITY	SCHOOL STATE	INTERESTED IN GETTING TRANSPORTATION FROM/TO THE AIRPORT OR MEGABUS? <input type="checkbox"/> YES, I'VE ATTACHED THE FORM
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PARENT/GUARDIAN NAME	HOME PHONE	CELL PHONE (PARENT)	E-MAIL (PARENT)
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MEDIA ADVISER NAME	ADVISER CELL PHONE	ADVISER E-MAIL
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REQUESTED ROOMMATE NAME & SCHOOL (YOU MAY REQUEST ONE ROOMMATE. ALL DORM ROOMS ARE AIR-CONDITIONED!)	STAFF: <input type="checkbox"/> YEARBOOK <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> MAGAZINE <input type="checkbox"/> TV <input type="checkbox"/> WEB	POSITION: <input type="checkbox"/> EDITOR-IN-CHIEF <input type="checkbox"/> SECTION EDITOR <input type="checkbox"/> WRITER <input type="checkbox"/> DESIGNER <input type="checkbox"/> OTHER	GRADUATION YEAR: <input type="checkbox"/> I AM INTERESTED IN ATTENDING BALL STATE
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SPECIAL CONCERNS (INCLUDE ALLERGIES OR HEALTH CONCERNS)

STEP ONE: SELECT A COURSE

CHECK THE CLASS YOU ARE INTERESTED IN (see descriptions online!):
Please place a (1) next to your first choice and a (2) by your second choice

LEADERSHIP COURSES

- Broadcast Leadership News & Web Leadership
 News & Web Revamp Yearbook Theme Development
 Yearbook Leadership

REGULAR COURSES

- Rockin' Awesome Writing Visual Storytelling Photography
 Beginning InDesign Middle Management and Organization
 Advanced Design Social Media Reporting
 Website Start-Up

GRADUATE/ADVISER COURSES:

- Adviser Planning and Development*

*For more information on housing and receiving graduate credit, visit bsujournalismworkshops.com

STEP TWO: TRAVEL

HOW DO YOU PLAN TO GET TO WORKSHOPS?

- Parent/Relative Drop Off on July 9
 Student Attendee Driving Self / Others *
 Riding with a Student Attendee Driver
 Air Travel and using Workshops Airport Transportation **
 Bus Travel ***

*If you are planning on driving yourself or others to camp, be aware that you will have to purchase a 4-day parking pass through the Workshops. This is a \$20 expense and can be added in Step 3 of this form

** If you are traveling by air, you will need to fill out a Transportation Form (found on the Workshops website. Be aware there are a few additional fees) and send it with your registration form.

*** If you are planning to travel by bus, please call the Workshops office to make individual arrangements

STEP THREE: PAYMENT

TOTAL AMOUNT DUE:

- JULY 9-13 WORKSHOP: \$400 (\$35) MEAL CARD (optional) QTY: ____
 COMMUTER RATE: \$300 (\$70) MEAL CARD (optional) QTY: ____
(Only available to students/ advisers who live within a 20-mile radius of Ball State) TRAVEL PAYMENT _____
 4-DAY PARKING PASS (\$20)

TOTAL: _____

PAYMENT METHOD

- CHECK ENCLOSED
 CREDIT CARD RECEIPT ENCLOSED
 OTHER

Use our secure online credit card payment system at bsujournalismworkshops.com

SEE PAGE 2!

NO REGISTRATIONS WILL BE ACCEPTED IF POSTMARKED AFTER JUNE 14, 2017

STEP FOUR: SIGNATURES

Please complete the medical treatment and insurance section and read and sign the Workshops policies. We cannot process your registration if this page is not complete. If you do not have medical insurance, please indicate that below and contact the Workshops office for additional information

1 MEDICAL TREATMENT AND INSURANCE

I give permission for medical attention to be administered to the above named or myself in case of an emergency. I understand that any medical assistance of a more serious nature will be brought to my attention as conditions permit.

DATE OF LAST SHOTS:

Tetanus: _____

Diphtheria: _____

In case emergency treatment is required, my health insurance number and carrier are:

Insurance carrier

Insurance number

THE FOLLOWING MAY NOT BE A PARENT OR GUARDIAN:

EMERGENCY CONTACT: _____

PHONE: _____

ALTERNATE CONTACT: _____

PHONE: _____

2 WORKSHOP POLICIES

- All students and chaperons are to follow local, state and federal laws while attending Workshops.
- Curfew is 11 p.m.
- Students are not to enter other residence halls or surrounding neighborhood houses during Workshops.
- Opposite genders are not permitted to be on the same floor of the residence halls.
- Students will not operate their motor vehicles while at the workshop or ride in anyone else's personal vehicle while at Workshops.
- This is a workshop and students are expected to complete assignments under given deadlines.
- I give Journalism Workshops and its employees permission to post photos of my child on department social media
- Students are representatives of their schools and should act in accordance with all school rules and policies.
- Smoking is prohibited during Workshops.
- The use of drugs and alcohol is strictly forbidden.
- Students are expected to attend all sessions, unless sick. In such a case, students are to report directly to the Workshops office in AJ 304.
- State and federal law prohibits students from tampering with fire alarms, safety or security equipment.
- Horseplay, including excessive noise, removing window screens and throwing items from the windows, is strictly prohibited.
- Parents are responsible for any financial restitution owed to the university for property damage or lost keys.
- Students may be dismissed from Workshops if they are found violating any of the workshop policies. In the event of dismissal, parents will be notified to pick up their child immediately.
- This is not an all-inclusive list. For more information on Ball State's Risk Management policies, visit bsu.edu/about/administrative/offices/riskmanagement

I have read and understand the rules and policies of BSU Journalism Workshops and I give permission for medical attention to be administered in case of an emergency.

Parent/Guardian Signature

3 CHECKLIST

Please use this checklist to make sure you have completed all of the steps for registering for Workshops

- Filled out every step on BOTH pages of this registration form. Some commonly missed sections include: health insurance, T-Shirt Size and Parent/Guardian Signature.
- My registration form is completed and in the mail, postmarked by **June 14**.
- Indicted both a first AND second choice for my Workshops course.
- Indicted how I plan to get to Workshops. If these plans change, please notify the Workshops Office.
- The information on these forms is correct and legible.
- Double-checked the amount paid for my registration, travel and additional fees.