

One for all.



Instruction Sheet Youth & H.S.

THANK YOU for requesting membership forms! We very much appreciate your participation in our membership program. With your support and involvement US Lacrosse can achieve its mission and vision.

To insure all membership applications are processed in a timely and efficient manner, please adhere to the following guidelines:

- All forms **MUST** be signed! Our forms have yellow highlights where signatures are the most critical. Membership applications will not be processed without a signature, which means no insurance.
- A completed **roster**, program/team name, contact person, address, telephone number and email must accompany returned forms and total payment. **Any discrepancies in membership status will not be the responsibility of US Lacrosse if a roster is not submitted.**
- One check from your organization must be enclosed. Multiple payments will increase the processing time. The number of forms and their membership categories should equal the amount of the check. Use the chart below to assist in you in your organization. Forms with partial payment will not be processed. **Applicants do not have insurance until full payment and a signed application is received.**
- The blue box at the top of the registration form is for your use. Let us know if there is other information that would be beneficial.
- Forms should be divided by type of membership (youth, high school, adult). Applicants do not need to be divided by renewals or gender. **Players 15 and over or in high school will not be processed if paid as a youth member.**
- Youth Membership (15 and younger and not in High School) is \$25, High School Membership (18 and under) is \$35, and Adult Membership (including youth coach membership) is \$50.
- **Faxed forms are not permitted and will not be processed!**

Program Administrator Check List (*Did you remember to...*)

- make sure all the forms are signed correctly, with parent signatures (under 18)?
- divide the forms into separate membership categories?
- complete the information grid at the bottom of this sheet accurately?
- make sure payment enclosed matches the correct payment due?
- include an accurate roster with the names of the players included with this submission?
- include any and all contact information and supply one, consistent team name for the group?
- enclose a cover sheet with any important information you would like us to know?
- request a list of names after the group is processed if you need one?

Mail Forms to:
113 West University Parkway
Baltimore, MD 21210
Attention:
Membership

A ROSTER IS KEY IN ACCURATELY PROCESSING THE FORMS!!!

The Membership Service Center is here to assist you with other questions or concerns. Feel free to contact us at 410.235.6882 x102 or membership@uslacrosse.org. Again, thank you for your support of US Lacrosse. Your dedication is critical to the growth of the sport!

1. Team Name / League: _____

2. Contact: _____

3. Position: _____

4. Address: _____

9. Phone: _____

10. E-mail: _____

11. Check if you would like membership numbers e-mailed to you after applications are processed.

5. _____	x	\$25	=	_____
Number of Youth Members		Cost		Total Cost of Youth Forms
6. _____	x	\$35	=	_____
Number of High School Members		Cost		Total Cost of High School Forms
7. _____	x	\$50	=	_____
Number of Adult Members		Cost		Total Cost of Adult Forms Forms
8. _____				_____
Total Number of Forms				Total Cost of All Forms

INSTRUCTIONS FOR EACH NUMBER ON CHART

(1) Team Name: The consistent name used when submitting all membership forms, requesting a certificate of insurance or requesting a list of players and membership numbers.

(1b) League: Also the consistent name...

(2) Contact: Name of the person submitting the packet of forms that we can contact in the event there is a problem with the reconciliation of the group.

(3) Position: The role you hold with in your team: president, treasurer, parent volunteer, etc.

(4) Address: Where we can mail future correspondence such as the Program Administrator thank you mailing.

(5) Number of Youth Members: Total number of members 15 and younger and not in high school.

(6) Number of High School Members: Total number of members 15 and over and in high school.

(7) Number of Adult Members: Total number of members 18 and over.

(8) Total Number of Forms and Cost: Add up each of the columns in the grid and these are the final numbers that should be equal to what is included in the package.

(9) Phone: Number we can reach you at during the day to resolve any issues with your group.

(10) Email: E-mail address we can send you a confirmation we received your group and where we will send a list of membership numbers once the applications have been processed.

(11) Check Box: (Check if you would like membership numbers e-mailed to you after applications are processed) select this box if you would like to have an updated list of membership numbers e-mailed to you. The list would include any current members previously submitted and the applications submitted with this instruction sheet.



Team Name / League: _____ (1) Contact: _____ (2) Position: _____ (3) Address: _____ (4) _____ (5) _____ x \$25 = _____ Number of Youth Members Cost _____ (6) _____ x \$35 = _____ Number of High School Members Cost _____ (7) _____ x \$50 = _____ Number of Adult Members Cost _____ (8) Total Number of Forms	Phone: _____ (9) E-mail: _____ (10) <input type="checkbox"/> Check if you would like membership numbers e-mailed to you after applications are processed. (11)
	_____ Total Cost of Youth Forms
	_____ Total Cost of High School Forms
	_____ Total Cost of Adult Forms
	_____ Total Cost of all Forms