

MAILED-IN REGISTRATIONS ONLY

COVER SHEET CHECKLIST

Please adhere to the following guidelines.

- ✓ To assure information on registrations forms is properly completed, print the school and coach information on the form **before** photocopying.
- ✓ As forms are returned, verify that the parents have **signed AND initialed the three statements in the "Parents" section**. Likewise check the forms for grade, birth date and complete address. There is a \$5 charge for each incomplete registration that must be returned.
- ✓ Organize completed registrations first by grade level and then alphabetically by last name.
- ✓ DO NOT STAPLE CHECKS TO REGISTRATION FORMS.
- ✓ Preferred Form of Payment: One school check covering all fees and made payable to the Pentathlon Institute.
- ✓ If individual checks must be sent, they must be payable to the Pentathlon Institute.
- ✓ Arrange checks in a similar manner as the registration forms. Secure the stack with a rubber band or in an envelope.

Please print the contact information for the person best able to address questions or concerns about the following registration forms.

Name _____

Phone _____

Email Address _____