

Dear Parents/Guardians,

We would like to inform you of a new process for completing registration paperwork, the new process will make things smoother for all involved. The change is prompted by several issues in the past, such as incomplete registration paperwork, no payment, and misunderstandings on if your youth/s were registered. Please read the steps of the process below carefully and completely, this will insure a smooth registration process.

1. Please submit the “Request for Registration Paperwork” form for each youth you are wanting to register, by emailing the form/s to contactus@bgcuv.org
2. We will send you the paperwork that is needed for your youth/s in order to complete the registration process
3. Please return all fully completed paperwork with payment to contactus@bgcuv.org. There are two ways to make the payment, you may complete the credit card authorization form or call the office. **This must be done when you submit the paperwork.** We will send you a confirmation # and this will signify that your youth/s are registered. If you are registering multiple youths, you can combine the fees into one payment. **If you do not receive a confirmation # your paperwork has not been processed and your youth/s will not be registered.**

Things to Know:

- If you have checked the box indicating you would like to apply for a scholarship to lower the fee, please note that unless you currently have an up to date scale on file you will need to provide proof of income for the working adults in your household. Some examples of proof are: Income tax return, last 2 months of paycheck stubs, statement of unemployment benefits, social security benefit letter, public assistance such as TANF or SNAP documentation or foster providers. If you have a question on proof, please call the Office at 541-440-9505.