



RETIREE EVENTS SPRING 2017 REGISTRATION FORM
Members and Spousal Members

REGISTRATION RULES AND PROCEDURES ON BACK

PLEASE NOTE: You must submit a separate check for each event for which you register.
 Each registrant must complete a separate registration form and submit a separate check for each event.

Name of Member: _____ Check Status: CSA Retiree Spousal member

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell phone: _____

Email : _____

Emergency Contact: _____ Phone: _____

Educational/ Cultural Event Code	Event Title	Fee
<i>SP17</i>		
<i>SP17</i>		
<i>SP17</i>		
<i>SP17</i>		
<i>SP17</i>		
<i>SP17</i>		
<i>SP17</i>		

If you would like us to confirm registration by email instead of US mail, check the box here and make sure you give us your email address (above).

TOTAL: _____

Make checks payable to: CSA Retiree Chapter
Mail to: CSA Retiree Chapter, Attn: Educational/Cultural Committee,
 40 Rector Street, 12th Floor, New York, NY 10006

ALL CANCELLATIONS MUST BE IN WRITING OR EMAIL TO LUCIE@CSA-NYC.ORG

FOR OFFICE USE ONLY:

SPECIAL PULLOUT SECTION

What You Need To Know To Register (See Guest Registration Form Page R6)

GENERAL PROCEDURES

- Registration opens on Monday, February 6, 2017 (on-line at 11 AM). Only members and spousal members may register at this time. The online system will not allow for guest registration. All registrations will be on a first come first served basis.
- Please note:** Members may register by mail or through the online system. **Guests may register by mail only and will be entered as of February 13, 2017.**
- Guests may register without restrictions:** SP17T11 Jazz at Lincoln Center & Dinner; SP17T13 Tenement Museum & Tasting Dinner; SP17T14 Caramoor Performing Arts Center; SP17T15 Blue Man Group; SP17T19 New York Harbor Evening Cruise.
- All mail-in registrations up to the actual date of registration will be placed in one box. On that day of registration, registration forms will be withdrawn from the box randomly.
- If you are placed on a waitlist, and a cancellation occurs the Retiree Office will contact you and place you on the registered list. No such change in your registration status will be made without contacting you and getting your approval. If you no longer wish to be on the waitlist, contact us at (212) 823-2076 or email lucie@csa-nyc.org.
- Members may register for any or all the program events. **All events are to be placed on one form.** However, it is important that each registrant must complete a separate registration form. If you intend to register by mail, make additional copies of the registration form as needed. Copies of the various registration forms can be found on the CSA website www.csa-nyc.org under the Retiree Chapter heading in the "Upcoming Events" section.
- In all of our events, the fee always includes all taxes and gratuities except otherwise noted.
- In the case of too few registrants for an offering, the CSA Retiree Chapter reserves the right to cancel the program with full refunds. .
- All events are scheduled rain or shine.**

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Form For Guests

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PLEASE NOTE: You must submit a separate check for each event for which you register.
Each registrant must complete a separate registration form and submit a separate check for each event.

Sponsoring Member: _____

Guest Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell phone: _____

Email : _____

Emergency Contact: _____ Phone: _____

Educational/ Cultural Event Code	Event Title	Fee
SP17		
SP17		
SP17		
SP17		
SP17		
SP17		
SP17		

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MAIL-IN PROCEDURES

1. Your original registration form will be returned with a notation of either "Registered or "Waiting List". The turn-around time for registration should be no more than two weeks. If you do not receive notification within this time period you should call the Retiree Office at (212) 823-2020 and speak to Lucie, Emerson or Jacki.
2. You **must submit a separate check for each event you wish to attend**. For example, if you wish to register for five events, you must complete one form but submit five separate checks. This will be the same process if you are completing a registration for your spouse or for a guest. **For those on a waitlist, after the event, your check will be VOIDED and returned.**
3. Make checks payable to "CSA Retiree Chapter" and mail to: CSA Retiree Chapter, Attn: Educational/Cultural Committee, 40 Rector St., 12th Floor NY, NY 10006.

ONLINE REGISTRATION

1. Only members and spousal members may register online. The online system is closed to guests.
2. To register online, follow the prompts on the Retiree Chapter section on the CSA website (www.csa-nyc.org). The link will be posted on January 30th and will be "activated" on February 6th at 11 a.m.
3. As you work through the online registration, the system will make note if the registration limit has been reached and mark your form as wait listed.
4. All rules and procedures listed above for general and mail-in registration prevail for online registration.
5. Once you have completed the online process, your credit card will be charged for those events for which you are registered. **The system will not charge your card for events where you are waitlisted.**
6. **When you finish the registering, print your Registration Record. It will be your only copy of your registration.**

CANCELLATION POLICY

1. **For either mail-in or online registrations of all Educational/Cultural events, refunds will be given for program cancellations made up to a month prior to the date of the event. For cancellations less than a month prior to the event, refunds will only be issued if we can fill your slot from the waiting list. There will be no exceptions. All cancellations must be in writing or by email to lucie@csa-nyc.org. Call the Chapter office at (212) 823-2020 if you have questions.**
2. **Refunds will be processed only after the event has been concluded. However, in the case where there is a significantly long waiting list, some refunds may be processed sooner.**
3. In the case of mail-in registrations, checks will be voided and returned to the registrant.
4. In the case of online registrants, refunds will be handled through your credit card.