

# BIG HOUSE TEXAS

## Instructions for Completing Individual Registration

1. Fill out the form completely in blue or black ink. **(No pencil, or crayon, or colored ink)**
2. Make a copy of each original form and send that copy with the original to the BIG HOUSE Office.
3. Make a copy of each individual registration form and keep for your records.
4. Make a copy of the group roster, and keep for your records.
5. Fill out Group Roster, make sure that your youth to adult ratio is correct. **(Must be correct for Individual Registration to be considered complete)**
6. Make sure that your check amount is correct, \$50 per participant is due at this time, unless your forms are late. **(If April 15<sup>th</sup> or later, please check the late registration fees, and make adjustments accordingly)**
7. Have a copy of each participants health insurance card, and put that with their form. **(If no health insurance, please make note of it on their form)**

### Fees for Late forms

After April 15<sup>th</sup> – You will owe \$110 per form

After May 1<sup>st</sup> – You will owe \$130 per form

After May 15<sup>th</sup> – Executive Directors discretion

**Mail Everything to:**

**BIG HOUSE TEXAS**

**1300 E. 13<sup>th</sup> St.**

**Deer Park, TX 77536**

