

# The Community for Creative Non-Violence Alternative Break Program Group Registration Form

School / University: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Group Contact Person(s): \_\_\_\_\_

Contact Info: Ph # \_\_\_\_\_ fax # \_\_\_\_\_

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## Group Details

Arrival Date: \_\_\_\_\_ Estimated Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Estimated Time: \_\_\_\_\_

No. of People: \_\_\_\_\_ Team Leader(s) \_\_\_\_\_  
(Please attach any information concerning persons with special accessibility/accommodation needs)

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## Vehicle Information

Number of Vehicles: \_\_\_\_\_ Number of Parking Permit(s): \_\_\_\_\_

License: \_\_\_\_\_ Make/Model: \_\_\_\_\_

License: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Driver(s): \_\_\_\_\_

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## Program Fee Schedule

Please remit each item as a separate check, payable to CCNV.

Accommodation: \$ \_\_\_\_\_

Registration Fee: \$ 250 \_\_\_\_\_

Total Payment: \$ \_\_\_\_\_

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Check #: \_\_\_\_\_ Dated: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Check #: \_\_\_\_\_ Dated: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## **ACCOMODATIONS**

Housing is provided in a large open area, divided into cubicles, located near the 3-North Staff Area. 3- North consists of a full kitchen area, a large lounge area, a TV viewing area, and a large meeting and dining area, 2 large segregated restrooms with showers, and a small restroom with tub/shower. Your group will be provided with refrigeration and dry goods storage space. Laundry facilities are also available.

## **NON-SUPPLIED ITEMS**

Although we can supply limited bedding, your group may wish to bring the following personal items: Sleeping Bags, Towels, Shampoo, Toiletries, Seasonal Clothing, a set of Work Clothes for painting or other jobs, Sturdy Shoes, or other items. Also, Personal Eating/Drinking items are not supplied.

## **FEES**

Registration Fee \$250.00

(must to be received 2 weeks prior to arrival)

Cost per day for Housing \$144.00 per day, times X days

(the Housing Payment must be received 2 weeks prior to arrival)

Partial days are calculated on intervals, a day consisting of 6 intervals, an interval is 4 hours.

You will not be required to pay for intervals that are not scheduled.

(ie: an arrival at 10:00 am is calculated from 8:00 am, resulting in 4 intervals, or \$96.00.)

A more detailed calculation description is on the following page.

## **MEALS**

Your group may bring provisions for meals, shop local grocery stores, decide to dine out, or order out for delivery. There are 2 grocery stores within 1 mile of our location. The Staff Kitchen has a full range of Cooking Utensils and Equipment.

## **PARKING**

Off-Street parking is available for a limited number of vehicles for your group. The area is well lighted, and patrolled by our security team during building rounds each night. Two Metro Stations are within a 2- 4 minute walk from our front door, as well as several Metro-Bus Routes.

## **PROGRAMMING**

We request that each group arriving at CCNV be available for a discussion group on the first or second day of arrival. This will provide opportunity to watch 'Promises to Keep' documentary, an abridged history of the CCNV, a description of the facilities with a meet/greet opportunity with available Staff and a question and answer session.

## **VOLUNTEER SERVICE**

We require each group to participate in CCNV sponsored activities for a minimum of 4 hours, within the following areas, Hypothermia/Blanket Runs, Serve Meals, Answer Phones, Clean, Data Entry, Receive/Process Donations, Sorting Mail, or any areas of interest individuals may have that we provide. The remainder of your time should be divided between any or all of the other Local Service Providers to provide your group the a full range of experiences.

### Detailed Description of Fees

These fees apply to all Alternative Break or Other group who would like to acquire housing at CCNV during their Volunteer Service in the DC area. There is no regard made for the number of persons in each group. It can be 2 people, or 25 people, the fees are the same.

### Registration Fee

The Registration Fee of \$250.00 will secure the scheduled dates requested for your group. It is advisable that it be remitted as soon as final details of your visit are complete, as there may be other groups requesting accommodation for the same time period. The Registration Fee must be received at least two (2) weeks prior to arrival.

### Security

The Security Staffing of the Volunteer Resident Quarters during the stay of any group is Non-Negotiable and must be agreed upon prior to arrival. The security will be provided by CCNV staff members. 24 hours per day, for the length of stay.

### Accommodation Fee

The Accommodation Fee is the Total Cost of the entire time of stay for the group. The daily calculation is made from 12:00 midnight through 12:00 midnight the next day. Partial Days are calculated in 4 hour intervals, starting from 12:00 midnight. The full amount for housing must be received at least two (2) weeks prior to arrival.