



2012 Summer Games
Registration Checklist

Completed paperwork packets are due to the SOGA Atlanta Office by 5:00pm on March 23rd, 2012. Agencies will incur a \$250 Late Paperwork Fee for any paperwork received after March 23rd!

Paperwork will not be accepted by SOGA after Wednesday, March 28th!!

****Faxed paperwork will not be accepted****

Completed paperwork packets include:

- REGISTRATION FEES** - with check attached (can't process forms until fees received) If you can't get the check by the deadline you must attached a copy of the request for the check.
- GMS WEB REGISTRATION** - All agencies must complete registration for Summer Games via the web or that agency will incur a \$50 penalty.
- HEAD OF DELEGATION / ROSTER** - All delegations submit this form whether Housed or Day Only. If Day only, fill in all of delegates names & check "Day Only" at top of form. If Day only please make sure that you list everyone coming.
- Parade of Athletes Sign-up Form** - If your agency is planning to participate in the parade line-up, this form needs to be submitted in advance. Remember: 1 coach and 2 athletes maximum.
- HOUSING COMMITMENT FORM**
- HOD Contact Information**
- 15 PASSENGER VAN POLICY**- Make sure the form is specific to Summer Games.
- VOLUNTEER PROFILE FORM FOR COACH / ASST. COACH / BUS DRIVER OR NURSE** attending games. If you already sent in a form and have been screened, you do not need to send in another one.
- REGISTRATION FORMS** for each athlete and team participating.
- VOLUNTEER/ COACH SCREENING CERTIFICATION FORM** - THIS FORM MUST LIST ALL VOLUNTEERS / COACHES / ***UNIFIED PARTNERS*** THAT ARE COMING TO GAMES.

I have enclosed or completed all of the requirements above.

Signature of Head of Delegation _____