

APPLESEED QUILTERS GUILD POLICY

Guild Registration Policy

The Guild is committed to maintaining a fair registration process that provides equal opportunity for all members, including our newest members. This policy applies to all Guild-sponsored activities that require payment and have limited enrollment, including workshops, retreats, bus trips, garage sale tables, and similar events.

Registration Process

1. Event registrations will open at 6pm during a designated Guild meeting for members only, first come, first served. Payment must be made in person at the time of registration. If paying by check, a separate check is required for each event registration.
2. Guild members may have a friend register for them only if they are not able to attend the meeting or are working at another guild table. A Guild member cannot register more than one friend.
3. A select number of essential Guild workers may be able to register for events just before 6pm. These might include two people from membership, treasurer, 6pm demonstration table presenter, and people taking registrations.
4. All registration payments must be turned into the treasurer immediately.
5. Any remaining spots for an event may be opened for non-members at a later date after members have had a clear opportunity to register. This will likely be an online/electronic registration process.
6. Attendees utilizing the member rate for an event or attending a member only event must have their dues paid at the time they register for an event as well as when the event takes place.

Advanced Registration

1. Guild personnel may not accept advance payments, nor hold spots, prior to the official registration opening time.
2. No PO Box registrations will be accepted at any time.

Waitlist

1. A waiting list will be maintained once event capacity is reached.
2. If a registered member must cancel, the reserved spot must be returned to the Guild so it may be offered to the next person on the waiting list.
3. Depending on the length of the wait list, opening more spots or a second event may be considered.

Cancellations

1. Members, who are unable to attend a workshop, retreat, or other event for which they are registered, must notify the Guild and relinquish their reserved space.
2. The Guild shall offer the vacated space to the next individual on the waitlist.
3. Event registrations are non-transferable individually; all transfers will be handled by the guild.

Refund Policy

1. If AQG cancels an event, all registrants will receive a full refund.
2. If a replacement can be found, members will receive a full refund. If a replacement cannot be found, no refunds will be given for participant cancellations.

Membership

1. Membership dues must be paid separately and may not be combined with event registration payments.
2. Membership forms and payment must be processed, directly thru membership, in advance of member only event registration or to receive member rate. This can be the same day, as long as membership is paid prior to event registration.