



Group Correspondence Course Registration Form

Valid through: December 31, 2018

Please print or type

Name of Group Coordinator _____ Telephone _____

Address _____

City _____ State _____ Zip _____

E-mail/E-mail contact _____

Second E-mail contact _____

Chapter Name _____ Region _____ Independent Group Yes No

Course Name: _____

Group Coordinator

Please verify that all participants are bona fide members of EGA. Mail this form, participants list and check for the total amount payable to EGA to the address shown below. If texts are to be shipped outside of the United States, please contact EGA headquarters prior to registration.

Responsibilities

- Read the Guidelines in the current Education Department Catalog.
- Use a **Chapter or Region check** only, unless yours is an independent group.
- Include **Chapter and Region name, or Independent Group status** on all correspondence with EGA or the teacher. Keep copies of all correspondence and completed forms for your records.
- You will receive a GCC Evaluation Form from the teacher when the projects are returned to you. **Please complete it, then send one copy to the teacher and another to the Correspondence Course Chair.**

Please allow up to six weeks for paperwork to be processed by EGA HQ and the teacher.

Course Registration

Course fee: = \$ 175

_____ # of Participants x Text Fee \$ _____ = \$ _____
Max 21, including the Group Coordinator

TOTAL AMOUNT DUE = \$ _____

Meetings: Please schedule the first meeting at least six weeks after sending paperwork and payment to EGA headquarters.

First meeting: _____

Course to be completed and **pieces sent to teacher for evaluation by (date):** _____

Note: The teacher has the privilege of changing your requested completion date if necessary. It will not be earlier than the date you requested.

For your records:

Date registration materials sent to HQ: _____

Amount sent: \$ _____ Check #: _____

Group Correspondence Course Participants

Name

Member ID#

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
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21	

Group Leader: Please complete this form and return it along with your completed registration form.

- Member ids are required so that we can confirm the membership status of the listed participants.
- If a participant is a new member and has not yet received a number but has already joined a chapter, please indicate "new member."
- Participants may find their membership id # on the mailing label of *Needle Arts* magazine or they may obtain it from their chapter Membership Chairman.

