



**Registration**-Registration for events may be done at the BCRC Office or on line at [www.baldwinrec.org](http://www.baldwinrec.org). On line registration requires a credit card. New this year!! We have a new registration program, and there will be no convenience fee when registering for events/programs online. Please update your family profile with a username and password. Also, check out the BCRC Calendar tab to see all the activities BCRC has to offer.

**Cancellations**-If a program or class is cancelled, we will notify you with a rescheduled day or issue you a full refund.

**Refund Policy**-Your satisfaction is important to us. A program cancelled by BCRC will be refunded in full to participants. Refund requests in cases of medical or other circumstances will be considered on a case by case basis. We reserve the right to cancel, combine or divide programs and to make other revisions in these offerings when necessary. Refunds due to cancellations require 2-4 weeks, and a \$5 cancellation fee may apply.

**Scholarship Program**-Limited recreation scholarships (USD #348 residents only) are available. Scholarships are not available with on line or phone registrations-you must register in person to receive scholarship. Please note: Scholarships are not available for certain activities, programs, and/or special events. Requests must be made two weeks prior to registration deadline.

**Scholarship Donations**-Donations are accepted throughout the year for our scholarship program to ensure that all patrons of USD #348 may be included.

**Return Check Policy**-There will be a \$30 charge on all returned checks. We reserve the right to prohibit an individual from participating in a program until payment has been received in full by cash or money order.

**Photo & Video Policy**-Our staff may take pictures and/or videos of your or your child participating in recreational activities. These photographs and/or videos could be used in future publications, social media, our website and/or other pieces. If you do not wish to have your photo and/or video published, please inform the photographer. Photos and/or videos are used at BCRC's discretion and become sole property.

**Background Checks**-Background checks are given to all new employees, coaches and assistant coaches.

**Textcaster Information**-Patrons are encouraged to enroll in Textcaster to receive special alerts/news about events and weather information pertaining to BCRC. To sign up, go to [www.baldwinrec.org](http://www.baldwinrec.org), bottom left hand corner, and fill out a few questions to get registered. During registration, you can select which sports, events and/or classes you participate in, so you can receive alerts when there are any cancellations or changes.

**Volunteers**-BCRC depends on wonderful volunteers in all areas of operation. If you would like to volunteer for any of our programs, please contact us at 785-594-3670. Or email [steve@baldwinrec.org](mailto:steve@baldwinrec.org).

**Wait Lists**-Participants who wish to register for activities where capacity enrollment has been reached will go on a wait list. Once or if space becomes available, participants will be notified.

**Commission Meetings**-BCRC Board Meetings are held on the third Wednesday of each month at the BCRC Office, unless otherwise noted. The public is always welcome to attend and address the commission.