



**REGISTRATION FORM**  
**OUTDOOR EDUCATION CENTER**  
**RAQUETTE LAKE, NEW YORK**  
 Web site: [www.cortland.edu/outdoor](http://www.cortland.edu/outdoor)

Your **completed registration form** including your group's **program itinerary** must be received by the Director **no later than 30 days** prior to the date of arrival. It is imperative that the group leader **provide an accurate attendance projection and dietary needs for students and staff**. Cancellation must be received no less than 21 days prior to your arrival date.

**I AGREE TO THE TERMS STATED ABOVE:**

(Signature)

Location: \_\_\_\_\_ **Huntington** \_\_\_\_\_ **Antlers**

Person making the reservation \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Group: \_\_\_\_\_

**Please Check the Appropriate Classification:**

- REQUIRED SUNY CLASS     SUNY ELECTIVE     FACULTY/STAFF  
 STUDENT (NON-CREDIT)     OTHER \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Time \_\_\_\_\_ Departure Date: \_\_\_\_\_ Time \_\_\_\_\_

Number of Students:                      Male \_\_\_\_\_ Female \_\_\_\_\_ TOTAL \_\_\_\_\_

Number of Faculty/Staff:                      Male \_\_\_\_\_ Female \_\_\_\_\_ TOTAL \_\_\_\_\_

First Meal Requested:                      \_\_\_ BREAKFAST (8 am)    \_\_\_ LUNCH (12 noon)    \_\_\_ DINNER (6 pm)

Last Meal Requested:                      \_\_\_ BREAKFAST    \_\_\_ LUNCH    \_\_\_ PACK LUNCH    \_\_\_ DINNER (6 pm)

**VEGETARIAN OR OTHER DIETARY NEEDS: (SEE REVERSE SIDE)**  
 \_\_\_\_\_

**Based on length of stay, your cost will be as follows:**

Per Student:                      \_\_\_ days x \$ \_\_\_ + \_\_\_ nights x \$ \_\_\_ = \$ \_\_\_  
 Per Faculty/Staff:                      \_\_\_ days x \$ \_\_\_ + \_\_\_ nights x \$ \_\_\_ = \$ \_\_\_

**Please return this form and program itinerary to:**

Center for Environmental & Outdoor Education  
 230 Miller Building

## **Dietary and Menu Information**

When speaking with your participants, find out as much information as possible. It is your responsibility as the group leader to pass along pertinent dietary information to the Center. Dietary needs are especially important due to our location. Food deliveries can sometimes be a week apart, making it very difficult to fulfill a last minute request or dietary need. **All dietary needs should be specifically listed on this form.** We will do our best to accommodate your participant's needs.

Guests may need to bring *specialty food* items with them to properly supplement their diet. If your participant decides to bring their own food, we will make room in the Center refrigerator and kitchen for storage. There is a microwave available for heating purposes.

Dietary needs might include, but are not limited to allergies, intolerances, dietary and religious choices.

**Diabetes:** unstable blood sugar levels (List what the kitchen can do for the participant)

**Kosher foods:** "Kosher", in Hebrew, means fit or proper, and is used to describe foods that are prepared according to special Jewish dietary laws. We are not a kosher facility.

**Lactose intolerant:** the inability to digest significant amounts of lactose, the predominant sugar in milk.

**Peanut allergy:** may not consume or come in contact with anything that has traces of peanuts or peanut butter (various severities, be specific)

**Vegetarian:** a person who does not eat meat, fish or poultry.

**Vegan:** are vegetarians who do not eat or use animal products, including milk, cheese, other dairy items, eggs, wool, silk and leather.

If some one in your group has a variation of the above definitions, explain.

Example:      2 vegetarians: one eats fish: one is strict  
                  1 severe peanut allergy: airborne  
                  3 Lactose intolerant: all use medication to supplement: 1 drinks Silk  
                  1 Kosher meal: participant will call the cook for details  
                  1 no red meat

Additional dietary needs notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_