

## SCRAM 2024 Registration Instructions

1. **Register via CAJCL:** A sponsor/teacher needs to login to their CAJCL account and register their chapter. **Please complete this step ASAP** so we can send you the registration spreadsheet and additional information.
2. **Registration Spreadsheet:** After registering your school, you will receive a separate email from Sage Hill JCL ([felandj@sagehillschool.org](mailto:felandj@sagehillschool.org)) with a link to a Google Sheets document. This is where you will enter information on all attendees (First Name, Last Name, Grade), and the form will generate a Student List and Invoice. Please follow the dropdowns to input the information from each student's completed Activity Sheet. This sheet must be completed by the registration deadline of **Friday, October 18**.
3. **Medical/Waiver Forms:** Please give students a copy of each of the following: the Sage Hill Waiver, the CAJCL Student Waiver and Permission, CAJCL Medical information, and Student Activity Sheet to complete and get signed by a parent/guardian. We need **completed forms from every person attending** (including adults) in order to be allowed on campus. Please postmark all forms to the Mailing Address below. *(Additional copies of the entire registration packet, including forms/waivers and Student Activity Sheet, can be found on the CAJCL website.)*
4. **Payment:** Once your number of students is finalized, you can print your school's Invoice from the Registration Spreadsheet (step 2). The cost to attend is **\$30 per student**. Your chapter is allowed one adult for every 12 students; additional adults above this ratio will need to pay \$20 each. The registration fee covers all activities and lunch from TK Burgers. Please mail your Invoice, Delegate List, Forms/Waivers, and a check made **payable to Sage Hill School** to the Mailing Address below by **Friday, October 18**:

Mailing Address:

Dr. Jeffrey Feland  
Sage Hill School  
20402 Newport Coast Drive  
Newport Coast, CA 92657