

# TOPS Club, Inc. Retreat Registration Form

Please return a copy of this form within 2 weeks of receipt to confirm your registration to:  
TOPS Club, Inc. Attn: Laurie Blada, TOPS Retreat Registrar  
P.O. Box 070360 • Milwaukee, WI 53207  
If two persons are registering together this form may be used for both members

Site: St. Francis Retreat Center  
Location: 703 E. Main St. DeWitt, MI 48820  
Dates: Sun. Sept. 10 – Thurs. Sept. 14, 2023  
Website: <https://www.stfrancis.ws>  
Retreat cost: \$495.00 U.S. Funds  
Each registration includes lodging, meals, and retreat activities  
Payment was made online with credit card: Y N  
Enclosed is check # \_\_\_\_\_ payable to TOPS Club, Inc.

**YOU MUST COMPLETE ALL REQUIRED AREAS ON THE FORM AND SIGN AT THE BOTTOM. If needed, use the back of this form to explain Disability/ Special Need/ Allergies or any other issues.**

#1: NAME \_\_\_\_\_ TOPS MEMBERSHIP # \_\_\_\_\_  
PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_  
IN CASE OF EMERGENCY CONTACT: NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

#2: NAME \_\_\_\_\_ TOPS MEMBERSHIP # \_\_\_\_\_  
PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_  
IN CASE OF EMERGENCY CONTACT: NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

Member	#1	#2	Member	#1	#2
Birthdate	Month: Day:	Month: Day:	Can you provide transportation for retreatants to/from the site?	Y or N	Y or N
Are you Male or Female?	M or F	M or F	Do you have a disability or special need?*	Y or N	Y or N
Are you Field Staff?	Y or N	Y or N	Do you need someone to assist with everyday tasks?*	Y or N	Y or N
Are you a KOPS?	Y or N	Y or N	Do you have special dietary needs or food allergies? *	Y or N	Y or N
Is this your 1 <sup>st</sup> retreat?	Y or N	Y or N	Can you walk two city blocks unassisted?	Y or N	Y or N
Can you climb stairs?*	Y or N	Y or N	First & last name of who you will share a room with:		
Do you smoke?	Y or N	Y or N			

**TOPS RETREAT RULES:** I understand that to provide the best experience possible for myself and all retreatants that I am bound by TOPS Retreat Rules. **My initials on each line below indicate that I have read and will abide by the rules.**

- #1 #2**
- I understand that if I am unable to walk two city blocks unassisted and/or if I cannot take care of my own personal needs and require help with basic tasks, then I must bring a "caregiver" who must register and pay for retreat in advance.
  - I understand that I must disclose any disability or special need on the back of this form and that the Retreat Directors will review it and advise me as to TOPS Club's ability to accommodate it.
  - I understand that I am not allowed to bring any outside food or drink unless I have received permission in advance.
  - I understand that sales of items by retreatants is not allowed at retreats.
  - I understand that a \$50.00 cancellation fee will be deducted from any refunds and that if the hosting facility requires a cancellation fee then that fee will also be deducted. I understand I will receive no refund if I am asked to leave retreat.
  - I understand that I am liable for my own medical expenses.
  - I understand that if I violate TOPS Retreat Rules by failing to bring a caregiver when needed or by bringing my own food without permission, or that if I otherwise violate the rules and guidelines as determined by the Retreat Directors in their sole discretion, that my participation in the retreat will be ended and I must leave the retreat.
  - I have read and understand the TOPS Retreat General Guidelines included in this application and will abide by and respect the guidelines, especially in regards to smoking, alcohol use, confidentiality, and outside contact.
  - I understand that **St. Francis Retreat Center, TOPS Club, Inc., and Terri Ord, Retreat Director**, are not liable for accidents, injury, or illness that may occur or for any loss of, or damage to, personal effects.

**I have read and initialed each rule above. I shall abide by all retreat rules as well as the TOPS Retreat General Guidelines**

**#1 Signature** \_\_\_\_\_ **#2 Signature** \_\_\_\_\_