



Ontario Recreational Canoeing and Kayaking Association

Camp Canoeing Instructor Course - Accreditation -

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|--|----------------|----------------|
| ORGANISATION'S NAME AND ADDRESS FOR SHIPPING | | MEMBERSHIP NO. |
| | | |
| CONTACT'S NAME | E-MAIL ADDRESS | |
| | | |

| | | | |
|--|-----------------|-----------------|--------------------------|
| COURSE DATES | COURSE LOCATION | DIRECTOR'S NAME | DIRECTOR'S CERTIFICATION |
| | | | |
| WHO ELSE IS INSTRUCTING ON THE COURSE? | | | |
| | | | |

Three weeks notice is required to produce and mail the materials required for the course staff and participants. If fewer than three weeks notice is given, an additional administrative fee will be applied as described: less than three, but more than two weeks' notice - **\$25**; less than two, but more than one week's notice - **\$50**; less than one week's notice - **\$75**.

| CALCULATION OF COURSE FEE | |
|---|--|
| NUMBER OF PARTICIPANTS () X FEE/PARTICIPANT (\$85.00) | |
| PLUS 5 % GST (GST #: 12613682)..... | |
| PLUS 8 % PST | |
| PLUS SHIPPING AND HANDLING (MIN. OF \$10.00) | |
| TOTAL COURSE FEE PAYABLE TO ORCKA (TOTAL OF THE ABOVE FOUR LINES) | |

If you have a complete course itinerary/schedule, please enclose it with this form; otherwise, give a brief account of the course itinerary/schedule on the back of this form. You must include the number of days, the hours each day and the topics to be covered each day. You will also send a detailed course itinerary/schedule to the office as part of the post-course report.

| METHOD OF PAYMENT | | |
|-------------------|------|-------------|
| CHEQUE | VISA | MASTER CARD |
| | | |
| CARD NUMBER | | |
| EXPIRY DATE | | |
| NAME ON CARD | | |

| OFFICE USE ONLY |
|---|
| Date "Accreditation" form received: |
| Date materials forwarded: |
| Amount of payment enclosed: |
| Is the Organisational Member current? |
| Are the Director and Instructors current and qualified? |