



# VOLUNTEER TECHNOLOGY EDUCATION PROGRAM PARTICIPANT REGISTRATION

For ETAG Use Only
Site
Customer No

Full Name \_\_\_\_\_ City \_\_\_\_\_

Can we contact you by email Yes  No

Email Address \_\_\_\_\_ about our programs?

Age 55-59  60-64  65-69  70-74  75-79  80-84  85-89  Over 90

## POLICIES AND GUIDELINES

### Eligibility

1. Participants must be over 55 years of age.
2. Participants must be able to communicate with Volunteers in English.

### Registration

1. The Reservation process must be used by Participants in the Program.
2. Participants can only reserve a seat for the next scheduled Session.
3. Participants who reserve seats but repeatedly do not attend may lose their reservation privileges.
4. Participants who are more than 15 minutes late for their reserved Session are not guaranteed a seat.
5. Participants who arrive without a reservation will be offered a seat only if there are unreserved seats or a reserved one is still available 15 minutes after the Session has started.

### Session

1. There are a maximum number of seats for each Session in each Site the Program is offered in.
2. Each Session is 1.5 hours including intake, education and wrap-up.
3. Participants and Volunteers are not allowed to consume food and drink when using the equipment at the Site.
4. Participants and Volunteers are expected to minimize the use of cell phones during the Session.
5. Participants can only attend 1 Session per day.
6. Priority will be given to Participants who have not attended a previous Session that day.
7. Participants will be allowed to continue to use the computers after their Session is over **only if** a seat is available. These Participants can be asked to leave at any time if their seat is needed for other eligible Participants.

*I acknowledge I have read and accept the Policies and Guidelines as a condition of my enrollment in the Volunteer Technology Education Program by ETAG.*

Signature \_\_\_\_\_ Date \_\_\_\_\_