



Registration Form

2018 KANSAS ARCHEOLOGY TRAINING PROGRAM FIELD SCHOOL

Regular registration is due by **May 1, 2018**. The project fee increases if registration is postmarked after May 1. Fees will be refunded only if a cancellation request is postmarked by May 15. **Do not mail registration forms after May 19**; bring them with you to the project.

Membership in the Kansas Anthropological Association (KAA) and/or the Kansas Historical Foundation (KHF) allows you to register for a fee of \$20 per person by May 1 or \$30 after May 1. If you are not a current paid member, please enclose a completed membership application with applicable fees along with this registration form. If you do not wish to join the KAA or KHF, the project fee is \$80 per person by May 1 or \$90 after May 1.

An individual under 18 years of age unaccompanied by parent or guardian must be a member and have an adult member sponsor. A sponsor agreement must be completed, notarized, and included with this form.

Check here if first-time participant.

Name: _____

Street Address: _____

City: _____ State: _____ 9-Digit Zip Code: _____ - _____

Telephone: (____) ____ - ____ E-mail address: _____

Will you be attending with other family members? If yes, please list.

Name	Relationship	Age (if under 18 years old)
_____	_____	_____
_____	_____	_____
_____	_____	_____

How did you find out about this program? _____

Vehicle make and model: _____ Color: _____ Tag number: _____

Lodging: Camping Motel Other

Where? _____

Emergency contact person: _____

Address: _____ Telephone: (____) ____ - ____

Personal physician: _____ Telephone: (____) ____ - ____

Office Use Only

Date received ___/___/___

complete incomplete

Amount paid \$_____.

cash check credit

Attendance Agreement (required for registration)

Individually and on behalf of any family members and sponsored minors attending the 2018 Kansas Archeology Training Program (KATP) with me, I hereby pledge and agree:

To respect the rights of other participants, keep the camping area clean, and avoid disturbing other campers. To abide by the rules and codes of conduct of the KATP, to obey the instructions of the directors and other officials of the KATP, and to perform such archeological work and camp chores assigned to me/us by project officials. To care for and turn in all equipment, records, and supplies that do not belong to me/us; to collect and excavate archeological materials only when and where instructed by project officials; to keep records and controls on all archeological work; and to turn in all artifacts. To abide by the terms and conditions of all Kansas laws applicable to archeology and historic preservation.

I understand that excessively rude behavior, intoxication, and sexual harassment will not be tolerated at KATP-sponsored activities. KSHS staff reserves the right to ask people exhibiting behavior of this type to leave the field school.

I HAVE READ THE ABOVE AND AGREE TO ALL ITEMS:

Signature _____

Print name _____

Date _____

Legal Release (required for registration)

I hereby release the Kansas Historical Society, the Kansas Anthropological Association, and the property owners from any and all liability for the safety and well-being of me or members of my family while attending the 2018 Kansas Archeology Training Program field school. I/We will respect the rights and property of landowners and will not damage or destroy public or private property.

I approve the use by KAA and KSHS of any photographs of me or members of my family taken by the official photographers during scheduled activities for use in publications or publicity and promotional projects.

I HAVE READ THE ABOVE AND AGREE TO ALL ITEMS:

Signature _____

Print name _____

Date _____

(Electronic signatures are acceptable.)

Fee Calculation

All fees (project fees, membership fees to KHF and/or KAA, KAA name badge purchase) should be combined into **ONE** payment by credit card or check, payable to the Kansas Historical Society. To pay online: Go to **store.kshs.org**; add all items to your cart (all items are located under "Services" [<http://store.kshs.org/BrowsePage.aspx?searchtype=navitem&navitemid=1000111>] except KHF memberships, which are located under "Memberships" [<https://store.kshs.org/NavPage.aspx?navid=1000026>]); pay in one transaction.

Name: _____

Membership fees

Kansas Anthropological Association (see options on next page) \$ _____
 and/or
 Kansas Historical Foundation (see options on next page) \$ _____

Project Fees

Member of KAA and/or KHF (check either or both)
 \$20/person (by May 1) number of people on registration form: ____ \$ _____
 or
 \$30/person (after May 1) number of people on registration form: \$ _____
Non-member
 \$80/person (by May 1) number of people on registration form: ____ \$ _____
 or
 \$90/person (after May 1) number of people on registration form: ____ \$ _____
 Number of KAA name badge(s) ____ at \$6 each \$ _____
Total: \$ _____

Credit Card Form

Complete this form and send it with your completed registration forms. The appropriate fee will be charged upon receipt of this form. Skip this form if you are paying by check or online at store.kshs.org. Do not transmit credit card information by e-mail.

Type of credit card Visa Mastercard Discover

Name as it appears on credit card _____

Telephone number _____

Credit card number _____ Card expiration date _____

Authorized signature _____

Billing address of card holder _____

E-mail address _____

Amount to be charged _____

For office use only	
PAID	
Date	__ Cash
Amount	__ Check
	__ Credit

KHF MEMBERSHIP APPLICATION OR RENEWAL

I am a current member or am paying online (skip this form).

Membership in the Kansas Historical Foundation is open to all upon application. Each year members receive four issues of the journal (*Kansas History*) and enjoy free admission to the Kansas Museum of History and the state historic sites.

I am enclosing \$ _____ for my annual dues in the KHF.

Name: _____

Address: _____

City: _____ State: _____ 9 Digit Zip Code: _____ - _____

Check the type of membership desired:

_____ Individual \$40/1 year	_____ Household \$60/1 year
_____ Individual \$75/2 years	_____ Household \$115/2 years
_____ University student \$30/1 year	_____ University student \$55/2 years

Include this membership fee in one check, payable to the Kansas Historical Society, or pay by credit card, using the form included in this packet.

KAA MEMBERSHIP APPLICATION OR RENEWAL

I am a current member (skip this form).

I am buying this membership online or sending my registration forms by mail (fill out this form).

Membership in the Kansas Anthropological Association is open to all upon application. Each year the KAA publishes four issues of the *Newsletter* and one journal, *The Kansas Anthropologist*. Annual events include an annual meeting in the spring and the Kansas Archeology Training Program field school.

I am enclosing: \$ _____ for my annual (January-December) dues in the Kansas Anthropological Association.

Name: _____ Phone: (____) ____ - _____

Address: _____

City: _____ State: _____ 9 Digit Zip Code: _____ - _____

Check the type of membership desired:

_____ Individual	\$27
_____ Family (husband, wife, & children under 18)	\$30
_____ Student (KATP only, no publications)	\$5

Include this membership fee in one check, payable to the Kansas Historical Society, or pay by credit card, using the form included in this packet.

Sponsor Agreement and Medical Release
2018 KANSAS ARCHEOLOGY TRAINING PROGRAM FIELD SCHOOL

This form is required for persons under 18 years of age, unaccompanied by a parent or legal guardian. It must be completed, notarized, and included with the registration form.

TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN:

I, _____, parent or guardian of
_____, a minor, hereby release said minor while he/she is attending the 2018 Kansas Archeology Training Program field school. I hereby appoint _____ as the adult sponsor for this minor. The sponsor has agreed to assume this responsibility. In the event of an emergency, the sponsor named here has my permission to obtain medical treatment for said minor at the nearest hospital or doctor's office, at my expense, if our own doctor is not readily available.

Subscribed and sworn before me this ____ day of _____, 2018.

Signature of parent or guardian

Notary Public in and for the State of _____

TO BE COMPLETED BY THE SPONSOR:

I, _____ have been appointed adult sponsor of
_____, a minor, by his/her parent or guardian,
_____. I hereby agree to this appointment and further agree to assume the responsibility of said minor at the 2018 Kansas Archeology Training Program field school.

Subscribed and sworn before me this ____ day of _____, 2018.

Signature of sponsor

Notary Public in and for the State of _____

Scheduling Form

2018 KANSAS ARCHEOLOGY TRAINING PROGRAM FIELD SCHOOL

Staff needs the following information to develop a detailed schedule of assignments. All participants must attend a one-hour orientation session (last offered on June 16); in addition, first-time participants must take the two-hour Principles of Archeology class (last offered on June 15).

Sunday, June 3, is the first day that new participants can take part in fieldwork. For each morning and afternoon that you plan to take part, specify on the chart below if you want to work in the field, work in the lab, or attend a class. (Do not enroll in a formal class unless you can attend all sessions.) Supervisors will try to fill your requests, but fluctuations in attendance may necessitate alternate assignments. Changes are permitted but should be submitted on a change form as early as possible. Check-in times for field or lab are 8 AM and 1 PM. If you are late, your place may be reassigned. Children between the ages of 12 and 14 must work with a parent or sponsoring adult at all times. **Complete one form for each participant.**

Check here if first-time participant.

Name: _____ Age (if under 18 years old): _____

Address: _____ City, State, Zip: _____

Telephone number: (____) ____-____ E-mail address: _____

Do you need to be placed with or near a specific individual? If yes, who? _____

Are you enrolled in the KAA certification program? Yes / No

Date & Day	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun
Orientation																
Principles																
Morning Field																
Morning Lab																
Afternoon Field																
Afternoon Lab																
Lab Class 6/4-8, 8:15 AM																
Excavation Class 6/4-8, 1 PM																
Preservation 101 Class 6/13-14, 8 AM																

Permanent KAA Name Badge



Permanent name badges are a **recommended** item for participants in the Kansas Archeology Training Program field school. The badge is red plastic with engraved white lettering and a pin back.

The cost is \$6.00 each. **Complete one order form for each badge ordered.** Badges will be available for pick up at the field school check-in.

Name (as you wish it to appear on badge):

First _____ Last _____

Street: _____

City: _____ State: _____ Zip Code: _____ - _____

Include this fee in one check, payable to the Kansas Historical Society, or you may pay by credit card, using the form included in this packet.

Orders received after May 15, 2018, cannot be filled in time for the 2018 KATP field school. This order form is valid only through June 2018.

Registration Check List

2018 KANSAS ARCHEOLOGY TRAINING PROGRAM FIELD SCHOOL

This check list is a guide; it does not need to be submitted with the registration forms. Please use the forms in this part of the packet to register by May 1, 2018. (Note that registration fees increase after that date.) These forms may be printed, filled in by hand (**make sure that the writing is legible**), and mailed **or** completed as a writable PDF, saved, and attached to an e-mail message. If the writable PDFs do not work on your computer, try copying them to your desktop and open them with an updated version of Acrobat Reader.

Each participant must

- Fill out a Registration Form.
- Sign and date the Attendance Agreement.
- Sign and date the Legal Release.
- Fill out a Scheduling Form for each individual.

If you will be accompanied by one or more minor(s), who are not your own, you must

- Fill out a Sponsor Agreement and Medical Release for each minor and have each form notarized by a Notary Public.

The minor's parent or legal guardian must fill out the top part of the form. The unrelated sponsor (not the minor's legal guardian) must fill out the bottom half of the form. This form does not apply to parents who are accompanying their own children to the project.

Membership in KHF or the KAA is not mandatory, but the total enrollment cost is less if you do join. If you want to join one (or both) of these organizations

- Fill out the membership form(s) in this packet.

KAA name badges are optional. If you want one,

- Complete a name badge order form for each individual.

Final steps

- Calculate your fees. (See the Fee Calculation section on third page of this packet.)
- Write the check or pay by credit card. **All fees (project fees, membership fees to KHF and/or KAA, KAA name badge purchase) should be combined into ONE payment by credit card or check, payable to the Kansas Historical Society.**
- Mail, e-mail, or fax completed forms and fees to:
Kansas Archeology Training Program
Kansas Historical Society
6425 SW 6th Ave
Topeka, Kansas 66615-1099
E-mail: cultural_resources@kshs.org Fax: 785-272-8682

Do not mail forms after May 18, but bring completed forms with you to check-in at KATP headquarters at the armory, 1020 E Main St, Council Grove.

When you check in at project headquarters, you will be required to sign the KAA Code of Ethics, printed on the second page of Part 1 of the registration packet.

Questions? Call Marsha Longofono at 785-272-8681, extension 240, or send her an e-mail message at marsha.longofono@ks.gov. **If there are questions or communications for the KSHS archeology staff after May 30, please call the KSHS archeology cell phone at 785-580-7584.** Voice mail messages will be returned.