



2023 Counselor Tour
Registration Form
March 29- April 1, 2023

COVID-19 Vaccine & Booster Status

This tour is being offered only to those individuals who are fully vaccinated and boosted against COVID-19. Please provide a copy of your vaccination card along with your registration but no later than March 15, 2023. Participants are expected to comply with the COVID protocols as set forth on each campus.

\$80 registration fee is enclosed. Please make check payable to CICV. We cannot take credit cards. No refunds will be issued to those who cancel after March 15, 2023.

Counselors are responsible for all travel expenses to and from the start/end location of the tour. The start and end location of the 2023 tour will be the University of Richmond.

Please note: If you wish to request a single room, you will need to add an additional \$250 to the \$80 registration fee for a total registration fee of \$330.

CICV will contact you by email to confirm your attendance on the tour.

Name: Sex: M F

Age: (Not required, but this information can be helpful in assigning roommates.)

Position/Title:

Name of School/Organization:

School/Organization Address:

Home Address:

Cell Phone: Work Phone:

Work Email:

Home Email:

Years in Profession: If you are an independent counselor, please list the professional organizations of which you are a member:

Have you previously participated in a CICV Tour? If yes, when?

EXPECTATIONS: By registering for this tour, you agree to participate in all seven (8) campus tours even if you have visited a campus previously.

CICV has the right to accept/exclude potential tour participants based on a variety of factors. For example, we prefer no more than two (2) counselors from the same school/organization.

TRAVEL:

Please do not make travel reservations before receiving confirmation from CICV that you are registered for the tour.

You must arrive and depart at times that will accommodate the tour schedule. The exact start/end location will be in the University of Richmond. If you are travelling by air, the primary airport is Richmond International Airport. For those who are driving, parking for the duration of the tour will be available.

ACCOMMODATIONS:

Tour participants will be lodged in local hotels – not dormitories. Room assignments will be made for those who do not request a specific roommate on this form. **Single rooms are available for \$250 in addition to the \$80 registration fee. If you would like to reserve a single room, it is best to register as soon as possible as there are a limited number of single rooms available**

- I would like to reserve a single room
- I already have a roommate: Name: _____
- Please arrange a roommate for me. (To be eligible for this option, I understand that I must present my completed COVID vaccination and booster card.)

If you have any dietary restrictions, please list them here. CICV's tour schools will do their best to accommodate your dietary needs throughout the tour.

Please list your expected mode of transportation:

- Automobile
- Carpooling (riding with another participant or being dropped off)
- Airplane
- Unsure (Please provide your final travel information no later than March 13, 2020.)

Note: If you are carpooling and your primary driver becomes ill, or it is unavoidably necessary for them to leave the tour prior to its conclusion, you will be responsible for arranging transportation back to your home base.

Please list your emergency contact information below.

Name _____

Phone _____

Email _____

Please sign and return the following information:

- Tour Registration Form
- Waiver and Release of Liability
- Photo Release Form
- Registration Fee \$80
- Single Room Fee \$250.00

**Council of Independent Colleges in Virginia (CICV)
P.O. Box 1005
Bedford, VA 24523**

**ALL FORMS AND PAYMENT MUST BE RECEIVED BEFORE YOUR TOUR REGISTRATION
WILL BE PROCESSED. YOU WILL BE NOTIFIED BY EMAIL WHEN YOU ARE
REGISTERED FOR THE TOUR.**

Please direct any questions to Deb Thomas, Manager of Administration and HR Services at deb@cicv.org or (540) 586.0606.