



# Ontario Recreational Canoeing and Kayaking Association

## Camp Canoe Tripping Instructor Course - Accreditation -

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 13% HST .....	
PLUS SHIPPING AND HANDLING (MIN. OF \$15.00) .....	
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?