



**Registration:** Registration for events may be done at the WJRC Office or online at [wjrc.recdesk.org](http://wjrc.recdesk.org). Online registration requires a credit card. There is no convenience charge when registering for events/programs online. First time users are required to register before signing up for a programs. Please update your family profile if any changes are made (address, phone, email, etc...). Check out our activities calendar to see all the events going on at WJRC.

**Refund Policy:** A program cancelled by WJRC will be refunded in full to participants. Refund requests, in cases of medical or other circumstance, will be considered on a case by case basis. We reserve the right to cancel, combine or divide programs and make other revisions in these offerings when necessary.

**Cancellations:** If a program or event is cancelled, we will notify you with a rescheduled day or issue you a full refund.

**Scholarship Program:** Limited recreation scholarships (USD289 residents only) are available. Scholarships are not available with online or phone registrations (you must register in person to receive scholarship). All scholarship requesters must fill out a scholarship form before a request has been granted. We reserve the right to provide a full, partial or deny any scholarship request.

**Scholarship Donation:** Donations are accepted throughout the year for our scholarship program to ensure that all patrons of USD289 be included.

**Return Check Policy:** There will be a \$30 charge on all returned checks. We reserve the right to prohibit an individual from participating in a program until payment has been received in full.

**Photo/Video Policy:** Our staff may take pictures or videos of you or your child participating in recreational activities. These photographs and/or videos could be used in future publications, social media, our website, etc. If you do not wish to have your photo and/or video published, please inform the photographer. Photos and/or videos are used at WJRC's discretion and become sole property.

**Background Checks:** Background checks are given to all new employees, coaches and volunteers of WJRC.

**TextCaster Information:** Patrons are encouraged to enroll in our TextCaster service to receive special alerts/news about events and weather information pertaining to WJRC. To sign up click on the TextCaster link on the bottom left hand corner of our website, and fill out a few questions to get registered. During registration, you can select which sports/events/programs you participate in, so you can receive alerts when there are any cancellations or changes.

**Volunteers:** WJRC depends on volunteers in all areas of operation. If you would like to volunteer for any of our programs/events, please contact us at 785-883-4532 or email us at [wellsvile.wjrc@gmail.com](mailto:wellsvile.wjrc@gmail.com).

**Wait Lists:** Participants who wish to register for activities where capacity enrollment has been reached or registration deadline has passed, will be placed on a wait list. Once or if space becomes available, participants will be notified in the order in which is listed.

**Commission Meetings:** WJRC Board Meetings are held on the first Wednesday of each month at the WJRC Office. The public is always welcome to attend and address the commission. To view approved meeting minutes, patrons can go our website [wjrc.recdesk.com](http://wjrc.recdesk.com) and find them under the Forms/Documents tab. Approved meeting minutes will be uploaded within 7 days after approval.

**WJRC Request for Access to Public Records:** For requests to be provided printed copies of WJRC public records, patrons can download the form under the Forms/Documents tab on our website [wjrc.recdesk.com](http://wjrc.recdesk.com). The completed form can be delivered to our WJRC Recreation Office at 320 Pendleton Ave. Wellsville, KS 66092.