Registration Financial Information

Overall Competitor Preliminary Registration:

- Organizations who wish to compete as Overall Competitors may begin pre-registration on the Homecoming website on Wednesday, March 24th.
  - Pre-registration signifies a commitment by the participating organizations to compete in all Homecoming events
- Organizations must complete their specific pre-registration form and open an ASA purchase order or bring a check to 227B HUB. If an ASA purchase order is opened, documentation of the order must be brought to 227B HUB. Both types of payment are due on Friday April 10th between 11am and 5pm.
- During pre-registration, organizations must provide their Treasurer and Homecoming Chair psu.edu email along with an alternative email address and cell phone number, as well as specified theme choices for their organization overall, and For the Glory Talent Show description. Organizations will not be considered fully registered until this information is completed.
  - A fine of $20, up to $100, will be levied for each weekday that an organization’s money is late, up to one week.
  - After 7 days (April 10th at 5pm), an organization will no longer be able to register as an Overall Competing Organization.

Overall Competitor Final Registration:

- Overall Competing Organizations must complete Final Registration, which will open Monday, April 20th (after the close of Pre-registration) and will remain open until 5pm on Wednesday, September 3rd. All remaining fees must be paid at final registration. All additional information required must be submitted at this time.
- Overall Competitors must complete Final Registration online and take payment to 227 HUB between 1:00pm and 5:00pm.
  - If an organization fails to submit their full payment by the date above, an extension may be given at the discretion of the Finance Director, and late fees will incur. If after the extension, the organization has still not paid, they forfeit all pre-registration fees and are disqualified from participating in this year’s Homecoming celebrations.

Event Competitor Registration:

- Organizations may begin Event Competitor registration on the Homecoming Website on April 20th.
- Event Competitor registration will remain open until 5pm Wednesday, September 3rd.
- Organizations will not be considered fully registered unless they have completely filled out the registration form with each event section correctly completed and submitted to 227B HUB no later than 5pm on September 2nd. No exceptions will be made nor, will late payments be accepted.

Walking Organization Registration:

- Organizations interested in walking in the parade will be able to register through the Homecoming website on April 20th through, September 2nd by 5pm.

Any questions regarding registration should be directed to Jaclyn Gross, Competition Director at CompetitionHomecoming@psu.edu
Financial Obligations & Information

An Overall Pair is responsible for the entire payment. However, each individual pair or triad may split the cost at their own discretion as long as the balance is paid in full by the Final Registration deadline.

All fees are non-refundable and all deposits will be cashed immediately.

- Security and Equipment Deposit returns will be issued as a check to one single organization, if all Security requirements were fulfilled and all equipment was returned undamaged by the scheduled return date.

Breakdown of fees:

- **Overall Competitor Fees:**

<table>
<thead>
<tr>
<th>Overall Paired Competition Fees:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition Fee – Includes Flatbed Rental Fee</td>
<td>$490.00</td>
</tr>
<tr>
<td>Equipment Deposit</td>
<td>$140.00</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$90.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$720.00</strong></td>
</tr>
</tbody>
</table>

- **Event Competitor Fees:**

<table>
<thead>
<tr>
<th>Event Competitor Fees:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Talent Show</td>
<td>$75.00</td>
</tr>
<tr>
<td>Best of Penn State Carnival</td>
<td>$30.00</td>
</tr>
<tr>
<td>Banner</td>
<td>$10.00</td>
</tr>
<tr>
<td>Madhatter</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parade Participation</td>
<td>$50.00</td>
</tr>
<tr>
<td>Float - Flatbed Rental Fee</td>
<td>$285.00</td>
</tr>
<tr>
<td>Equipment Deposit – for floats only</td>
<td>$140.00</td>
</tr>
</tbody>
</table>

Note: T-Shirt and Tailgate Competitions are free to enter.

Any questions regarding financial obligations should be directed to Mike Witmer, Finance Director at FinanceHomecoming@psu.edu
Financial Obligations and Deadlines

**Paired Overall Competitors:** Must pay Equipment and Security Deposits, equaling $230.00, (non-refundable) at pre-registration. The remaining balance of $490.00 must be paid in full by the end of final registration.

**Unpaired Overall Competitors:** Must pay Equipment and Security Deposits, equaling $230.00, (non-refundable) at pre-registration. The remaining balance of $450.00 must be paid in full by the end of final registration.

**Event Competitors:** Will pay fees on an event-based system; each event fee will be totaled up and paid for at the time of registration.

**Guidelines:**

- The $140 equipment deposit is required from all groups participating in the float competition. This deposit will provide the organization with safety chains, quick-links, and reflectors. No equipment deposits will be returned to an organization until Penn State Homecoming receives clearance from R.B. Powell, owner of Nittany Mountain Trail Rides, that the flatbed and equipment were returned in proper condition.

- Security and equipment deposit returns will be returned to one single organization who will be responsible for redistributing the proper amount to the other organization. Returns will be made only if all Security requirements were fulfilled and all equipment was returned undamaged by the scheduled return date.

- In the event that a pair or triad is paying together and only one of the organizations has an ASA account, the pair must make payments through the org with an ASA account (See type 1 section below).

- Event Competitors must pay in the following manner:
  - For organizations with ASA accounts, payment must be in the form of an ASA transfer (See section B below).
  - For organizations without ASA accounts, payment must be in the form of a check (See type 2 section below).

**Students with active Associated Student Activities (ASA) accounts:**

A. Pre-registration: fees of Equipment and Security Deposits must be paid by opening a purchase order with Penn State Homecoming acting as the vendor.
   - Purchase order request forms are available in 240 HUB. A copy will need to be turned in to 227B HUB for documentation no later than the final day at 4pm of pre-registration period to avoid late fees.
   - Be sure to use the object code of 50251 (Registration/Tournament Fee)
   - If equipment is returned on time and in proper condition, the Organization will not be invoiced and Homecoming will close the purchase order. In the event that a
portion or entirety of the Equipment Deposit is not to be refunded, Homecoming will invoice the Organization for the appropriate amount.

- Security Deposits will work the same way, and will be refunded in the form of Homecoming cancelling the purchase order. This will be upon confirmation from the Security Director that the organization(s) has fulfilled their Security Committee Requirements, including completion of satisfactory cleaning efforts as determined by the Security Director. If not all requirements are met, Homecoming will invoice the Organization for the appropriate amount.

B. Final Registration: fees must be paid in the form of an account transfer from ASA.
- These forms are available in 240 HUB and a copy of documentation must be delivered to 227B HUB no later than the final day at 5pm of the Final Registration period.
- Be sure to use the object code of 50251 (Registration/Tournament Fee).

Student Organizations without active ASA accounts:

C. Pre-registration and final registration fees must be paid by writing a check made payable to “Penn State Homecoming” and the organizations’ names must be written on the memo line.
- If paying by personal check, please make sure you receive a receipt so that you can be reimbursed by your organization.
- Checks should be brought to 227B HUB no later than the final day at 5pm of pre-registration period to avoid late fees.

D. Equipment deposits will be returned to organizations if all equipment was returned on time and in the proper condition. Organizations whose deposit, or portion thereof, will not be refunded will be notified via e-mail. Otherwise, organizations will be notified via e-mail or phone when their refund will be available for pick up in the Homecoming Office (227B HUB).

Overall Competitors’ security deposits will also be refunded upon confirmation from the Security Director that members of the organization fulfilled their Security Committee requirements, including completion of satisfactory cleaning efforts as determined by the Security Director. Organizations will be notified by e-mail when their refund will be available for pick up in the Homecoming Office (227B HUB).

Any questions regarding financial obligations should be directed to Mike Witmer, financehomecoming@psu.edu