

**QUAKERS IN SOUTHERN AFRICA**

**YEARLY MEETING**

**3 – 8 January 2023**

**Good Shepherd Retreat Centre, Hartbeespoort, South Africa**

Dear Friends

We hope that you will be able to attend this Yearly Meeting, which will focus on *Ubuntu*. YM 2023 will be a blended Meeting in that we will be gathering in person at Good Shepherd as well as having some sessions being simultaneously available via Zoom. This form is to register to attend the YM **IN PERSON**. There is a separate form to attend online only.

We look forward to gathering in person once again where we can strengthen our connections as Friends and each deepen our own spiritual lives.

**REGISTRATION AND APPLICATION FOR FUNDING**

**This form is to register to attend YM 2023 IN PERSON.** This form has two parts:

**PART 1**: Registration to attend Yearly Meeting 2023 IN PERSON.

**PART 2:** Application for funds from the Eveline Cadbury Trust Fund (ECTF). (Please complete PART 2 **IF** you need funding (all or part of the amount) to attend Yearly Meeting IN PERSON.)

Please complete only one set of forms per family.

Please complete and return your forms by 15 October 2022.

*The forms below are colour coded for clear differentiation, and have coloured sections to make it clear where information needs to be inserted. Should you be printing the forms, please feel free to remove all colouring.*

***HOW TO REGISTER AND APPLY FOR ECTF FUNDING***

**1.** Notify your Local Meeting that you intend to attend Yearly Meeting, and say whether you are going to apply for funding from ECTF. The Clerk of your Meeting will minute the application for funds, and must sign and motivate the completed application for funding.

**2.** If you are **NOT** applying for an ECTF subsidy:

1. Complete the Registration form (PART 1).
2. Email the Registration form to Heath White at heathwhite@me.com **AND** to Mark Povall at treasurercasaym@gmail.com **by 15 October 2022**.
3. Pay the amount owing, electronically if possible, to the CASAYM account by 15 November 2022. (Account details appear on page 6, at the end of PART 1.)
4. Notify the YM Treasurer, Mark Povall (treasurercasaym@gmail.com), that you have paid, and how much you have paid. Include your name and surname as a reference.
5. Please add the following email addresses to your email contacts to prevent YM 2023 messages from ending up in your spam folder:
	1. heathwhite@me.com
	2. ym-attendees@googlegroups.com
	3. treasurercasaym@gmail.com

**3.** If you **ARE** applying for an ECTF subsidy for all/some of the costs of attending YM **in person**:

1. Complete the Registration form (PART 1) **AND** the ECTF Funding Application form (PART 2).
2. Email the Registration and Application forms (PARTS 1 and 2) to Heath White at heathwhite@me.com **AND** to Mark Povall at treasurercasaym@gmail.com, **by 15 October 2022**.
3. Pay the amount you owe (i.e. the portion for which you are not applying for ECTF funding), electronically if possible, to the CASAYM account by 15 November 2022.
4. Notify the YM Treasurer, Mark Povall (treasurercasaym@gmail.com), that you have paid, and how much you have paid. Include your name and surname as a reference.
5. Please add the following email addresses to your email contacts to prevent YM 2023 messages from ending up in your spam folder:
6. heathwhite@me.com
7. ym-attendees@googlegroups.com
8. treasurercasaym@gmail.com

**NOTES**

**1.** ECTF funds are limited, and it is not likely that everyone can receive as much as they request. It is important for funding requests to be received **by 15 October 2022** so that the Treasurer can decide how much funding can be granted to you.
If a request is received late, there may not be funding left to cover it.

**2.** **SAYM does not have medical insurance. You need to make your own arrangements for medical cover if you want it while attending Yearly Meeting.**

**PART I: YEARLY MEETING REGISTRATION FORM — *IN PERSON***

|  |  |
| --- | --- |
| **NAME OF YOUR MEETING**:  |  |

**PERSONAL DETAILS AND ACCOMMODATION**

**1.** Details of each family member:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Surname** | **Member or Attender** | **Child (+ age)/****Young Adult/****Adult** | **Gender** | **Telephone** | **Email** |
|  |  |  |  |  |  |
|   |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**2.** Do you or your family have any disabilities or special needs the organisers need to know about (e.g. mobility problems)? Please explain:

|  |
| --- |
|  |

**3.** Please note that the cost varies for single and shared rooms. Please indicate whether you would prefer a single room or are happy to share. If you are happy to share, please indicate who you would like to share a room with. (We will allocate rooms according to preferences as far as possible, but please note that single rooms are limited.)

|  |  |  |  |
| --- | --- | --- | --- |
|  I prefer to share: |  | I prefer a single room: |  |

|  |  |
| --- | --- |
|  I prefer to share with: |  |

**FOOD**

**1.** Please provide the following information by ticking the relevant box(es) and filling in names where relevant:

|  |  |
| --- | --- |
| **Non-vegetarian** | **Vegetarian** |
|  |  |

**2.** Do you or your family have any food allergies and/or intolerances? (Please give details.)

|  |
| --- |
|  |

(*NOTE*: Good Shepherd will try to cater for requirements. However, if you have particular dietary requirements that cannot be catered for, you will need to provide your own food.)

**ARRIVAL & DEPARTURE**

|  |  |
| --- | --- |
| **1.** Date and time of arrival(YM starts: 13h00 on Tuesday 3 January). |  |
|  Will you attend lunch on 3 January? (Yes / No) |  |

|  |  |
| --- | --- |
| **2.** Date and time of departure (YM ends: 11h00 on Sunday 8 January). |  |

 ***NOTE:*** Lunch will not be served at Good Shepherd on Sunday 8 January. Instead a substantial meal package will be provided for all who request it in advance.

**HELPING AT YM**

I/We am/are willing and able to offer the following support at Yearly Meeting:

(Tick the relevant box/boxes and indicate names if more than one person is offering.)

|  |  |  |  |
| --- | --- | --- | --- |
| Minute-taking |  | First Aid |  |
| Giving 7-minute talks |  | Leading morning walks |  |
| Setting up Meeting room |  | Assisting with Children’s Meeting |  |
| Helping with registration*[you will have to be at Good Shepherd by 9am on 3 January]* |  | Other (Please explain) |  |

**COSTS AND PAYMENT**

1. **Registration Costs**

Yearly Meeting registration fee is R160.00 per person, or R320 per family.

ECTF will not fund the registration fee except in exceptional circumstances.

1. **Transport Costs and Payment**
2. Friends, please try to pay for your own transport to and from your area to YM.
3. **Please note: you are responsible for booking and paying for your own transport to the venue.** If a number of Friends from the same Meeting intend to travel at the same time, e.g. by bus or rail, we suggest that one of them makes the necessary arrangements so that those people arrive and leave together.

**3.** **Accommodation and Meals**

*Friends staying at Good Shepherd:*

The costs for daily accommodation, including all meals, are:

1. People sharing: R 600 per night per person (aged 12 and over). If you stay for the full length of YM (5 nights), this will be R 3 000.
2. Single room: R 700 per night. Rooms are allocated on a shared basis unless you require a room of your own. ECTF does not subsidise single occupancy.
3. Children aged up to 11: R 300 per child per night

*Friends attending as day visitors (e.g. for the Richard Gush Lecture):*

* Morning tea, lunch, & afternoon tea : R 300

**Please indicate the days for which you need accommodation and meals: Write ‘Yes’ or ‘No’ (as shown in the example below) and the number of people in your family requiring each meal:**

*For example, a family of 3 who plan to arrive after lunch on the 3rd of January would fill in the form for that day as follows:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Accommodation** | **Breakfast** | **Lunch** | **Supper** |
| Tues 3 Jan | *Yes* | *No* | *No* | *Yes (3)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Accommodation** | **Breakfast** | **Lunch** | **Supper** |
| Tues 3 Jan |  |  |  |  |
| Wed 4 Jan |  |  |  |  |
| Thurs 5 Jan |  |  |  |  |
| Fri 6 Jan |  |  |  |  |
| Sat 7 Jan |  |  |  |  |
| Sun 8 Jan |  |  |  |  |

**Fill in this table to calculate the costs for you and your family.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accommodation, including meals** | **Number of people** | **Number of nights/days** | **Cost per night/day** | **Total payable in Rands** |
| Adults – Sharing |  |  | R600 per person per night |  |
| Children aged up to 11 |  |  | R300 per person per night |  |
| Adults – Single occupancy |  |  | R700 per person per night |  |
| Day visitor: lunch and teas |  |  | R300 per person per day |  |
| Packed lunch for journey home |  | ----------------- | R150 [to be confirmed] per person |  |
| TOTAL: accommodation and meals |  |  |

**Payment due for registration, accommodation and meals for you and your family:**

|  |  |  |
| --- | --- | --- |
| Registration (R320 per family/R160 per person) |  | R  |
| Accommodation and meals (total amount) | + | R  |
| TOTAL (accommodation and meals + registration) |  | R  |
|  |
| ECTF funding requested for accommodation and meals (if any) | – | R  |
| TOTAL AMOUNT you must pay to SAYM Treasurer **by 15 November 2022** |  | R  |

***HOW TO PAY FOR YOUR ACCOMMODATION, MEALS AND REGISTRATION***

1. Please pay everything you owe for the Yearly Meeting electronically by 15 November 2022. The banking details are:

Account name: CASAYM

Bank: STANDARD BANK

Branch: 024909

Account number: 071340572

1. Use your name and surname as a reference and email proof of payment to Mark Povall, the YM treasurer.
His email address is: treasurercasaym@gmail.com
2. If you cannot pay by electronic bank transfer, email Mark Povall at treasurercasaym@gmail.com to make arrangements to pay by cash or other means.
3. Remember to send the completed Registration Form to the YM Clerks’ Assistant at: heathwhite@me.com

**DEADLINES FOR REGISTRATION AND FUNDING**

|  |  |
| --- | --- |
| **Action** | **Deadline** |
| **YM Registration** (Complete PART 1 only) | 15 October 2022 |
| **ECTF Applications** (Complete PARTS 1 and 2) | 15 October 2022 |
| **Payment** due for registration, meals and accommodation | 15 November 2022 |
| **Transport** **Information**, i.e. pick-up/drop-off requirements at Johannesburg transport hub (Information to Sam Mugambe)Contacts: email: samuelmugambe@yahoo.co.uk cell: 073 485 5506 | 15 November 2022 |

**PART 2:**

**EVELINE CADBURY TRUST FUND APPLICATION FORM**

**FOR FINANCIAL ASSISTANCE TO ATTEND YEARLY MEETING *IN PERSON***

**NOTES**:

1. ECTF will fund people to attend the whole of Yearly Meeting and not only a part of it.
2. When you apply for transport costs, please provide a written quotation for the bus ticket.
3. If you are travelling by air, ECTF will not pay more than the equivalent of a bus ticket.
4. If approved, ECTF will pay the amount requested for transport directly into your account. If you do not have a bank account, or are based outside South Africa, ECTF or the YM Treasurer will contact you directly about payments.
5. Please note that these funds are meant specifically for attendance at Yearly Meeting, and no other purpose. If they are not used for this purpose, the funds should be returned to ECTF.

Please specify what ECTF funding you are applying for in the table below:

|  |  |  |
| --- | --- | --- |
|  | **TOTAL costs** | **Amount requested from ECTF**  |
| **Accommodation and Meals Costs** for you and your family | R | R |
| **Travel Costs** for you and your family (This must be based on a quote from a bus company or estimated petrol costs) | R | R |
| **TOTAL REQUESTED FROM ECTF** | R |

Please motivate in detail why ECTF should fund your application to attend Yearly Meeting. For example, explain why you need funding from ECTF; how you believe being at YM will enhance your spiritual life; what contribution you can make to the work of Yearly Meeting; and what you can do for other Friends.

|  |
| --- |
|  |

**TRANSPORT-RELATED ECTF Funding:**

Please provide your bank details. (Please note that this information will used solely to provide ECTF support and will not be retained by SAYM or used in any other way.)

|  |  |
| --- | --- |
| **Account name**: |  |
| **Bank:** |  |
| **Branch Code:** |  |
| **Account Number:** |  |

If you do not have a bank account, or are based outside South Africa, ECTF or the YM Treasurer will contact you directly about payments.

**Support for the ECTF funding application by the Clerk of your Monthly Meeting**:

By your signature below you affirm that:

* the Friend/Family applying for ECTF funding is a/are member(s) or regular attender(s) in good standing, and
* that the Monthly Meeting has considered this application, including its motivation, in a Meeting for Worship for Business and supports this application.

**Clerk’s name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**