

**University of Wisconsin – Green Bay
Passport ID Services
Conference/Summer Camp Card Request**

The intent of this form is to allow the coordinator of a conference or camp to purchase Conference and Summer Camp Cards for the attendees of their event on the UW-Green Bay campus. The Conference and Summer Camp Card is a novelty card that can be given to attendees to enhance their experience at UW-Green Bay by enabling them to access campus services. The coordinator of the event is still responsible to work with the appropriate campus departments to plan the conference or camp they are coordinating. The coordinator may need the assistance of other campus departments to complete this form based on the needs of the event.

You must submit this request seven working days prior to the start of your conference/camp.

SECTION 1 – GENERAL INFORMATION

Conference/Camp Name: _____ Conference/Camp Coordinator: _____

Coordinator Phone Number: _____ Today's Date: 8/29/2006

Conference/Camp Category (Example – Participant, Commuter, Staff, Student): _____

Conference/Camp Beginning Date: _____ Conference/Camp Ending Date: _____

- Yes No Is there a registration fee to cover the costs associated with your conference/camp? If no, you may be required to get the approval of the Controller's office to spend University funds for this event.
- Yes No Will your attendees stay in campus housing? If yes, please complete **section 2**
- Yes No Will your attendees eat in campus dining? If yes, please complete **section 3**
- Yes No Will your attendees need or like the ability to purchase items or services on campus with points (declining balance dollars) on the card? If yes, please complete **section 4**.

SECTION 2 - HOUSING ACCESS

You will need to work with Residence Life to complete this section. They can be reached at 920-465-2040.

Check-in **Check-out**
Date: _____ Date: _____
Time: _____ Time: _____

Arlene Walter Hall	Number of Attendees: 0
Bryon Walter Hall	Number of Attendees: 0
Ted Lenfestey Hall	Number of Attendees: 0
R.E. Small Hall	Number of Attendees: 0
Donald Long Hall	Number of Attendees: 0
Cletus Vanderperren Hall	Number of Attendees: 0
Robert Schaefer Hall	Number of Attendees: 0
Robert Warren Hall	Number of Attendees: 0
James Temp Hall	Number of Attendees: 0
Josephine Lenfestey Hall	Number of Attendees: 0
Roy Downham Hall	Number of Attendees: 0
Ed Thompson Apartment	Number of Attendees: 0
John Robishaw Apartment	Number of Attendees: 0
Richard Liebel Apartment	Number of Attendees: 0
Tom Haevers Hall	Number of Attendees: 0

Housing Comments: _____

***Access Times**

Sunday	Open: _____	Close: _____	Open: _____	Close: _____
Monday	Open: _____	Close: _____	Open: _____	Close: _____
Tuesday	Open: _____	Close: _____	Open: _____	Close: _____
Wednesday	Open: _____	Close: _____	Open: _____	Close: _____
Thursday	Open: _____	Close: _____	Open: _____	Close: _____
Friday	Open: _____	Close: _____	Open: _____	Close: _____
Saturday	Open: _____	Close: _____	Open: _____	Close: _____

*Times provided will be used to program when attendees will be able to gain access to their Residence Hall or Apartment.

SECTION 3 - DINING ACCESS

- Yes No Will your attendees eat their meals at catered events only? If yes, please arrange your catering needs with University Catering at 465-2200 ext. 31(no need for meal privilege associated with cards).
- Yes No Will your attendees eat their meals in campus restaurants during the academic year? If yes, please complete **section 4** to allow attendees to utilize the Pass Point account feature to pay for their meals.
- Yes No Will your attendees eat their meals in the Nicolet Room during the summer months? If yes, please complete the section below detailing what meals they will be eating. Please work with our University Dining Service staff at 465-2200 ext. 27 to complete this section.

If you are eating in the Nicolet Room during the summer months, please check the meals your attendees will be eating.

Sunday	Date	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
Monday	Date	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
Tuesday	Date	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
Wednesday	Date	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
Thursday	Date	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
Friday	Date	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
Saturday	Date	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner

SECTION 4 - PASS POINTS

- Yes No Would you like your attendees to have a Pass Point account on their card to allow them to access campus services?
- Yes No Would you like to prepay for Pass Points for each attendee? If yes, please enter the amount below.
- \$ How much in Pass Points would you like to put on each attendees card?

ANY UNUSED PASS POINTS ARE NON-REFUNDABLE AND WILL BECOME THE PROPERTY OF THE PASSPORT ID SERVICES OFFICE AFTER COMPLETION OF THE CONFERENCE/CAMP.

SECTION 5 - PAYMENT

Total number of participants: 0 @ \$2.00 per card = \$ _____
 Pass Points added (+) \$ _____
 Total Charge \$ _____

Budget Code:

Note: costs for charges associated with Residence Life or Dining Services are billed separately after your event.

Please complete this document, save it to your computer, and send the file as an attachment to murphyd@uwgb.edu. If you have any questions, please call the Passport ID Service office at 465-2200 ext. 13.

INTERNAL USE ONLY – PASSPORT ID SERVICES OFFICE

Card number range assigned for this event _____

Date of deactivation _____

Total amount of unspent Pass Points \$ _____