Instructions for Bookkeepers

1. COSTS.
	1. School Membership - $135 or $100 purchased through Space Coast OM
		* Each school purchases a membership - this gives them the complete requirements for each problem. This allows for unlimited Primary Teams, and one term per problem, per division. If two teams of the same division wish to do the same problem, a second membership must be purchased.
		* Membership package with complete current year’s problems are not released until around September 1st. Softcopies are made available to Regional Directors and will be forwarded to all schools who have submitted completed applications and a check or PO through Space Coast OM.
	2. Team Registration is paid to (FLOMA) Florida Odyssey of the Mind by Dec. 13, 2020.
		* $130 registration fee, per team Div. I, II, III
		* $50 registration fee for each Primary team.
		* A late fee of $20 per team is added if payment is postmarked after the December Deadline!
	3. State Competition Fee – teams advancing to state finals pay a $50 for Div. I, II & III registration fee. No fee for Primary teams.
	4. Workshops & Spontaneous Kits checks are made out to FLOMA (Florida Odyssey of the Mind) and mailed to Space Coast Odyssey of the Mind 1105 Baywood Court, Malabar, FL 32950
	5. Regional T-shirts Kits checks are made out to FLOMA (Florida Odyssey of the Mind) and mailed to Space Coast Odyssey of the Mind 1105 Baywood Court, Malabar, FL 32950

**INSTRUCTIONS FOR EACH ON THE FOLLOWING PAGES.**

**CONTACT INFO – IF YOU HAVE ANY QUESTIONS AFTER READING THE INSTRUCTIONS YOU MAY CONTACT THE REGIONAL DIRECTOR**

Susan Klaasen spacecoastom@gmail.com 321-312-0413 (Cell) – please be sure to leave your name and number if I am unable to answer your call.

SCHOOL MEMBERSHIP – Purchased in fall to mid-January.

* 1. Full price memberships of $135 can be purchased directly from CCI online or by mail.
		+ - Online registration must be paid by credit card.
			- By mail, send completed application and check or purchase order made out to Creative Competitions, Inc. to:

Creative Competitions, Inc., 406 Ganttown Road Sewell, NJ 08080

* + - Discounted memberships Based on receiving 11 or more.
			* Memberships submitted through Space Coast Odyssey of the Mind receive a group discount rate of $100.
			* Purchase Order

You may attach a purchase order to the application. A purchase order is not payment, and only paid members get the membership packet.

* + - * Bill to/Checks should be made out to:

CCI or Creative Competitions, Inc.

* + - * Application and check or Purchase Order should be sent to:

**By Mail to**

Susan Klaasen

1105 Baywood Court

Malabar, FL 32950

* + Please note that applications are held and mailed as a group. There are two opportunities October 15 and Nov. 12, so it may take a while for the check to clear.
	+ Once we receive the application and payment or PO, a soft copy of the membership package will be forwarded to your school contact so that teams can begin.

TEAM REGISTRATION

* 1. The School Contact should complete the information for the Team, Judge, and Volunteer. Cost is $105 per competitive team, $50 per Primary team.
	2. Once the team is registered the school contact will receive an email with the invoice.
		+ You can pay online using PAY PAL (CREDIT CARD).
		+ You can mail a check or PO payable to:
			- Florida Odyssey of the Mind or FLOMA.
			- 1356 Smiling Fish Lane
			- St. Augustine, FL 32080
		+ Full payment must be postmarked by Dec. 17th or a $20 late fee will apply and should be added to the registration fee. This requires that both you and the school contact to plan ahead.

WORKSHOPS and TSHIRTS

* 1. Space Coast Odyssey of the Mind does not have a separate account, but workshop and T-shirt funds need to be turned in through the Regional Director or Merchandise Captain to ensure payment is noted.
	2. Workshops offered by Space Coast Odyssey of the Mind
		+ Checks should be made out FLOMA or Florida Odyssey of the Mind.

Checks are turned in at the event or **By Mail to**

Susan Klaasen

1105 Baywood Court

Malabar, FL 32950

* 1. Regional T-shirts
		+ Checks should be made out FLOMA or Florida Odyssey of the Mind.
			- Checks are either turned in with the order or
			- Order and Check Mailed to

Susan Klaasen

1105 Baywood Court

Malabar, FL 32950

QUICK REFERENCE FOR ODYSSEY OF THE MIND PAYMENTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WHAT** | **AMOUNT** | **Payment Methods** | **PAYABLE TO:** | **MAIL TO:** | **DEADLINE** |
| **SCHOOL MEMBERSHIP TRADITIONAL** |  |  |  |  |
| Discounted Price | $100 | Check or Purchase Order Accepted | Creative Competitions, Inc. or CCI | Regional Director1105 Baywood CourtMalabar, FL 32950 | 1st Deadline Oct. 15stFinal Deadline Nov.12th  |
| Full Price – by mail | $135 | Check or Purchase Order | Creative Competitions, Inc. or CCI | 406 Ganttown RoadSewell, NJ 08080 |  |
| Full Price – online | $135 | Credit Card | Creative Competitions, Inc. or CCI |  |  |
| **SCHOOL MEMBERSHIP VIRTUAL** |  |  |  |  |
| Full Price – by mail or online | $100 | Check, Purchase Order or Credit Card | Creative Competitions, Inc. or CCI | 406 Ganttown RoadSewell, NJ 08080 |  |
| **TEAM REGISTRATION** |  |  |  |  |
| Div. I, II or II | $130 per team | Check or Credit Card | Florida Odyssey of the Mind Association or FLOMA | 1356 Smiling Fish LaneSt. Augustine, FL 32080 | POSTMARKED BYDec. 13th |
| Primary Teams | $50 |
| **LATE TEAM REGISTRATION** |  |  |  |  |
| Div. I, II or II | $150 per team | Check or Credit Card | Florida Odyssey of the Mind Association or FLOMA | 1356 Smiling Fish LaneSt. Augustine, FL 32080 | January 15, 2020 |
| Primary Teams | $70 |
|  |  |  |  |  |  |
| TSHIRTS |  |  |  |  |  |
| Regional T-shirts and merchandise | Listed on Order form | Check or Credit Card | Florida Odyssey of the Mind Association or FLOMA | Beatrice Showman2925 St. Marks Ave.Melbourne, FL 32935 | As listed on order form |
| Wor |  |  |  |  |  |
| WORKSHOPS |  |  |  |  |  |
|  | Listed on flyer  | Check or Credit Card | Florida Odyssey of the Mind Association or FLOMA | Bring to workshop | As listed on FLYER |