



February 15, 2025

Dear Members of the Avis Chase Women’s Association,

We are pleased to announce the Chase Cottages Program will be open this summer. We seek members who can take full advantage of this program. Before you fill out the registration forms, please note the following important information.

- **The season will run for 12 weeks, from June 29-September 14**
 - On registering, it is understood that members will arrive on Sunday and depart the following **Sunday**. *Alternate arrangements are at the discretion of ACWA and must be confirmed prior to the start of your registration week with Denise Jones and the Administrator*
 - **Members who expect to arrive after 6:00 p.m. on Sunday must** notify their group leader and/or the administration of their expected time of arrival by calling the Administrator at 774-722-1031
 - **If members fail to arrive for the program on Sunday at the start of their program week, the member forfeits their program participation**
 - **All members are required to** register with the Administrator on the Sunday of their arrival at Porches, 20 Water Street, Chatham, MA 02633
 - **Check in is after 3PM, Check out is 9am** (we cannot accommodate early arrivals or late checkouts)
 - **Members will not travel to Chase Cottages if they are not feeling well. If you are not feeling well, please notify Denise Jones as soon as possible.**
 - **If there is availability you will be allowed to reschedule**
 - ❖ If ACWA is not able to accommodate a reschedule, we will refund 50% of the program fee
- **The 1-week program registration-fee is \$350**, the membership fee is \$25
- To ensure as many members as possible can enjoy a week at the cottages, **members will only be allowed a 1-week registration** for the 2025 season
- The Registration Process:
 - **Individual and group registrations will open to all members beginning February 15**
 - Members are responsible for assembling their groups
 - **Capacity:**
 - Pond House 9-members maximum
 - Mother’s House 10-members maximum
 - A group is considered at least 7 members. Groups smaller than 7 members may be sharing a cottage with other members
 - **Group Program Registration Process:**
 - **Each group will need to select a group leader**, who will be responsible for collecting their group members’ completed applications, and payments
 - ❖ **To secure your group’s place**, the group leader should return their completed form (pages 3-4) and payment to the address below, as soon as possible
 - ❖ **Group leaders** need to send in their completed registration form and full payment to secure the group’s place. **The remainder of the group’s payment and completed forms are due March 31 or within 30 days of the group leader’s application date**
 - The group leader in turn collects completed forms and payment for each member of their group



- **Group Program Registration Process (continued):**
 - The group leader **will submit 1 check for the balance of the total payment for their entire group**, along with the completed **program registration** form
 - **Members of a group who do not submit their forms and payments by March 31 or within 30 days of their group leader's application date may lose their requested date**
- **Smaller Group Registration Process** (2, 3, 4, 5 or 6 members)
 - Please follow the instructions above
- **Individuals** – return your completed form (pages 3-4), and your payment to secure your **place**.
- **Individual and smaller groups of 2, 3, 4, 5 or 6 members** may share a cottage with other members

Kind regards,

Iris Jenkins
Chase Cottage Committee Chairperson



2025 CHASE COTTAGE SUMMER PROGRAM REGISTRATION

Complete each section of the registration form (front & back) and enclose a check for **\$375**.
 (includes registration fee of **\$350** and yearly membership fee of **\$25**).

Make your check payable to AVIS CHASE WOMEN’S ASSOCIATION OF PHILADELPHIA and mail it to:

Denise Jones
 ACWA Cottage Committee
 2 Lehman Lane
 Philadelphia, PA 19144-4410
Acwacottages@gmail.com

Please print clearly, all fields with below are needed:

Name _____ E-mail _____

Address _____ City _____ State ____ Zip _____

Phones - Home _____ Cell _____

Emergency Contact _____ Relationship _____ Phone _____

Select your preference: ___ Pond House (4 - double rooms, 1- single room, **9 members max**)

___ Mother’s House (4-double rooms, 1-triple room, **10 members max**)

Special Needs (1st floor, etc.) _____

Registration dates are granted on a first come – first served basis.

You must indicate your 1st, 2nd and 3rd choices. If possible, you will receive your 1st choice.

2025 Weekly Dates

Jun 29		July 27		Aug 24	
Jul 6		Aug 3		Aug 31	
Jul 13		Aug 10		Sept 7	
Jul 20		Aug 17		Sept 14	

Each week begins with arrivals after 3pm on Sunday and ends with departures, by 9am the following Sunday.

All members are required to register with the Administrator, at Porches, upon arrival.

If you plan to arrive later than 6pm, please call the administrator at 774-722-1031.

Expectations

One set of sheets and towels will be provided for the week.
 Members are responsible for housekeeping during their stay.

Before Departure

Remove linens from beds, used towels and clean each room.
 Wash used dishes, utensils, glasses, pots/pans and appliances.
 Dispose of any leftover food. Clean the refrigerator, kitchen and bathrooms.

These house rules are posted in each residence.

Thank you in advance for your cooperation.



2025 CHASE COTTAGE SUMMER PROGRAM REGISTRATION

Group leaders – return your completed form (pp 3-4) and your payment to secure your group’s place at the Cottages.

- **Group members** - complete and return your registration form. **Make your check out to your group leader.**
- **Group leaders** – collect all forms for each of their group members and **submit the forms and 1 check for the balance of their group’s total payment by March 31 or within 30 days of the group leader’s application date**

Smaller Groups of 2, 3, 4, 5 or 6 members – please follow the instructions for groups leaders above.

Individuals – return your completed form (pages 3-4), and your payment to secure your place.

Group Leader or Individual

1. _____ Paid \$ _____

Group members

2. _____ Paid \$ _____

3. _____ Paid \$ _____

4. _____ Paid \$ _____

5. _____ Paid \$ _____

6. _____ Paid \$ _____

7. _____ Paid \$ _____

Total Amount Enclosed: \$ _____

CANCELLATION POLICY

No refunds will be issued for cancellations made less than 2 weeks prior to your program registration date.

Members who cancel their program registration at least 2 weeks prior to their registration week date will be refunded 50% of their program payment.

Members who are experiencing illness and cancel their initial registration week will be allowed to reschedule if there is availability, or refunded 50% of their program registration fee.

Members must contact Denise Jones phone and follow-up with a letter or email containing the reason for their cancellation.

Contact Denise Jones at 215-317-7818 or Acwacottages@gmail.com

____ I read the above policy and I agree to the terms outlined therein.

____ I will not travel to Chase Cottages if I am not feeling well.

Signature _____ Date _____

(Check one of the options below)

____ Enclosed is a check for \$375 (Program Registration \$350.00 + Membership \$25.00)

____ Enclosed is a check for \$350 (Registration \$350.00 – I paid my membership separately)

Complete and return pages 3-4 with your payment. Keep pages 1-2 for your records.