

Summer Family Week Checklist

Summer family Questions? clvregister@cord.edu or 218-299-3466

You have registered for a summer family week! We look forward to your stay at Concordia Language Villages this summer. The following checklist will allow you to make sure you have everything you need for your session. The links are live, but you can also print this out as a reference.

Step 1: Registration

Make sure all family members are [registered](#). If you and your family members are on the same [account](#), you can check this by selecting the drop down box in the Villagers section on your dashboard. Make sure all the names appear.

Next, click each family member's name and go to their profile. Make sure you see the work "Registered" in blue in the Enrollment section. This means you are on our list of participants, there is a bed for you, and we are anticipating your arrival.

(Note: If you see "Enrolled, NOT Registered" or "Waitlisted" this means there is not a spot held for you.)

Step 2: Financial

In the Financial section you have the option to [Make a Payment](#) or to [View Transactions](#). Make sure to have your session paid for before your session starts. Questions? clvfinance@cord.edu

Step 3: Paperwork

You will need to complete the following forms before your stay at the villages:

- Transportation Form
- Health form

Transportation Form: You can fill out this online form on your profile for *each* family member. At the bottom of the dashboard in the "Optional Items" section, select the "Transport" tab, and click the blue "Routes" button. Check the appropriate box for you plans. If you are flying please be sure to fill out your flight information. Please contact regtrans@cord.edu with questions.

Flyers: Here's more information if you are flying into the [Bemidji Airport](#). If you would like our staff to pick you up, you **MUST** sign up online. For other transportation options or questions, please contact regtrans@cord.edu.

Health Form: You will fill out either an [Adult Health Form](#) or a [Youth Health Form](#) for each member of your family. You will receive these health forms to mail in to the Health Center. However, you can



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always email the forms to Health@cord.edu. Subject line: *Your Family Name, Session Code*. The session code is the code that comes after the session name. Example, this fake session: *"Latin Bemidji Family Week LB10/01"*.

Step 4: Passports, Preparation & Packing

Passports: You will receive a Welcome Packet before your family session. If you haven't received a packet a month before your session or would like to receive it sooner please send an email to clvregister@cord.edu with your family members' names, session, and a correct mailing address. In the packet you will receive a Welcome Letter from our Executive Director, [Christine Schulze](#). You will also receive Health forms and an addressed envelope, a Packing List, and your **Passport!** The Passport will get you into the village. There is a spot where you can glue in a small picture of yourself to make the customs experience more authentic! If you misplace your Passport please contact clvregister@cord.edu so we can send you a new one or have one ready for you when you arrive at the village.

Preparation & Packing: You will receive a [Packing List](#) in your welcome packet, but there is also one available online. In fact, there are a lot of resources available online! These resources include the [Family Week FAQ](#) page and the [Family Program Handbook](#). The Family Program Handbook is filled with useful information, including the address to your program starting on page 26. Check page 12 to confirm the site of your session. *(For example, Spanish Family Week 35.39 is hosted at the Norwegian Language Village.)*

Please put your family members down as your **Cabin Mates** in the "Optional Items" section. This is especially important if live at a different address than the other members of your family group.

Forms: If you are in the Nordic Family week, please fill out the Online Form for your language Preference.

We hope you have a great time at your Summer Family Week! Please let us know if you have any questions by emailing clvregister@cord.edu or call 218-299-3699.