

**Pfpgygenth Annual Angelo Del Toro
Puerto Rican/ Hispanic Youth Leadership Institute
200;**

HOTEL ROOMING LIST INSTRUCTIONS

PLEASE READ THE FOLLOWING CAREFULLY AND COMPLETE ALL APPROPRIATE INFORMATION. CLEARLY TYPE OR PRINT AND DUPLICATE THE ATTACHED FORM FOR EACH INSTITUTE PARTICIPANT REQUIRING A HOTEL ROOM.

Item 1: List the organization name and name of the contact person responsible for the PR/HYLI activity.

Item 2: Provide area code and telephone number of the contact person responsible for the PR/HYLI activity. Include delegation name.

Item 3: Provide delegation's arrival to and departure time from the hotel. Include a.m. or p.m.

Item 4: Include the name of the chaperone responsible for supervising/overseeing the students at the hotel. The hotel room # and hotel telephone extension number is to be left blank and will be filled in by hotel personnel.

Item 5: Identify and check one of the appropriate boxes (student, chaperone, staff, and bus driver).

Item 6: Duplicate the attached form and list the rooms that you will require. Provide the names of the Institute participants sharing a room. Include the participants last name, first name, and middle initial. Indicate whether the participants sharing a room are male or female. The hotel will use the form to assign rooms.

DEADLINE FOR SUBMISSION OF FORM: **March 2, 200;**

Submit forms to:

Linda Benfatto Weber
State Coordinator for PR/HYLI
Questar III BOCES
10 Empire State Blvd
Castleton, NY 12033
lweber@questar.org
Phone: 518-477-8771
Fax: 518-477-1335