



SESSION CHECKLIST

The following checklist has been developed to assist you when preparing and submitting a **Session Schedule Form**.

- 1. Please include your State License Number (**EX: G-0005670**), if applicable.
- 2. A correct fax number must be provided in order for the Office to fax a license.
- 3. Organization Official must complete the amount of rent per session and provide a lease, if applicable.
- 4. When submitting a request to *add or delete* a session(s), *organization official and commercial lessor/non-commercial lessor* **must** sign the form approving the session(s).
- 5. List **all** dates and times of events. Enter the starting time of a session as the time the organization will begin selling paper/pulltabs. **Circle AM or PM, Length, and Add or Delete.**
- 6. **Additional Session Schedule**
 - A. If organization has events at more than one location, complete a form for each location and include lease agreement, if applicable.
 - B. List all dates, times and length of sessions for each additional location.
- 7. **Lease Agreement**
 - A. If organization is paying rent for any location, submit a signed lease agreement.
 - B. Lease agreements must include all dates and times organization is to conduct gaming activities.
- 8. **When changing schedule of dates and times, give specific dates and times. Use the Calendar Schedule for changing multiple sessions.**
 - A. Circle add or delete
 - B. Circle a.m. or p.m.
 - C. Enter the time.
 - D. Enter the length of session: 2 hours, 4 hours or 6 hours. Session cannot exceed 6 hours.
- 9. The **second and subsequent revisions** to your license must be accompanied by a **\$25 check**, made payable to "*Office of Charitable Gaming*" and written on the gaming account.

If you have questions concerning any application information, contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at www.ocg.louisiana.gov.



Office of Charitable Gaming
 PO BOX 98502, Baton Rouge, LA 70884-9502
 (225) 925-1835 or (800) 562-9235 FAX (225) 925-7069
 www.ocg.louisiana.gov

Session Schedule

- ORIGINAL APPLICATION
- RENEWAL
- REQUEST CHANGE TO LICENSE

License Year Ending 6/30/20____
 State License Number:
 G- _____

***** Please use one form per location where games are played *****

Name of Organization		Organization Fax Number (where you want the license faxed) ()
Name of Building Where Games are Conducted	Building Phone # ()	Building Fax Number ()
Physical Address of Building (Include City & Zip Code)		Parish of Building
Amount of rent per session: \$ _____ (Attach copy of rental or lease agreement)	<input type="checkbox"/> Check here if building is owned by organization or provided free of charge.	

1. **Only one FAX per modification.**
2. **Change requests must be submitted no later than 3 business days in advance to guarantee approval.**
3. **Change requests not completed properly will cause a delay in receiving your license.**
4. **The second and subsequent changes to your license must be accompanied by a \$25 check, made payable to "Office of Charitable Gaming" and written on the gaming account.**
5. **This form must be signed by an organization official or Member-In-Charge and the commercial or non-commercial lessor.**
6. **For additional dates, use schedule calendar.**

INDICATE REQUESTED CHANGE:					CHECK ONE:	
DAY	DATE	TIME	AM/PM	LENGTH	DELETE	ADD

Organization Official (print)	Signature X	Date	Daytime Phone # & Area Code
Commercial/Non-Commercial Lessor <i>(only required on modifications)</i>	Signature X	Date	Daytime Phone # & Area Code

DO NOT WRITE BELOW THIS LINE			
Check Number _____	<input type="checkbox"/> APPROVED		
Receipt Number C- _____	<input type="checkbox"/> DENIED	Due to: <input type="checkbox"/> Conflicting Times	<input type="checkbox"/> No Modification Fee
Date Entered _____		<input type="checkbox"/> No Signature	<input type="checkbox"/> Other
Initials _____	Approved by: _____	Date: _____	
	Lease Agreement: _____	Device Agreement: _____	

Office of Charitable Gaming

State License # G-

Organization Name:	Signature of Organization Official Approval: (Required)	Date signed:	Organization Phone #
Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number (where you want the license faxed) :		

() Check if this will replace schedule previously submitted for this month.

1. Change requests must be submitted no later than 3 business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><i>Holidays: July 4th – Independence Day</i> <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i></p>			<p>1 Add Delete Time: AM PM Length:</p>	<p>2 Add Delete Time: AM PM Length:</p>	<p>3 Add Delete Time: AM PM Length:</p>	<p>4 Add Delete Time: AM PM Length:</p>
<p>5 Add Delete Time: AM PM Length:</p>	<p>6 Add Delete Time: AM PM Length:</p>	<p>7 Add Delete Time: AM PM Length:</p>	<p>8 Add Delete Time: AM PM Length:</p>	<p>9 Add Delete Time: AM PM Length:</p>	<p>10 Add Delete Time: AM PM Length:</p>	<p>11 Add Delete Time: AM PM Length:</p>
<p>12 Add Delete Time: AM PM Length:</p>	<p>13 Add Delete Time: AM PM Length:</p>	<p>14 Add Delete Time: AM PM Length:</p>	<p>15 Add Delete Time: AM PM Length:</p>	<p>16 Add Delete Time: AM PM Length:</p>	<p>17 Add Delete Time: AM PM Length:</p>	<p>18 Add Delete Time: AM PM Length:</p>
<p>19 Add Delete Time: AM PM Length:</p>	<p>20 Add Delete Time: AM PM Length:</p>	<p>21 Add Delete Time: AM PM Length:</p>	<p>22 Add Delete Time: AM PM Length:</p>	<p>23 Add Delete Time: AM PM Length:</p>	<p>24 Add Delete Time: AM PM Length:</p>	<p>25 Add Delete Time: AM PM Length:</p>
<p>26 Add Delete Time: AM PM Length:</p>	<p>27 Add Delete Time: AM PM Length:</p>	<p>28 Add Delete Time: AM PM Length:</p>	<p>29 Add Delete Time: AM PM Length:</p>	<p>30 Add Delete Time: AM PM Length:</p>	<p>31 Add Delete Time: AM PM Length:</p>	

If any requested session conflicts with another organization's scheduled session, yours will not be approved.

Office of Charitable Gaming

State License #G-

Organization Name:	Signature of Organization Official Approval: (Required)	Date signed:	Organization Phone # :
Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number (where you want the license faxed)		

August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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() Check if this will replace schedule previously submitted for this month.

1. Submit the entire year's schedule to avoid additional charges and/or delays.
2. Enter time and length of session and circle AM or PM and Add or Delete.
3. Change requests must be submitted no later than 3 business days in advance.

2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:
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Office of Charitable Gaming		State License #G-	
Organization Name:	Signature of Organization Official Approval: (Required)	Date Signed:	Organization Phone #:
Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date Signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number (where you want the license faxed)		

() Check if this will replace schedule previously submitted for this month.

1. Change requests must be submitted no later than three (3) business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

September 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holiday: September 7th – Labor Day</i>		1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:
6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:
13 Add Delete Time: AM PM Length:	14 Add Delete Time: AM PM Length:	15 Add Delete Time: AM PM Length:	16 Add Delete Time: AM PM Length:	17 Add Delete Time: AM PM Length:	18 Add Delete Time: AM PM Length:	19 Add Delete Time: AM PM Length:
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27 Add Delete Time: AM PM Length:	28 Add Delete Time: AM PM Length:	29 Add Delete Time: AM PM Length:	30 Add Delete Time: AM PM Length:	<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i>		

If any requested session conflicts with another organization's scheduled session, yours will not be approved.

Office of Charitable Gaming

State License #G-

Organization Name:	Signature of Organization Official Approval: <small>(Required)</small>	Date signed:	Organization Phone #:
Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number <small>(where you want the license faxed)</small>		

() Check if this will replace schedule previously submitted for this month.

1. Change requests must be submitted no later than 3 business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holiday: October 31st – Halloween</i>				1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i>						
4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:
11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:	14 Add Delete Time: AM PM Length:	15 Add Delete Time: AM PM Length:	16 Add Delete Time: AM PM Length:	17 Add Delete Time: AM PM Length:
18 Add Delete Time: AM PM Length:	19 Add Delete Time: AM PM Length:	20 Add Delete Time: AM PM Length:	21 Add Delete Time: AM PM Length:	22 Add Delete Time: AM PM Length:	23 Add Delete Time: AM PM Length:	24 Add Delete Time: AM PM Length:
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Office of Charitable Gaming

State License #G-

Organization Name:	Signature of Organization Official Approval: <small>(Required)</small>	Date Signed:	Organization Phone #:
Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date Signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number <small>(where you want the license faxed)</small>		

() Check if this will replace schedule previously submitted for this month.

1. Change requests must be submitted no later than three (3) business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:
8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:	14 Add Delete Time: AM PM Length:
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22 Add Delete Time: AM PM Length:	23 Add Delete Time: AM PM Length:	24 Add Delete Time: AM PM Length:	25 Add Delete Time: AM PM Length:	26 Add Delete Time: AM PM Length:	27 Add Delete Time: AM PM Length:	28 Add Delete Time: AM PM Length:
29 Add Delete Time: AM PM Length:	30 Add Delete Time: AM PM Length:	<p><i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i></p> <p style="text-align: right;">Holidays: November 1st – All Saints Day November 11th – Veterans Day November 26th – Thanksgiving Day</p>				

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Office of Charitable Gaming		State License #G-	
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Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date Signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number (where you want the license faxed)		

() Check if this will replace schedule previously submitted for this month.

1. Change requests must be submitted no later than 3 business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i>		1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:
6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:
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27 Add Delete Time: AM PM Length:	28 Add Delete Time: AM PM Length:	29 Add Delete Time: AM PM Length:	30 Add Delete Time: AM PM Length:	31 Add Delete Time: AM PM Length:	Holidays: <i>December 24th & 25th – Christmas</i> <i>December 31st – New Year's Eve</i>	

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Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number (where you want the license faxed)		

January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
() Check if this will replace schedule previously submitted for this month. 1. Change requests must be submitted no later than three (3) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete.					1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:
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31 Add Delete Time: AM PM Length:	<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> Holidays: January 1st – New Year's Day January 18th – MLK Jr Day					

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Office of Charitable Gaming

State License #G-

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Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number <small>(where you want the license faxed)</small>		

() Check if this will replace schedule previously submitted for this month.

1. Change requests must be submitted no later than three (3) business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

February 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:
7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:
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28 Add Delete Time: AM PM Length:	<p><i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i></p> <p>Holiday: February 14th – Valentine’s Day February 16th – Mardi Gras February 17th – Ash Wednesday</p>					

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Office of Charitable Gaming

State License #G-

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Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number <small>(where you want the license faxed)</small>		

() Check if this will replace schedule previously submitted for this month.

1. Change requests must be submitted no later than three (3) business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:
7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:
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28 Add Delete Time: AM PM Length:	29 Add Delete Time: AM PM Length:	30 Add Delete Time: AM PM Length:	31 Add Delete Time: AM PM Length:	Holiday: March 17th – St. Patrick's Day <i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i>		

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Office of Charitable Gaming

State License #G-

Organization Name:	Signature of Organization Official Approval: <small>(Required)</small>	Date signed:	Organization Phone #:
Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number <small>(where you want the license faxed)</small>		

() Check if this will replace schedule previously submitted for this month.

1. Change requests must be submitted no later than three (3) business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i>				1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:
Holidays: April 2 nd – Good Friday April 4 th - Easter						
4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:	6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:
11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:	13 Add Delete Time: AM PM Length:	14 Add Delete Time: AM PM Length:	15 Add Delete Time: AM PM Length:	16 Add Delete Time: AM PM Length:	17 Add Delete Time: AM PM Length:
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Office of Charitable Gaming

State License #G-

Organization Name:	Signature of Organization Official Approval: <small>(Required)</small>	Date signed:	Organization Phone #:
Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number <small>(where you want the license faxed)</small>		

May 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>() Check if this will replace schedule previously submitted for this month.</p> <p>1. Change requests must be submitted no later than three (3) business days in advance. 2. Submit the entire year's schedule to avoid additional charges and/or delays. 3. Enter time and length of session and circle AM or PM and Add or Delete.</p>						<p>1 Add Delete Time: AM PM Length:</p>
<p>2 Add Delete Time: AM PM Length:</p>	<p>3 Add Delete Time: AM PM Length:</p>	<p>4 Add Delete Time: AM PM Length:</p>	<p>5 Add Delete Time: AM PM Length:</p>	<p>6 Add Delete Time: AM PM Length:</p>	<p>7 Add Delete Time: AM PM Length:</p>	<p>8 Add Delete Time: AM PM Length:</p>
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<p>16 Add Delete Time: AM PM Length:</p>	<p>17 Add Delete Time: AM PM Length:</p>	<p>18 Add Delete Time: AM PM Length:</p>	<p>19 Add Delete Time: AM PM Length:</p>	<p>20 Add Delete Time: AM PM Length:</p>	<p>21 Add Delete Time: AM PM Length:</p>	<p>22 Add Delete Time: AM PM Length:</p>
<p>23 Add Delete Time: AM PM Length:</p>	<p>24 Add Delete Time: AM PM Length:</p>	<p>25 Add Delete Time: AM PM Length:</p>	<p>26 Add Delete Time: AM PM Length:</p>	<p>27 Add Delete Time: AM PM Length:</p>	<p>28 Add Delete Time: AM PM Length:</p>	<p>29 Add Delete Time: AM PM Length:</p>
<p>30 Add Delete Time: AM PM Length:</p>	<p>31 Add Delete Time: AM PM Length:</p>	<p><i>Holidays: May 9th – Mother's Day May 31st – Memorial Day</i></p> <p><i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i></p>				

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Office of Charitable Gaming

State License #G-

Organization Name:	Signature of Organization Official Approval: <small>(Required)</small>	Date signed:	Organization Phone #:
Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number <small>(where you want the license faxed)</small>		

() Check if this will replace schedule previously submitted for this month.

1. Change requests must be submitted no later than three (3) business days in advance.
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3. Enter time and length of session and circle AM or PM and Add or Delete.

June 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Add Delete Time: AM PM Length:	2 Add Delete Time: AM PM Length:	3 Add Delete Time: AM PM Length:	4 Add Delete Time: AM PM Length:	5 Add Delete Time: AM PM Length:
6 Add Delete Time: AM PM Length:	7 Add Delete Time: AM PM Length:	8 Add Delete Time: AM PM Length:	9 Add Delete Time: AM PM Length:	10 Add Delete Time: AM PM Length:	11 Add Delete Time: AM PM Length:	12 Add Delete Time: AM PM Length:
13 Add Delete Time: AM PM Length:	14 Add Delete Time: AM PM Length:	15 Add Delete Time: AM PM Length:	16 Add Delete Time: AM PM Length:	17 Add Delete Time: AM PM Length:	18 Add Delete Time: AM PM Length:	19 Add Delete Time: AM PM Length:
20 Add Delete Time: AM PM Length:	21 Add Delete Time: AM PM Length:	22 Add Delete Time: AM PM Length:	23 Add Delete Time: AM PM Length:	24 Add Delete Time: AM PM Length:	25 Add Delete Time: AM PM Length:	26 Add Delete Time: AM PM Length:
27 Add Delete Time: AM PM Length:	28 Add Delete Time: AM PM Length:	29 Add Delete Time: AM PM Length:	30 Add Delete Time: AM PM Length:	<p><i>Holiday: June 20th – Father's Day</i></p> <p><i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i></p>		

If any requested session conflicts with another organization's scheduled session, yours will not be approved.