

# ***JOURNEY TO THE FATHER***

## **High School Age Catholic Youth Conference**

### **GROUP LEADER CHECK LIST**

\* REGISTER NOW. If you plan to bring a group, it is important that you submit the *Registration Deposit Form* together with a non-refundable deposit of **\$600.00** payable to “Journey To The Father”. This acts as a notice of intent and guarantees space for 3 teens and 1 chaperone, which is the minimum requirement for a group.

#### **NOTE**

Have all cheques from youth and chaperones made out to you or your group. If you or your group does not have funds for the deposit, you may wish to request an advance from your parish, Knights of Columbus, CWL or other source. You can reimburse the group or person who provided the advance when you have collected registration fees from those attending.

\* FIND a name for the *Group* and ensure that all chaperones and teens recognize their Group name and the *name of the Group Leader*— one name only please.

\* FIND, with the help of Chaperones, the teens to register (high school youth, ages 13 - 19) You may include those youth who will be entering grade 9 in **September 2012**. It is not realistic to think that teens will seek you out. Adults, for the most part, will need to do some follow up with teens who have expressed an interest.

\* FIND sufficient chaperones for the group... one male adult chaperone for every 10 or fewer young males and one female adult chaperone for every 10 or fewer young females. Group Leaders/Chaperones must be 21 years of age or older and ***require a Police Check along with a letter of recommendation from their Parish Priest.***

\* ORGANIZE AND RECRUIT - see information sheet on “Organizing and Recruiting”.

\* ENSURE that Chaperones are aware of exactly what will be expected of them. Provide them with the following information.

- Chaperones Check List - 4-page form, which includes a Youth Registration/Liability Release Form and information on What to Bring, Do's and Don'ts, Helpful Hints & Youth Conference Policies.
- Health Care Tips, Special Ministry Needs
- Registration/Liability Release Form (for adults)

## How to obtain a Police Check

\* ENSURE, with the chaperone, that all teens and their parents are aware of what is required of them. Provide them with the following:

4-page form, which includes a Youth Registration/Liability Release Form and information on What to Bring, Do's and Don'ts, Helpful Hints and Youth Conference Policies. On the front of this form, there is space to show the cost (registration fee + whatever you require for travel, etc.), the date it must be paid to you and your contact information.

\* ENSURE Registration Fees of \$125.00 for every youth and adult in your group are paid to you promptly so that you are able to secure spaces for all interested participants.

\* ENSURE that you receive a signed Registration/Liability Release Form for each of the youth and adults in your group. Check that all requested data has been filled in. Make a copy for yourself so that you will have them throughout the weekend and for the trip home.

\* BE SURE to obtain and forward Police Checks for all adults to JTTF Registrations by **June 13, 2012**.

\* **COMPLETE** the *Confirmation of Group Registration Form* and send it with all outstanding fees as soon as possible- Our experience has been that regular mail delivery in Canada takes 7 to **10 days (14 to 20 days** for mail from the U.S.) Remember, spaces can only be secured for fully paid registrations - on a first come, first serve basis.

### IMPORTANT DEADLINES

Fully paid registrations will be accepted until  
**WEDNESDAY, JUNE 13<sup>th</sup> only.**

Requests for refunds for cancellations (over and above the non-refundable deposit) will be given consideration until Wednesday, **JUNE 9th** only.

Space at this conference is limited to 500 people. Registrations are accepted on a first-paid, first-serve basis. Those we are unable to accommodate will be notified promptly and receive a full refund of all registration fees paid.

### SUBSTITUTIONS

Names are not required by JTTF until they arrive at the Conference. This allows you to make same sex substitutions in the event that someone should have to cancel after you have submitted your Confirmation of Group Registration, which includes a breakdown of male/female participants.  
*Notify the Registrations Coordinator immediately - if you wish us to*

*consider a change which results in a male substitute for a female, or vice-versa, as this affects tent space allocation.*

**\* 2—3 WEEKS BEFORE THE CONFERENCE.**

If possible, the Group Leader may call a meeting/social time for all the chaperones and all the teens in the group a few weeks prior to the event.

**\* TEAM SUMMARY SHEETS.**

Complete one for each team of 10 or less Guys and Gals and their Chaperone. Instructions for completion are on the form.

\* ARRIVAL Plan to arrive (as a group) at the Conference grounds between 3 and 5 p.m. on Friday. If later arrival is expected, it is essential that you contact the Registrations Coordinator no less than **3** days prior to the conference.

\* CHECK IN PROCESS — Only the Group Leader and one opposite sex chaperone go through the Registrations/Check-In process. The rest of the Group remains together in a designated area to await your return. Please check your Team Summary Sheets and Liability Release Forms in advance as incomplete or improperly filled out forms will result in delays for your Group.

\* SECURITY BRACELETS will be issued for each person in your Group and TENT SPACES will be allocated. Ensure that all members of your Group put on the bracelets and know their assigned sleeping spots.

\* GUIDES An individual will accompany you and your Group to your allocated Tent Spaces.

***Thank you***

***And may God bless you abundantly for your service and love of His youth.***

***We look forward to welcoming you to Journey To The Father***

**STILL GOT QUESTIONS,**

Contact Janet Surgeson - JTTF Registrations Coordinator at  
**[signmeup@journeytothefather.ca](mailto:signmeup@journeytothefather.ca)**