

**Vocation: To Love and Serve**

As each has received a gift, use it to serve one another, as good stewards of God’s varied grace.

1 Peter 4:10

**Registration Checklist**

**1:** Choose one person to be the main point of contact between your group and the registrar. This person doesn’t need to be a leader attending the retreat, for example, a church office administrator would make a good point of contact.

**2:** Ensure the leader(s) who will be attending have a current police check (done within the last year), or have ordered one. In Calgary, they can take up to six weeks to arrive, so plan ahead!

**3:** Download the registration package from [www.lutheranyouthretreat.ca](http://www.lutheranyouthretreat.ca)

**4:** Distribute registration forms to youth, leaders, and iBods (adult volunteers).

**5:** Set an internal registration deadline – we suggest Sunday, March 10 – for your youth and volunteers to return their completed forms, police checks, and fees to you. Each leader also needs to sign a group registration form.

**6:** Fill out the online registration form for everyone in your group before midnight on Friday, March 15, 2024.

**7:** Get one cheque for the fees for your whole group, payable to ‘Foothills Lutheran Youth’. (We will not accept cash on site.) The fees are $75 per youth, leader, and iBod.

**8:** Bring all of the original forms, police checks, and one cheque for the fees of your entire group, with you to the retreat.

**The paper registration package you prepare for the registrar must include:**

* An original registration form for each youth, signed by his or her parent or guardian.
* An original registration form for each leader, and iBod (adult volunteer).
* An original police check for each leader/iBod (adult volunteer).
* An original group registration form signed by each leader.
* One payment for the entire group.

**9:** Wait for the registrar to confirm receipt of your online registrations. You should receive a confirmation letter within a week of the registration deadline. If you do not, please follow up!

*Questions? Contact the Registrar, Deacon Miriam Winstanley (miriam@foothillslutheran.com), ASAP! Don’t wait till the last minute!*