

Office for Youth and Young Adult Ministry



Event Registration Policies

Event Registration

- Each event will have an “**Early Bird Registration**” Deadline where the cost per person is at its lowest for that particular event.
- Being registered means that, **BEFORE** the Early Bird Registration deadline the group leader has sent in to the Office for Youth and Young Adult Ministry:
 - Parish/Group Registration Form
 - Adult/Child Comprehensive Medical Release Forms
 - **Nonrefundable** deposit of \$50 per person.
- Sending in any of the 3 items mentioned above (Registration Form, Adult/Child Medical Release Form, and nonrefundable deposit) **after** the “Early Bird Registration Deadline” will incur a late charge of **\$25 per person (only the people that come in after the deadline)**.
- Registering a person or a group **the week of the event** will incur a late charge of \$40 per person, as well, as run the risk of being turned away due to limited space, and not receiving amenities such as t-shirt, name tag, etc.
- The remaining balance is due no later than one week prior to the event.

Forms

- Each Parish Group Leader must carry a copy of **each participant’s** (adult and minor) Comprehensive medical Release Form.

Chaperones

- Prior to the event, Parish Group Leaders are responsible for coordinating with their Parish Safe Environment contact person that each Adult Participant (age 18 and out of high school and older) has:
 - Passed a background check, within the last 3 years, through the Diocese of La Crosse
 - Completed the Diocese of La Crosse Safe Environment Training online at <http://www.surveymonkey.com/s/safe-environment>
 - Filled out the Diocese of La Crosse Confidential Questionnaire and turned it in to your parish Safe Environment Coordinator.
- Parish Group Leaders are to ensure that each Adult (age 18 and out of high school) has received a copy of the “Office for Youth and Young Adult Ministry Chaperone Guidelines.”
- Chaperones must be at least age 21 and older. Those who are age 19-20 may be “Junior Chaperones” but must be working under a chaperone who is age 21 and older. Junior chaperones do not actually count as a chaperone.

**Waiting until the week of the event will run the risk of the Safe Environment Office not having sufficient time to complete the Background Check process.*

**Adults who have not completed these steps prior to the event will not be able to attend the event.*