



DIOCESE *of* LACROSSE
OFFICE OF 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 Registration Form
 - Adult/Child Comprehensive Medical Release Forms
 - Full payment.
- 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 **\$20 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 to the event.

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 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 office.
- 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 and Expectations.”
- 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.*