

# Group Leader Checklist

## REGISTRATION

- I understand the Registration deadlines and fees below:

	Nov. 1, 2010 to Dec. 31, 2010	Jan. 1, 2011 to Feb. 28, 2011	After March 1, 2011
Las Vegas, NV (July 5-8, 2011)	\$335	\$350	\$365
Normal, IL (July 12-15, 2011)	\$300	\$325	\$350
Atlanta, GA (July 19-22, 2011)	\$300	\$325	\$350

- My group is responsible for the balance due of every person registered in my group unless notification of substitution or cancellation is received by April 1, 2011
  - While a deposit is non-refundable, it may be applied toward a substitute made prior to April 1, 2011.
  - ONLY substitutions of registrants from the same gender and age category (i.e., male youth for male youth, adult female for adult female etc.) may be made within 60 days of the conference.
  - Substitutions which differ in gender or age category cannot be accepted nor can refunds be issued within 60 days of the conference.
  - Any changes/substitutions made within 30 days of the conference will be charged a fee of \$20 per change.
- I have received Individual Registration Forms for each adult and youth in my group, with all appropriate signatures.
- I have made note of any Registrant's special needs, medical conditions and/or disabilities—and will review this information with the Registrar upon receiving confirmation of my group's registration.
- I understand that I, as the Group Leader, will serve as the primary contact between Higher Things conference staff and my group, and I am responsible for sharing information with the individual registrants of my group.

## HOUSING

- I have read and understand the Higher Things CONFERENCE HOUSING POLICY.
- I understand that requested private rooms will incur a charge of \$25/night per room, and that even a single-occupancy room may share a semi-private restroom with person(s) in an adjoined suite.
- I understand that my group may stay on campus for an additional day before and/or after the Conference for an additional charge of \$40/person/night (housing only).
- I understand and have explained to all youth and adult registrants in my group that if our group does not fill a room or suite to capacity, a registrant from another group (of the same sex and age category) may be assigned to share that room and/or suite.

## CHAPERONES

- I have recruited the appropriate number of chaperones for my group\*.
- At least 1 male chaperone leader for every 7 boys in your group and a female chaperone for every 7 girls in your group.\*
  - A chaperone must be at least 21 years old at the time of registration.
- I understand that Higher Things does not provide chaperones during the conference and that I, with the other chaperones in my group, am responsible for my group's conduct and supervision during the conference.
- My group's chaperones are aware of their responsibilities to the youth of our group.

*\*If you are unable to recruit the necessary number of chaperones for your youth to attend a conference, we will help you find other groups from your area who might be willing to share their chaperones with your group.*