



**Higher Things**  
Conferences

**Watermarked**

[www.higherthings.org](http://www.higherthings.org)  
[www.watermarked2020.org](http://www.watermarked2020.org) **2020**

**REGISTRATION  
MATERIALS**

# Watermarked

Thank you for your interest in the 2020 Higher Things Lutheran youth conferences! This packet of information is intended to provide all the details needed to register a group to attend the 2020 Watermarked conferences this summer.

"Baptism now saves you."

(1 Peter 1:21)

You were born to die. You're a sinner, and sinners are marked for death. You not only inherited it, but the sins you commit daily earn you death. You won't just die and be buried. Since you're born dead in trespasses and sins (Ephesians 2:1), you're marked and sentenced to die forever in hell—a child of wrath (Ephesians 2:3).

Yet your sins aren't yours anymore, neither is your death. Jesus took them as His own. "He became sin" (2 Corinthians 5:21), your sin, and "He died to sin once for all" (Romans 6:10), for you, too. He gives what is His to you—"righteousness and purity forever." You are no longer marked and sentenced and left to die. You are marked for life in Jesus.

Jesus marked you with the Water of Life in Holy Baptism. His water and Word splashed over your forehead, washing you with the rosy-red water from His spear-pierced side and clothing you with His own resurrection. In Holy Baptism Jesus re-created you to be what He has forever wanted you to be: His disciple and friend, a child of His Father and His own brother or sister, that is, "an heir, having the hope of eternal life" (Titus 3:7).

At the 2020 Watermarked Conferences we rejoice in and cherish all the promises and blessings Jesus makes and delivers to each of us in Holy Baptism. You really are what He says you are: marked forever as His own.

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# Contact Us

## Mailing Address

Higher Things Conferences  
P.O. Box 155  
Holt, MO 64048

*Please mail any CHECKS for Registration deposits/balances to the address above. Remember to take into account weekends and holidays when the Post Office is closed before mailing any checks. Do not use express mail or mail that requires a signature to receive. It will slow down your registration process.*

## Phone Number

1-888-482-6630

## Higher Things Conferences Staff

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# Pre-Registration Instructions

## Regarding Deposits and Balances

Non-refundable deposits of \$100 per person may be made at any point during the Registration period to ensure your Group's admission to a conference should it reach capacity. In other words, if the maximum number of people begin the registration process for a given conference, those who have paid deposits will be given priority over those who have not paid deposits, regardless of the date they began the process. Deposits will only be refunded for a cancellation if there is a waiting list for that conference at the time of the cancellation.

Please remember that **PER-PERSON RATES ARE DETERMINED BY THE DATE YOUR GROUP'S REGISTRATION FEES ARE PAID IN FULL. Checks mailed to Higher Things will be processed according to postmark date.** Unpaid balances and new registrations on or after May 1 will be charged an additional late fee of \$25/person (\$435/person total). An additional fee of \$25 will apply for substitutions made on or after May 1. All payments must be made in U.S. funds.

## Pre-Registration Steps

- Distribute **INDIVIDUAL REGISTRATION FORMS** to all youth and adults attending the Conference with your group.
- Set a date when completed **INDIVIDUAL REGISTRATION FORMS** and deposits must be returned to the Group Leader. Each registrant must fill out an **INDIVIDUAL REGISTRATION FORM** and have it signed by a parent (if applicable), the Group Leader, and your church's Pastor. Please use the information in the completed forms to register your group online and keep the completed form for your records. This form will also serve as permission for minors to travel with the group out of state for the purposes of attending a Higher Things conference.
- **DO NOT MAIL FORMS TO HIGHER THINGS.** Doing so will delay the completion of your group's registration. Please register your group online.

# Online Registration Instructions

*Higher Things upgraded our event management software last year, which means we have new Registration instructions for you this year. The following instructions are intended to make your online Registration experience as smooth and as simple as possible.*

## How to Register Online

1. Go to [watermarked2020.org](http://watermarked2020.org) and click on the link that says, "Click here to register for the Watermarked conferences!"
2. When arriving at the main registration page, verify that you're on the page for the conference location you wish to attend, and click on the red "REGISTER" button.
3. Enter the Group Leader's name and email address. Only an adult chaperone or pastor's information may be entered at this point.

*NOTE: If you are registering on behalf of the Group Leader and will be managing the group's information, please check the box at the bottom of the page and enter your contact information where prompted.*

4. Click on the red NEXT button at the bottom of the page.

## Personal Information

5. Enter the appropriate information for the Group Leader, and then for your group's church. Please enter your church's full name, including the "Lutheran Church" part. When complete, select the red "SAVE AND NEXT" button to continue. If you are not able to continue entering registration information for your group members at this time and want to come back to it at a later time, click on the red "SAVE" button.

*NOTES: The question, "How many people are in your group?" is just for HT's information, it does not affect how many people you may register for at this time.*

*When you select Country, the State/Province drop-down options will be limited to those of the country selected.*

*Register individuals as the age group that they will be at the time of the conference.*

*Each individual should have a unique email address associated with their registration.*

## Registration Questions

6. Answer each question for the current person registering. Further explanations for the questions are below.

### **BACKGROUND CHECKS** *(This question is only visible on Adult and Pastor registrations)*

Background checks are required for any individual attending the conference who will be 21 or older at the time of the conference. You can find more details regarding the background checks in our policies. This must be checked "yes" or you will not be able to stay overnight on the conference site.

### **FOR MINORS ONLY** *(This will only be visible for registrations of a minor under age 18)*

Please enter the contact information for the registrant's Parent/Guardian.

### **ALUMNI**

Regardless of whether the group has attended a Higher Things conference before, indicate whether each individual registrant has done so.

## 2020 Higher Things® Conferences **Online Registration Instructions**, cont'd

### **COMMUNION**

Host congregations and Chaplains for Higher Things conferences follow LCMS policy regarding close(d) communion at Higher Things conferences. If someone in your group will not be communing for any reason, they are invited to come forward during distribution, cross their arms over their chest to indicate that they would like to receive a blessing at that time instead.

### **CHOIR**

While pre-registration isn't necessary to sing in the conference choir, we do try to estimate how many people for the various parts there will be. If you click "Yes" to sing in the choir, additional options will appear so you can select the voice part for each person.

Due to copyright laws, those who want to sing in the choir must purchase music packets, but they may take their music home after the conference and keep it for their own use. *(After this page of questions is answered for the Group Leader, there will be an opportunity to order packets of choir music for your group. This option is only available with the Group Leader's registration so be sure to have the total number of music packets you will be pre-ordering ready when you begin data entry.)*

### **ORCHESTRA**

Due to space restrictions the number of people in the conference orchestra may need to be limited, so those wanting to play in the orchestra should plan to submit audition recordings (instructions will be provided in March to those who indicate interest on their registrations). If you click "Yes" to play in the orchestra, a box will appear so you can enter the instrument(s) that person plays and how long they've been playing them. This will help the music coordinator balance the numbers of various instruments.

### **T-SHIRT**

Higher Things provides conference T-shirts for all attendees. Please indicate the registrant's T-shirt size (adult sizes only).

### **DIETARY NEEDS**

College campuses are very familiar with providing meals for people who have dietary allergies and sensitivities. If you select "Yes" here, a box will appear and the dietary needs for that registrant can be listed.

### **EMAIL PRIVACY**

Higher Things never shares or sells any registrant's email address or contact information. But according to new regulations, each person must provide permission to include them in emails from Higher Things about news, upcoming events, new resource releases, etc. Recipients may unsubscribe from these emails at any time.

### **CONFIRMATION**

No, not the rite of confirmation. This is just a final confirmation that everything you have entered thus far is correct to the best of your knowledge.

7. On the next page, click the button to "Add Another Registration" or if you're done entering group members, click Next on the bottom right of the page.
8. When adding additional registrants, first select the appropriate age category (for the age they will be at conference time) and then complete the contact information for each person. The Church Name field will automatically be populated for each additional registration in your group. Click the "Save and Next" button at the bottom of the page when done entering the contact information. Then answer the questions (listed above) for that person.
9. Repeat these steps for each person in your group.

## Housing Information

Groups should plan for two (2) occupants per room. You may request roommates from within your own group by April 30, 2020. If your Group does not fully occupy the available rooms or suites, roommates and/or suite-mates (of the same sex and age category) may be assigned from another group. Please see the Housing Policy for details about roommate assignments. Private rooms are available by request for an additional fee of \$40 per room, per night.

On this page, you will be shown a list of all the types of housing rooms available for this conference. The room types correspond to the registrants' age groups. According to the **HOUSING POLICY**, adults and minors may not share sleeping quarters unless they have a direct parent/child relationship AND are of the same sex (unless they are under age 4, in which case they may stay with a parent of either sex).

You will need to keep a list (or stack of **INDIVIDUAL REGISTRATION FORMS**) with your group's names and their age groups, so you can check off which ones you still need to select housing assignments for.

Additional nights may be requested by choosing dates one day before and/or after the conference dates and will incur a charge of \$50/night (does not include on-campus meals, private room charges are extra).

### *Housing Instructions*

10. Request the room type from the list of Available Rooms, Regular or Private. Private rooms are available for an additional \$40/person/night.
11. This will take you to a new page. The room type you have selected will be displayed at the top of the page under the Housing Information header. Under the Room Assignment header, there will be a drop-down window listing all the people in your group. Select the name of the person who will be assigned to this room type.
12. The check-in and check-out date fields will be automatically populated with the start and end dates of the conference. Groups may stay on campus for one night before and/or after the conference for \$50/person/night by changing the check-in and/or check-out date(s) accordingly. Private room charges still apply on additional nights.
13. Verify whether this registrant is male or female.
14. Indicate whether an ADA accessible room will be needed for this registrant.
15. Enter the registrant's roommate preference from your group, if known. This information may be changed through April 30, 2020.
16. Click on the "SUBMIT" button at the bottom right of the page.
17. This will take you to a screen where you will be shown a list of the names of the people in your group who have completed the Housing Assignment section of registration.

Repeat steps 10-17 for each person in your group. When everyone from your group has a room assignment information completed, click the "NEXT" button at the bottom of the page.

## Registration Summary Page

This page first displays the Group Leader's information. Verify that the contact information is correct. Your Conference Items will display what you have registered for, so it will show that you have one (1) Conference Registration for this person and how many packets of choir music you have requested for your group. Your Housing Information will show the room type and dates that you entered for this person, as well as their Roommate Request, if applicable.

18. Please review the information for each of the people in your group by clicking on their name from the list on the left side of your screen. If everything is correct, click the "NEXT" button.

## Submit Payment Page

This page will display a summary of the costs for the individual registrations in your group and provide you with a total at the bottom of the list.

### 19. Enter the Early Bird Discount Code

From November 1, 2019 to January 30, 2020, you may enter the code **HT20EARLY** to receive the early bird registration discount of \$25 per person (does not apply to already-discounted infant, toddler, and child registrations). This code will not work on or after February 1, 2020 and if you do not pay your group's full balance by January 30, 2020 the discount will drop off.

## Payment Method

### 20. Regardless of the method you will be using to pay, **click on the Credit Card payment option first.**

Higher Things requires a minimum payment of 25% of your group's registration balance to secure your spots at the conference should that conference fill. This calculation will include your group's choir music packets if you have requested those. Music packets can be added in until April 30, 2020.

When you select the option to pay by credit card, your payment will be calculated for you. You may apply funds to the individual registrations as you wish, and then click the white "UPDATE" button to the left of the Payment total to recalculate the amount.

### 21. At this time you can enter your credit card information to make your payment, or select "Check" below the credit card payment option.

In order for your payment to be processed and your group's spots secured, you will need to enter the check number that you will be mailing in to Higher Things and include your Group Leader's name, your church name, and the conference you are attending in the memo line. Checks should be mailed to:

Higher Things Conferences, PO Box 155 Holt, MO 64048

If you are not yet ready to send your initial payment, your group's registration information will be saved and you will just need to use the link in your invitation email or go back in from the registration webpage and enter the Group Leader's name and email address for identification to return to it when you're ready to submit payment. **PLEASE DO NOT SEND CHECKS VIA EXPRESS MAIL** as this actually slows down the process to get your Group approved.

*NOTE: Partial payments sent by check are not automatically calculated. If you opt to pay by check, the Registrar will verify and process your payment in your group's information. A payment summary will be sent once the funds have been applied to your group's registration.*

## Terms and Conditions

This section includes details regarding email privacy, personal information privacy, liability release, early return home policy, media policy, as well as abbreviated conference housing policies and registration policies (the complete versions of the Registration and Housing policies are available on the Higher Things Conferences webpage).

### 22. Please check the box to confirm that you have read and understand these terms and conditions for your group's registration (scroll to read the complete text in the box). If you have any questions about these policies, please contact the Conference Registrar, Cyndy Bishop at [registrar@higherthings.org](mailto:registrar@higherthings.org) or Conference Executive, Crysten Sanchez at [conferences@higherthings.org](mailto:conferences@higherthings.org).

### 23. When complete, please click the "FINISH" button to complete your group's registration.

# Registration Policies

## 1. Age Definitions

**CHILD:** Any youth ages 0-11.

- A. All CHILDREN attending a Higher Things Conference must be registered, including infants and toddlers.
- B. A parent **MUST** accompany and room with a child up to the age of 11 and **MUST** be the same sex as the child if the child is 5 or older. Neither Higher Things nor a Conference site are responsible for providing any additional bedding, pillows, mattresses, cribs, etc.

- C. Registration types and fees are as follows:

**INFANT:** Ages 0-1 at the time of the conference. Cost of Registration is \$120 and the child **MUST** room with a parent, not necessarily same sex).

**TODDLER:** Ages 2-4 at the time of the conference. Cost of Registration is \$200 and the child **MUST** room with a parent, not necessarily of the same sex.

**CHILD:** Ages 5 -11 at the time of the conference. Cost of Registration is full price and the child **MUST** room with same sex parent).

**YOUTH:** Ages 12-17 at the time of the conference. One full Registration fee must be paid for every youth age 12 and over at the time of the Conference.

**YOUNG ADULT:** Ages 18-20 at the time of the conference. Cost of Registration is full price.

**CHAPERONE/ADULT:** Adults 21+ years old at the time of the conference, and approved by the group's pastor to serve in that role. Cost of Registration is full price.

**PASTOR:** LCMS pastors in good standing. This is a regular adult registration but it helps us to know who the pastors at a conference are.

## 2. Chaperones and Group Leaders

Higher Things does not provide chaperones for the youth attending Conferences. **ALL GROUPS MUST PROVIDE ADEQUATE ADULT SUPERVISION OF THEIR OWN YOUTH.** To assure adequate supervision, each group must have at least one (1) male chaperone for up to every seven (7) male YOUTH (ages 12-17 at the time of the conference), and at least one (1) female chaperone for up to every seven (7) female YOUTH (ages 12-17 at the time of the conference).

- D. CHAPERONES of the appropriate ratios must stay with the participants in the residence halls and be present on campus as long as the youth under their supervision are on campus throughout the duration of the conference.
- E. CHAPERONES are expected to enforce residence hall rules and regulations, as well as assist their group with check-in/check-out procedures.
- F. CHAPERONES must be prepared to assist with their youth and organize the orderly evacuation of their participants if an emergency should arise. It is recommended that each chaperone be assigned particular youth for whom they are responsible to safely evacuate in the case of an emergency situation. They should immediately report medical emergencies, building maintenance concerns, missing youth, or any other safety concerns to Higher Things staff.

There is no restriction on the number of adults or chaperones that may register with a group.

If a group needs assistance in finding chaperones for the number of youth they're bringing, Higher Things can provide a list of Group Leaders from their area who may be contacted to ask if they would be willing to help out. Please contact the Conference Registrar ([registrar@higherthings.org](mailto:registrar@higherthings.org)) for this assistance.

Each group must identify a Group Leader from their registered chaperones/adults who will serve as the liaison with the Higher Things Conference staff and receive email correspondence from the Conference Coordinator to prepare their group for the conference.

### 3. Groups

All registrants attending a Higher Things Conference must be registered as part of a GROUP. A group consists of one or more youth with one or more chaperone(s) of the appropriate sex(es) from a single church. All youth and adults should know each other enough that any adult in the group can act as a chaperone for any youth in the group.

Groups traveling together and/or combining any registrants should register separately, but notify the Conference Registrar ([registrar@higherthings.org](mailto:registrar@higherthings.org)) so that appropriate arrangements may be noted for housing assignments.

### 4. Background Checks

All adults and chaperones (registrants age 21+) registered to attend a Higher Things Conference must pass a national criminal and sexual predator BACKGROUND CHECK **BY MAY 1 OF THE CONFERENCE CALENDAR YEAR**. Sites may require additional measures to protect the safety of YOUTH at events on their campuses (online child safety training seminars, background checks for registrants 18 and over, etc.). Background checks must be conducted after the completion of the previous year's conference cycle (i.e., since last August).

Beginning in January 2020, Higher Things will notify the Group Leaders attending each Conference via email regarding instructions for completing and turning in background checks and any additional site requirements and how to provide confirmation that these have been completed. Higher Things will accept national criminal and sexual predator background checks completed through Protect My Ministry, Sentry Link, Trusted Employees, or another company that provides comparable national checks. Communicate with the Conference Registrar ([registrar@higherthings.org](mailto:registrar@higherthings.org)) for more information. Higher Things staff retains the right not to accept a previously completed background check.

### 5. Unregistered Attendees

For the safety of the youth attending the conference, no one (youth, young adult, or adult) may attend a Higher Things conference or portion(s) of a Higher Things Conference without registering.

### 6. Unnamed Registrations

All Registrations in a group must be complete at the time of Registration. Empty "spaces" may not be reserved for a Conference by paying additional deposits or fees without a complete Registration to which those deposits/fees may be applied.

### 7. Housing and Meals

Higher Things Conferences are all-inclusive events. Registered groups and/or individuals are not required to stay in assigned housing at the Conference site. Nor are groups and/or individuals required to eat meals provided during the Conference (Tuesday supper through Friday lunch). However, Higher Things cannot discount the Registration fee if groups or individuals choose not to use the housing or meals provided with the conference. Please read the **HOUSING POLICIES** for additional details.

### 8. Transportation

Groups attending a Higher Things Conference are responsible for their own transportation to and from the Conference site, including ground transportation to/from airports, and bus or train stations. Higher Things does not provide housing for unregistered bus drivers, and cannot guarantee on site overnight parking for buses. Additional fees for parking passes, meters, tickets, etc. are the responsibility of the groups attending.

## 9. Day Passes

Individuals who wish to attend a Conference for a single day may purchase a Higher Things for a Day (HTFAD) Registration at a reduced daily rate. HTFAD Registrations include meals only, not housing, and are available for a maximum of two days per conference, per person. HTFAD Registration opens on May 1. Due to capacity limitations, HTFAD may be limited or unavailable at any or all Higher Things Conferences. HTFAD registrants are not required to complete background checks.

## 10. Additional Days

On-campus housing is available for groups to stay in their Conference-assigned rooms for one additional night before and/or after the Conference dates (i.e., Monday and/or Friday night).

**THE REQUIRED RATIO OF CHAPERONES MUST BE PRESENT ON SITE FOR ALL ADDITIONAL DAYS ON CAMPUS**, including situations involving combined groups sharing chaperones. If your group is being linked with another to share chaperones, those chaperones must also supervise the youth on any additional days on campus or the youth may not stay on campus for those days. Higher Things does not provide supervision for any unattended youth before, during, or after Conferences.

## 11. Registration Fee Schedule

**REGISTRATION RATES ARE DETERMINED BY THE DATE A GROUP'S REGISTRATION FEES ARE PAID IN FULL.**

Checks mailed to Higher Things will be processed **according to the postmark date**. Groups should take into account weekends and holidays when the Post Office is closed before mailing any checks. Online credit card payments must be completed by midnight, Central Time, of any given deadline. Unpaid balances and new Registrations on or after May 1 will be charged a Late Fee of \$25/person (\$435/person total).

## 12. Deposits

Non-refundable Registration deposits guarantee only that a group will be accepted as registered for a conference if the location reaches capacity and creating a waiting list becomes necessary. **PAYMENT OF DEPOSITS DOES NOT "LOCK-IN" A GROUP'S REGISTRATION RATE.**

Deposits will only be refunded for a cancellation *if there is a Waiting List for that Conference at the time of the cancellation*. A deposit may not be transferred out of the space that it saves. In other words, it MAY NOT be transferred toward a groups remaining balance if a cancellation occurs and there is no substitution to fill the space.

## 13. Final Payment Deadline

All balances (regardless of the Conference a group is attending) **MUST BE PAID IN FULL ON OR BEFORE APRIL 30**. Groups paying all or portions of their balance after this date (regardless of the date their group registered and/or paid deposits) will be considered LATE and will be charged a Late Fee of \$25/person (\$435/person total).

## 14. Late/Walk-Up Registrations

Individuals and/or groups registering for a Conference on or after May 1 will be charged the regular Registration rate of \$410/person, plus a Late Fee of \$25/person (\$435/person total).

## 15. Substitutions

If a group has a cancellation and substitutes one registrant with another person, they must notify the Conference Registrar ([registrar@higherthings.org](mailto:registrar@higherthings.org)) to officially make the change to the group's Registration so that Higher Things and the Conference site have an accurate record of everyone attending the conference. **SUBSTITUTIONS MADE ON OR AFTER MAY 1 WILL RESULT IN A \$25 CHANGE FEE.**

## 16. Cancellations

Because the materials needed for the Conferences must be ordered based on Registration counts prior to the first conference, **REFUNDS WILL NOT BE ISSUED FOR CANCELLATIONS MADE ON OR AFTER MAY 1**. Groups with unpaid cancellations that occur on or after May 1 — *including no-shows at Conference check-in* — will be responsible for the outstanding Registration rate of \$410/person, plus the \$25/person late fee (\$435/person total).

## 17. Transferring Between Conferences

A group may transfer from one Conference location to another, or off of a Waiting List to another location, without incurring any additional fees before May 1. Groups transferring from a Waiting List to another Conference location should also take note of the **WAITING LIST PROCEDURE**, below.

## 18. Waiting List Procedure

Occasionally, Higher Things receives Registrations and deposits in excess of a site's capacity. When this happens, a WAITING LIST will be created and maintained by the Conference Registrar.

Until June 1, the order of the Waiting List will be determined by the date (and time, if applicable) the group registered to be on the waiting list. Registrants will be admitted to the Conference by groups or as individuals in the order of the list, as spots become available. A smaller group or individual further down the Waiting List WILL NOT be moved up to fill available spaces.

On June 1, the Waiting List prioritization will change to fill all of the available spaces. The first group or Individual on the list will be given the following options:

- A. Claim the available spaces for a portion of their group;
- B. Transfer to another Conference location; or
- C. Receive a full refund of all monies paid towards registration.

When an individual or group is placed on the Waiting List, the Registration rate is locked-in according to the date their deposit was paid. This lock-in rate only applies to those on the Waiting List. When moved off the Waiting List, the Registration must be paid in full at the locked-in rate within 30 days of admission to the Conference. After 30 days, the current Registration rate will apply.

If a group or Individual on the Waiting List chooses to transfer to another Conference location, their Registration fees must also be paid in full at the locked-in rate within 30 days of the transfer. After 30 days, the current Registration rate will apply. If admitted to a Conference after June 1 (either by transfer, or as a full or partial group), Registration fees must be paid in full according to the locked-in rate by Conference check-in.

2020 HIGHER THINGS® CONFERENCES

# Housing Policies

*For the protection of the youth attendees, young adults, chaperones, and the Higher Things organization, the following policies will be observed and govern how Higher Things assigns housing to registrants at a Conference.*

## 1. Sex-Specific Units

- A. Participants will be housed in sex-specific units. A unit may be defined by Higher Things Conferences as a single room, suite of rooms, a wing, a floor, or a building, depending upon the facilities available.
- B. **SPOUSES MAY NOT BE HOUSED TOGETHER.** Each adult/chaperone will be housed in sex-distinctive units near the YOUTH in his/her charge.

## 2. Age-Specific Rooms

- A. Young Adults (ages 18-20) and adults/chaperones (21+) will not be assigned housing in the same room with any minors unless there is an immediate familial relationship between the youth and adult, AND both persons are of the same gender. *An immediate familial relationship is defined as a parent or legal guardian and his/her child(ren).*
- B. When apartment-style facilities are utilized, adults/chaperones may be assigned to the same unit as their group's youth (of the same sex), but adults will not be assigned to share sleeping quarters with youth unless there is an immediate familial relationship (as defined above).

## 3. Room and Roommate Assignments

- A. All double-capacity rooms must be fully occupied.
- B. Conference attendees should expect to be housed with at least one roommate, unless they request a private room by May 1, and appropriate fees are paid. Those requesting private rooms will be charged additional fees of \$40/room/night.
- C. The number of single-sex participants in a group may not correspond exactly to the capacities of the rooms available, so it may be necessary for Higher Things to assign attendees from different group to share a room, but roommates will always be from the same gender and age categories.
- D. Every effort will be made to house conference attendees with their preferred roommate. However, these preferences cannot be guaranteed. Roommate preferences must be entered into each registration by May 1.
- E. Roommates are assigned according to the specific guidelines of this Housing Policy, therefore **HIGHER THINGS CANNOT PERMIT THE REARRANGING OF ROOMMATES ON SITE** by individuals or groups without coordinating directly with the Housing Coordinator for that Conference.

## 4. Additional Charges

Charges incurred by Higher Things due to the conduct of an individual registrant or group at a conference will be billed to the group represented by said individual or group.

Such expenses may include, but are not limited to: replacement of lost keys, replacement of lost meal cards, vandalism, other damages, and fees involved with setting off a fire/emergency alarm, etc. The Registrar will contact group leaders regarding these additional charges upon receipt of notification from the campus following the Conference.

**5. Quiet Hours/Visitation Hours**

Common areas are available in all residence halls for fellowship, conversation, and recreation. No one should be in the sleeping quarters of the opposite sex at any time. Quiet and visitation hours as posted by residence hall and/or Higher Things must be enforced by the chaperones staying in that resident hall.

**6. Child Protection Policies**

Higher Things accepts no responsibility for the enforcement of individual congregational child protection policies. It is the responsibility of the group leader to know and enforce his/her specific congregational child protection policies if there are additional restrictions not addressed by the Higher Things Housing Policy.

All adults/chaperones registered to attend a Higher Things conference must also pass a national criminal and sexual predator background check **by May 1 of the Conference calendar year**. See **REGISTRATION POLICIES** for additional information regarding background checks.

2020 HIGHER THINGS® CONFERENCES

# Important Dates

<b>DATE</b>	<b>REGISTRATION EVENT</b>
<b>November 1</b>	<ul style="list-style-type: none"><li>• Early-bird discounted Registration opens (\$385/person).</li><li>• CCV application process opens.</li><li>• Conference scholarship application process opens.</li></ul>
<b>February 1</b>	<ul style="list-style-type: none"><li>• Registration rate increases to regular Registration rate (\$410/person).</li></ul>
<b>February 28</b>	<ul style="list-style-type: none"><li>• CCV application process closes.</li><li>• Conference scholarship application process closes.</li></ul>
<b>March 15</b>	<ul style="list-style-type: none"><li>• CCVs notified regarding acceptance.</li><li>• Scholarship recipients notified.</li></ul>
<b>April 30</b>	<ul style="list-style-type: none"><li>• Final balances due (including day before/after and private rooms).</li><li>• All cancellations must be made by this date or groups will be responsible for the full registration fee plus late fee (\$435/person).</li></ul>
<b>May 1</b>	<ul style="list-style-type: none"><li>• Registrations made or paid on or after this date are considered LATE and will be charged an additional late fee (\$435/person total).</li><li>• All substitutions made on or after this date will incur a change fee.</li><li>• NO REFUNDS OR CANCELLATIONS made on or after this date.</li><li>• Background checks for adult/chaperone registrants must be completed.</li></ul>
<b>June 1</b>	<ul style="list-style-type: none"><li>• Waiting list procedure changes (if applicable).</li></ul>

# Group Leader Checklist

## Registration

- I understand the Registration deadlines and fees below:
  - Non-refundable deposits of \$100 per person may be made at any point during Registration to ensure your group admission to a conference should it reach capacity. However, the *per-person* **REGISTRATION FEES ABOVE ARE BASED ON THE DATE YOUR GROUP'S REGISTRATION FEES ARE PAID IN FULL**. Partial payments (including non-refundable deposits) do not “lock-in” your registration rates. All payments must be made in U.S. funds.
  - Refunds will no longer be given for cancellations (including no-shows at conference check-in) and a \$25 change fee will apply to substitutions made on or after May 1, 2020. As of May 1, 2020, new and unpaid registrations will be considered late and will incur an additional late fee of \$25/person (\$435/person total).
- I have received **INDIVIDUAL REGISTRATION FORMS** for each person in my group with all the appropriate signatures. Each individual also has a unique email address.
- I have made note of any registrants' special needs, medical conditions and/or disabilities, particularly those that will affect housing assignments or dietary requirements (not dietary *preferences*) while at the conference.
- 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 and their parents/guardians.

## Housing

- I have read and understand the Higher Things **REGISTRATION POLICIES** and **HOUSING POLICY**.
- I have registered everyone according to the age they will be at the time of the conference.
- I understand that requested private rooms will incur a charge of \$40/night per room, and that even a private room may share a restroom with person(s) in an adjoined suite or be required to use a common floor restroom.
- I understand that my group may stay on campus for an additional day before and/or after the Conference for an additional charge of \$50/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.
  - One (1) male chaperone for every seven (7) boys and one (1) female chaperone for every seven (7) girls in your group. They are (or will be) at least 21 years of age at the time of the conference.
  - If you are unable to recruit the necessary number of chaperones for your youth to attend a conference, we will assist you in finding other groups from your area who might be willing to share their chaperones with your group.
- 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.
- I have made plans and budgeted funds to complete necessary background checks and any other requirements for chaperones in my group to attend the conference.

# Individual Registration Form

## Registrant Section

Last			First			MI			Date of Birth			O Male			O Female														
Street									Home Phone						Cell Phone														
City			ST			Zip			Registrant E-mail Address																				
T-Shirt Size: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL															<input type="checkbox"/> Infant (0-1) <input type="checkbox"/> Toddler (2-4) <input type="checkbox"/> Child (5-11) <input type="checkbox"/> Youth (12-17) <input type="checkbox"/> Young Adult (18-20) <input type="checkbox"/> Adult (21+) <input type="checkbox"/> Pastor														
<input type="checkbox"/> I intend to receive the Lord's Supper at the Divine Service. <input type="checkbox"/> I have attended a Higher Things conference before. <input type="checkbox"/> I have a disability/medical conditions/dietary or special need:															<i>Indicate above which age group the Registrant will be at the time of the conference.</i>														

*(Please only include special needs that affect housing assignments and/or dietary requirements. Other special needs should be discussed with your Group Leader and chaperones.)*

Group Church Name						Church Phone						Group Leader's Name											
Street						City/ST						Zip						Pastor's Name					

## Parent/Guardian Section (required for minor youth participants only)

First				Last				Home Phone				Parent's Cell Phone															
Address (if different from above.)								City				ST				Zip				Parent's E-mail Address							

I grant permission for my minor child, named above on this form as "Registrant," to attend the Higher Things youth conference in Fort Collins, CO (June 29-July 2, 2020); Maryville, MO (July 7-10, 2020); Knoxville, TN (July 14-17, 2020); or Grand Rapids, MI (July 21-24, 2020). I assume all responsibility and liability for injury to said minor while at the Higher Things conference. I also give Higher Things, Inc. permission to use any still, audio, and/or video images of my child in conference publicity and news releases.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## Pastor Section

- I have reviewed this form and approve this individual's registration.
- This individual is a communicant Lutheran in fellowship with the LCMS and may partake in the Lord's Supper.  
*If this individual may not receive the Lord's Supper, please discuss the matter with the registrant prior to the conference.*

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

## Group Leader Section

- I have reviewed this form and have verified that the information contained in it is correct.

\_\_\_\_\_  
Group Leader's Signature

\_\_\_\_\_  
Date

*The Group Leader should retain the originals of their group's **INDIVIDUAL REGISTRATION FORMS**. In case of an emergency at the conference, both the **INDIVIDUAL REGISTRATION FORM** and any appropriate and signed **MEDICAL RELEASE FORM** should be readily accessible to the Group Leader.*

