

# Youth Leader “How To” Guide



## **How to register your group for the 2020 Senior High Youth Gathering on Mackinac Island**

**1. Preregistration** – Go to <http://www.michigandistrict.org/srhigh20>. Fill in the needed info. Pay \$350 by church credit card or send in a church check to the Michigan District office.

- The \$350 will be applied to the final group total.
- The \$350 deposit, while non-refundable, will be returned if the Gathering reaches capacity and your group remains on the wait list at the time of the gathering.
- A confirmation email will be sent after receiving your preregistration. This email will include forms for adults, youth, housing, and servant event registration.
- If you need to adjust your preregistration numbers please contact Victoria as soon as possible to ensure we have available space and/or release space for other attendees.

## **2. Forms**

- There are four types of forms to return to the district: adult, youth, housing, and servant event.
  - Youth and adult forms must be completed for each participant.
  - (1) Housing and (1) Servant Event form should be filled out by the youth leader.
  - We are also providing a Permission and Medical Emergency Form for your use in case you do not have a form that your congregation uses.
- You will receive these fillable forms following your preregistration in a confirmation email. All forms **MUST** be typed. If handwritten forms are received, they will be returned.
- We strongly encourage the youth leader to email the forms (adult or youth) to the group and have them fill it out. The participant will then have to print off the completed form, obtain signatures (youth, parent, and pastoral signatures as required), and return it to the youth leader.
- Youth leader will then mail or email all the forms to the District office.
- **These registration forms are what finalize your youth and leaders participation at the gathering.**

## **3. Deadlines**

- All forms are due to the District office by March 1, 2020
- Any substitutions are due to the District office by March 31, 2020
- Final payment balance due to the District office by May 1, 2020 (\$350 deposit will be subtracted from final payment).
- Cancellations will be accepted by the District Office until May 1, 2020.

Victoria Barkoff will be collecting all of the High School Gathering paperwork and handling substitutions. If you have any questions, please email her at [victoria.barkoff@michigandistrict.org](mailto:victoria.barkoff@michigandistrict.org) or call her at 734.665.3791 ext. 235.