



Confirmation Retreat

October 11-12, 2019

ATTENTION PASTORS AND CONFIRMATION LEADERS

Get ready for Confirmation Retreat 2019! Enclosed are all the materials needed for you to register your confirmation class. So here's the process:

BEFORE you get started: We have decided to work on utilizing the online capabilities of our registration system for this retreat. In the past, mailing in the completed forms was your responsibility. This year, although you can continue the practice of mailing in hard copy forms, you can have your chaperones and youth complete the forms online. Please follow the steps below for either type of registration.

Also, you'll notice there is not the \$10 per person space request deposit this year.

PAPERWORK VERSION:

STEP 1: Copy materials for youth, parents, and chaperones.

STEP 2: Complete Space Request and send it in, **postmarked by September 9, 2019.**

STEP 3: Continue gathering paperwork from youth and chaperones. The following forms, completed for each youth and adult chaperone, must accompany the Group Registration form and payment, **postmarked by September 24, 2019. Mail to ISC - 1312 Broadway, Highland, IL 62249**

For Youth

- 1) Youth & Adult Registration—Health Information form (insurance info to be completed on the form)
- 2) Permission & Authorization form **with SIGNATURES**

For Adults

- 1) Youth & Adult Registration—Health Information form (insurance info to be completed on the form)
- 2) Permission & Authorization form **with SIGNATURES**
- 3) State of Illinois, Department of Children and Family Services *Authorization for Background Check* form, **with signature**
- 4) Illinois South Conference Adult Chaperone Disclosure form, **with signature**

ONLINE VERSION:

STEP 1: Complete Space Request and send it in, or email form to jriechmann@iscucc.org **by September 9.** This will allow us to know how many spaces to hold for you online.

STEP 2: We will then send you the Group Hold Registration ID# for the online registration instructions which you will then forward to your youth, parents, and chaperones.

STEP 3: Parents and chaperones complete the online registration process. No paperwork to collect from them. DCFS and ISC Disclosure forms also available online. **The church will then be sent an invoice for the total due.**

In case of emergency, make sure to have emergency contact info with you for each of your participants: name of parent/emergency contact & cell phone number.

PAYMENT: When you receive payments from your youth, please deposit them in your local church account and **SEND A SINGLE CHECK TO COVER YOUR WHOLE GROUP** and send to the ISC office – 1312 Broadway, Highland, IL 62249.



Confirmation Retreat October 11-12, 2019 Space Request & Deposit Form

Space is limited for this popular event, so completing this form is very helpful for planning purposes.

Church/City _____ Phone _____
Contact _____ Position _____
Cell Phone _____ Work Phone _____
E-Mail Address _____
Mailing Address _____
City _____ State _____ Zip _____

We request _____ spaces for youth and chaperones for Confirmation Retreat on October 11-12, 2019.

Please give us your best guess for the number in each category below:

Youth Males _____ Youth Females _____ Adult Males _____ Adult Females _____

Also, please share *significant* dietary/medical issues of which you are aware so we can plan accordingly

THIS FORM MUST BE POSTMARKED BY September 9, 2019 or you can email to jriechmann@iscucc.org

The \$10 per space deposit is being omitted this year.

After the deadline, the number of spaces requested will be tallied. If there are more requests than spots available, we will fill these spots on a first-come, first-served basis. You will be notified the next week if we have space available for each of the churches as requested.

REMEMBER: If you find you need more spaces than originally requested, or you are a little late in getting organized, call Julie Riechmann at (618) 357-1809 or jriechmann@iscucc.org after September 9, 2019 to see if space is still available.

Illinois South Conference United Church of Christ
Confirmation Retreat 2019



REGISTRATION FORM
DEADLINE – September 24, 2019

Church & City _____ Phone (____) _____

Contact _____ Position _____

Day Phone (____) _____ Evening Phone (____) _____

E-Mail Address: _____

Retreat Date: October 11-12, 2019

Please **PRINT** the information indicated for each person attending.

List **YOUTH** Participants on the **FRONT** side and **ADULT** Chaperones on the **BACK** side.

Youth Participants

NAME	Fee Paid	Gender	Grade in School	Reg & Health	Permis & Auth
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

TOTAL NUMBER OF YOUTH PARTICIPANTS _____

CONTINUED ON BACK

Please **PRINT** the information indicated for each person attending.

List **YOUTH** Participants on the **FRONT** side and **ADULT** Chaperones on the **BACK** side.

Adult Chaperones

NAME	Fee Paid	Gender	Reg & Health	Perm & Auth	DCFS Bckgrnd Auth	Discl Statement
1.						
2.						
3.						
4.						
5.						

Male – Female Chaperone (age 21+) Coverage:

If you do not have the appropriate chaperone coverage (1 male adult per 1 - 7 male youth, 1 female adult per 1 - 7 female youth), please explain coverage plans on a separate sheet of paper.

CONFIRMED SPACE ALLOCATION _____

TOTAL NUMBER of YOUTH & ADULTS:

Postmarked on or before September 24 _____ @ \$65= _____

TOTAL NUMBER of YOUTH & ADULTS:

Postmarked after September 24 _____ @ \$70= _____

TOTAL DUE = _____

Make Check Payable to: Illinois South Conference

Mail total due and all required forms to:

Illinois South Conference
 1312 Broadway
 Highland, IL 62249