ATTENTION YOUTH GROUP LEADERS

Get ready for Festival of Faith 2020!
Enclosed are all the materials needed for you to register your youth group.
So here’s the process:

• **STEP 1:** Copy Materials for youth and parents and for potential chaperones. START RECRUITING NOW!
• **STEP 2:** Complete Space Request form and send it postmarked by JANUARY 17, 2020, to Illinois South Conference. Can also be emailed to jriechmann@iscucc.org
• **STEP 3:** Complete and compile remaining forms.
• **STEP 4:** When your Group Allocation/Registration form arrives, complete and mail it, along with a single check for all participants AND the entire group’s registration forms, to the Illinois South Conference, postmarked by FEBRUARY 4, 2020. Completed registration forms may also be scanned and emailed to jriechmann@iscucc.org

**Forms which need to be completed**
The following forms must be sent into the ISC office with the Group Allocation/Registration form and final payment. Hold them and send them in a single mailing with the Group Allocation/Registration form. The form will make it easier for you to track what forms you’ve received and what’s missing. Forms may also be scanned and emailed to jriechmann@iscucc.org

**For Youth**
1) Youth & Adult Registration—Health Information form.
2) Permission & Authorization form – signed by parent

**For Adults**
1) Youth & Adult Registration—Health Information form.
2) Permission & Authorization form – signed by adult attendee
3) State of Illinois, Department of Children and Family Services Authorization for Background Check form, with signature
4) Illinois South Conference Adult Volunteer Disclosure form, with signature

Make copies of all forms and provide a copy for chaperones to carry during travel and keep with them during the event—just in case of an emergency. Registration forms may also be scanned and emailed to jriechmann@iscucc.org

**IMPORTANT:** No individual registrations will be accepted. Every participant must be sponsored by a youth group.

**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.

Thanks for your help in making this an energy- and faith-filled event!!