

Group Leader Guidelines & Checklist

1. It is your responsibility to provide adequate chaperones for the youth attending from your group (at least one chaperone per ten youth). If you know of youth from neighboring parishes who wish to attend, please consider taking them with your parish if you can accommodate them.
2. If you submit your registration by the early bird deadline, it is possible to add teens or adults up to the final deadline of December 7th, 2011. These individuals should pay the full amount of \$295 dollars as opposed to the early bird rate of \$280.
3. It is your responsibility to make sure all adults (this includes anyone out of high school and 18 or older) have attended a **Protecting God's Children program (there now exists the ability to complete this online)**. Please ensure that all adults attending the pilgrimage with your group submit copies of all the required background forms to you along with their registration form. Please submit these copies at the same time you submit all the registration forms and payment for your group. Information and instructions for the required background forms can be found on the document titled "**Adult Background requirements**". Hand out a copy of this document to all adults. Please note that while all those out of high school and at least 18 must submit the required background forms, only those who are 21 or older are to be designated as a chaperone for the trip.
4. Please make sure to fill out the rooming list form and send it in with the registrations. We ask that you place 2 adults per room and 4 teens per room. Please make as many rooms of 4 teens as mathematically possible. Since space is limited, it is preferable to have as many rooms of 4 teens and a room of 2 teens than multiple rooms of 3 teens. If you have a room of 2 teens we will pair them with 2 teens from another group if possible.
5. All chaperones are required to have a cell phone and provide the diocesan supervisors of the event with the number. If a chaperone does not have a cell phone, we suggest purchasing a prepaid phone for the trip.
6. Please have each youth from your parish complete the **Registration Form**. Please make sure their parent/legal guardian has signed all required sections.
7. Please have all adults and youth sign the "Youth Rally image waiver" and send in with all other forms for your group.
8. All group leaders must and all chaperones should attend one of the following meetings for instructions and updates.
 - In person meeting Monday January 9th from 7:00pm to 8:30pm
 - Phone conference meeting on Tuesday January 10th from 7:00pm to 8:30pm
 - (More information about these meetings will be provided upon registration)*
9. Make sure all forms are completed properly and signed, then send them, along with full payment and the payment form, to the Respect Life Office at P.O. Box 7044 Rockford, IL 61125 . **DEADLINE FOR ALL COMPLETED MATERIAL AND PAYMENT IS DECEMBER 7, 2011 (Early Bird deadline is November 18, 2011)**. Use the provided check list to make sure you are sending everything that is needed.

Checklist of materials to Respect Life Office by December 7, 2011

- _____ Completed Registration Form for each participant (including one for group leader)
- _____ Copies of all required background forms for adults (out of high school and 18 or older)
- _____ Youth rally image waiver forms
- _____ Completed Rooming List Form
- _____ Completed Group Leader Information and Payment Form
- _____ Payment