

Paperwork Information – LTLC 2017

We know how much every youth minister loves paperwork, so we've created this handy, dandy document to help you stay organized and get all your paperwork in on time! If you have any questions about paperwork, please contact Leanne Bergsieker at lbergsieker@lifeteen.com or 800-809-3902 ext. 231.

1. **Electronic Participant Agreement/Liability Form – Due May 15, 2017**

EVERYONE (youth, chaperone, & clergy) in your group must fill out & sign this form.

- Rejoice with us! **The participant agreement/liability form is completely online this year** – with electronic signature and everything! Say goodbye to paper forms! We're hoping this will make your life as a youth minister a lot easier.
- **Online Platform:** After you register your group, you will receive a link to our online liability platform. This link will be specific to your group and will enable you to view and manage the forms for your participants. Once you have filled out your own form you will have access to a link to pass along to all of your participants so that they/their parents can fill out the form online.
- **Rosters:** But wait, there is more reason to jump for joy! Because we will be collecting all of this information from your participants electronically, there is no need for you to submit a group roster to us. Instead, **it is imperative that all of your participants fill out this electronic form no later than May 15th so that we have an accurate participant list** with which to assign housing, t-shirt orders, name tags, and more. Please monitor your platform regularly to ensure that your participants have all filled out the electronic form on time.
- **Cancellations:** If you have participants cancel, you will be able to delete their form from the platform and should have the substitute fill out an online form. However, after May 15th, due to housing, the breakdown of males/females and youth/chaperones in your group is final. If you have a participant who is no longer able to attend after May 15th, you are welcome to replace that person with another person of the same gender and same age category (youth or chaperone).

2. **Safe Environment Compliance Form – Due May 15, 2017**

One form per group is required.

- This form should list all adults & clergy in your group & be signed by your pastor certifying that all chaperones are in compliance with your (Arch) Diocese's Safe Environment policies & background check requirements.
- This form is available for download on the LTLC webpage.
- It must be completed in full, signed, and mailed to:

Life Teen
ATTN: LTLC 2017
6105 Blue Stone Rd. Ste. B
Atlanta, GA 30328

3. **Letter of Good Standing – Due May 15, 2017**

This form is required for priests and deacons only.

- All priests and deacons attending the conference must provide a Letter of Good Standing from their bishop or provincial.
- This form should be mailed to us at the address above.