



SDYC 2017 Registration Guide for Group Leaders

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One big change for this year! All adult leaders must have a background check.

We hope you are already doing background checks for all of your volunteers. If so, this portion of the SDYC registration process will be much simpler. Each church is responsible to make sure each of your adults coming to SDYC has been background checked. Each church is receiving a form (last page of this packet) on which you will confirm that all of the adult chaperones you are bringing to SDYC have had and passed a background check. You are asked to sign off that you have background checks and can produce proof of them when requested. This form is required to be submitted to Russ Claassen prior to arrival at SDYC. Please contact Russ at russc@sdcmb.org if you need assistance.

Youth Pastor/ Lead Youth Worker/Church Point Person Expectations

- PROMOTE SDYC (note the registration deadlines) with fliers and promo pac, bulletin announcements, enthusiasm at youth meetings, parent notes, etc.
- Direct students (parents) and adult volunteers to register on-line and don't forget to register yourself
- You will receive regular updates of students registered with your church. You are responsible to make sure the list of students and adults we have registered matches the list of students and adults you are bringing. If you find you are not receiving updates or wish to request an additional update, please contact Russ at 316-832-5250 (call/text) or russc@sdcmb.org
- Gather payments
- Complete the Background Verification Form (one form for your group) for the adults you are bringing. You will need to make sure all of your adult leaders have a background check (see the Adult Leaders Background Check Fact Sheet for more info).
- When you receive the final invoice (the body of the email will be clear that this is the invoice to pay from), submit payment along with a copy of the invoice to the address listed on the invoice
- Once your registration is complete, the housing team will be contacting you with your housing arrangements to which you will need to respond. This will be different for each group.
(Example: You may be told your group will be staying in 5 houses, 2 for your guys and 3 for your girls. Each house will have a specific number of people attached to it and it is your responsibility to divide your group accordingly.)
- Your other church responsibilities which could include: arranging transportation, communicating with students and parents: leave and return times, whether money is needed for travel meals, activities, etc., what to bring....
- PRAY! PRAY! PRAY!

Questions? Please visit [sdcmbyouth.org /youth-workers/](http://sdcmbyouth.org/youth-workers/)
or contact Russ Claassen, 316-832-5250, russc@sdcmb.org

How to Register & Pay for SDYC

All adults and students must register on-line.

Registration links can be found at Youth Commission's website - sdcmbyouth.org where they can find more information and recap videos from past events. The link is the same for both adults and students.

What to do when you follow the registration link. (this is also on the attached flier)

If you have signed up using the on-line registration process for a previous Youth Commission summer camp or youth conference, you will sign in using your username and password. Please update any information using the "Manage People and Household Information" and register each sr. high student and adult volunteer in your household by returning "Home" and clicking the appropriate red "Start application" box. *READ the instructions carefully on each page and follow the prompts to complete the registration(s). Please complete the application and required forms by clicking **SUBMIT** ("save" will only save it for you to come back and finish later, it does not complete your registration).

Otherwise, create a new user-name & password. Your user name and password will be used to update your information and register for future events so hang onto it. First set up your household by clicking "Manage people and household information". Follow the prompts to enter the names of all people in your household. This info will be saved in your account & will not need re-entered every year.

Click "Return Home" and register each sr. high student and adult volunteer in your household by clicking the appropriate red "Start application" box. *READ the instructions carefully on each page and follow the prompts. Please complete the application and required forms by clicking **SUBMIT** ("save" will only save it for you to come back and finish later, it does not complete your registration).

Payment

Payments will be handled through your local church. Each person/family registering with your church will submit payment to your church. The church will then write one check for the entire group to Youth Commission. The \$70 amount shown during the registration process is the amount Youth Commission charges per person. That is the amount your church will be invoiced for per person. Some churches offer the event at a different cost. This may be the result of offering scholarships or building in a cost for transportation, etc. That does not change the amount the church will be invoiced for and pay to Youth Commission. Each family/individual should contact you/your church to verify the amount owed and submit payment accordingly. It is your responsibility to communicate this with your students, volunteers and families. It is mentioned multiple times throughout the registration process as well, but please over communicate it.

SDYC Schedule

Friday, November 17

6:30 pm Registration Open
8:15 pm Sponsor Meeting
8:30 pm Doors Open
9:00 pm **Session #1**
10:30 pm Hosts pick up guests

Saturday, November 18

8:30 am Doors Open
9:00 am **Session #2**
10:30 am Grab a snack
10:45 am Workshops #1
11:45 pm Lunch
12:30 pm Workshops #2
1:30 pm Free Time
2-4 pm "Extreme Team Challenge"
5:15 pm Supper
5:45 pm Doors Open
6:00 pm **Session #3**
8:00 pm Youth Group Break-Out
9:00 pm Late-Nite Activities
11:00 pm Hosts pick up Guests

Sunday, November 19

9:00 am Doors Open
9:30 am **Session #4**
11:00 am Head for home

*This is a sample schedule and is subject to change

ADULT LEADER BACKGROUND CHECK FACT SHEET

In order to ensure the safest environment for participants at SDYC, we are requesting Background checks on all adults and/or leaders that accompany your group to SDYC.

A National Criminal and Sex Offender Background Check is requested.

FREQUENTLY ASKED QUESTIONS

What is the purpose behind requiring background checks?

Youth Commission wants you and your students to be protected throughout the duration of SDYC. Background checks are one avenue of assuring that those in contact with your students are safe individuals. Additionally, Youth Commission wants to encourage all churches to run background checks for all of their staff and volunteers.

When did this policy take effect?

While we have been doing background checks for camp counselors for a while, this particular policy is new for SDYC in 2017.

What steps do I need to take?

1. Check to see if your church uses a particular company when completing background checks.
2. If there is no specific place that you are required to use, you may check with your insurance company for recommendations. Youth Commission currently uses christianbackgroundchecks.com for our camps.
3. If you have an adult leader that has been a recent counselor at camp, you can check with Russ to see if YC already has a background check on file.

What if we already have background checks on our volunteers?

If your church has background checks on file for all of your leaders, then Youth Commission does not require you to run a new one.

What documentation do I need to bring to SDYC?

You are not required to send us the results of the background checks. Please keep them on file at your church. Please note that you will need to have access to the results in order to produce proof of a background check within 24 hours if requested by Youth Commission or SDC staff. You will be asked to sign a **Background Check Verification Form** (one per church) stating that a **National Criminal** and **Sex Offender** Background Check has been run on each leader attending SDYC with your group.

IMPORTANT!

In order to assure the safety of everyone at the event, no one who has been convicted of a sex crime may attend SDYC. Youth Commission reserves the right to remove from any event any person that in its sole opinion poses a threat to the event or those in attendance. This may include anyone convicted of a felony or accused/arrested of/for a crime involving a minor.



SDYC BACKGROUND CHECK VERIFICATION FORM

The safety and security of the students and leaders in your ministry is very important to the Youth Commission. The Youth Commission is unable to verify the background of every adult leader that comes to SDYC, that is why we are counting on your leadership. Youth Commission requests and strongly encourages you to take very seriously the safety of your group as well as that of other groups attending the event. Youth Commission requests that you run a National Criminal and Sex Offender Background Check on every adult leader working with students.

1. Can you verify that you have run a National Criminal and Sex Offender background check on each adult attending SDYC with your group in the last 12 months?

_____ YES _____ NO

2. Can you verify that none of the leaders accompanying your students have had arrests or convictions of any kind on their background check?

_____ YES _____ NO* If "NO", please explain _____

I verify that the above information is accurate to the best of my knowledge. I understand that adults who have been convicted of a sex crime cannot attend SDYC and that Youth Commission reserves the right to remove any person from this event that in its sole discretion poses a threat to those in attendance.

Print Name

Signature

Church

City/State

Date