



JHYC 2017-18 Registration Guide for Group Leaders

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- Promo Flier (attached pdf & pub, copy two-sided, flip on short edge)
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(covers any adult leaders whose backgrounds you've checked)



Youth Pastor/ Lead Youth Worker/Church Point Person Expectations

- PROMOTE JHYC (note the registration deadlines) with fliers, 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. sdcmbyouth.org/jhyc
- Gather payments (see Payment section on the next page)
- 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.
- Complete the Background Verification Form (one form for your group) for the adults you are bringing. Scan & email the form to russc@dcmb.org.
- 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: Southern District Youth Commission, 7348 W 21st St N, #115, Wichita, KS 67205
- Arrange transportation
- Communicate 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/
or contact Russ Claassen, 316-832-5250, russc@sdcmb.org

How to Register & Pay for JHYC

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.

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 by clicking **SUBMIT**.

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 by clicking **SUBMIT**.

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 \$35 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.

*There is a \$20 late fee that will be added following the January 7 deadline.

JHYC Schedule

Saturday, January 20, 2018

- 8:45 AM Donuts & Group Check-In
- 9:15 AM Doors Open: Pre-session Activities
- 9:30 AM Session 1
- 10:30 AM Break – Snacks & Restrooms
- 10:45 AM Session 2 Activity-based
- 11:45 AM Youth Group Breakout–time to discuss/process the morning with your group
- 12:15 PM Lunch
- 12:45 PM FREE TIME: Recreation and Service Project if applicable
 - 1:00 PM – Red Group Service Project
 - 1:45 PM – Blue Group Service Project
 - 2:30 PM – Yellow Group Service Project
- 3:15 PM Snacks
- 3:30 PM Doors Open: Pre-session Activities
- 3:45 PM Session 3
- 4:45 PM 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 JHYC, we are requesting Background checks on all adults and/or leaders that accompany your group to JHYC.

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 JHYC. 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?

In 2017, Youth Commission began requesting that churches attending events to have background checks run on all adults prior to attending the event.

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 a 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.

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 JHYC?

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 JHYC 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 JHYC. 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.



JHYC 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 JHYC, 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 JHYC with your group?

_____ YES _____ NO* (If "NO", please read the box below)

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 JHYC 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 (Church Representative)

Signature

Church

City/State

Date