

SW Unity Region
2016 Youth Spiritual Educators Conference: September 16-18
Registration Check Lists for Youth Directors
Event fee: \$250 Per Person

Registration Checklist for Youth Director/Minister:

- ▶ Circulate and/or display flyer, along with registration "Check List for Participants" (below)
- ▶ Scholarship applications due August 29th. Unity Church of Alhambra Foundation grants for this event available up to \$75. Forms can be found at swunityyouth.org. Church will be contacted with scholarship recipient approval and amount by September 5.
- ▶ By August 29th, complete the Group Summary Pre-Registration form and email to Jennifer Somerville at jennifer@santabarbaraunity.org.
- ▶ Once the Group Summary Pre-Registration has been submitted you will receive an on-line registration to give to participants so they can register online by September 9th. Participants must register online to complete their registration process.
- ▶ By September 9th: send one check per group to Jennifer Somerville (less any PayPal/credit card payments & scholarship). **Mail to:** Unity of Santa Barbara, 227 E. Arrellaga St. Santa Barbara, CA 93101
- ▶ Registration is closed after September 9, check with Jennifer if space is available for any late applicants. A \$10 late fee applies.

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Youth Spiritual Educators Conference, Idyllwild CA - September 16-18

Registration Check List for Participants

- ▶ Let your Youth Director know that you will be attending the conference, indicate any special dietary needs and/or room sharing requests, by _____ (date)
Youth Ministry Directors contact phone: _____ Email: _____
- ▶ Scholarship applications due by August 29th, Grants for this event are available up to \$75. Application forms for participants needing scholarship (found at swunityyouth.org)
- ▶ Please inform your Youth Director/Minister if you will be paying with credit card (\$8. processing fee applies for each registration).
- ▶ If paying by check, please turn your registration fee (\$250.) into your Youth Director/Minister by:
Date: _____. Registration fee minus fundraising and/or scholarship due: _____.
- ▶ Once your church has turned in all completed a Group Summary, you will be given an online registration link from your Youth Ministry Director. **Complete registration online by September 9th. *You are not registered for this event until you have completed the online registration process - special diets are not guaranteed unless registered online by September 9.***

Registration is closed as of September 9th, check with your Youth Director for space availability there after. A \$10 late fee applies.

No cancellations or refunds after September 9th.